Just Kidding

**CHILD PROTECTION, SAFEGUARDING CHILDREN & SAFE RECRUITMENT POLICY**

**THE WELFARE OF THE CHILD IS PARAMOUNT**

This policy is based on DfE guidance: ‘*Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges*’ (September 2016/2018); ‘*Working Together to Safeguard Children*’ (March 2015) and the DfE booklet: ‘*What to do if you’re Worried a Child is Being Abused*’ (March 2015). The Rule is that all staff and volunteers MUST read Keeping Children Safe in Education - Part 1, which is carried out as part of our induction.

The Charity’s prime responsibility is the welfare and wellbeing of all children in our care. We work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Safeguarding includes issues such as health and safety, bullying, meeting the medical needs of children with medical conditions, providing first aid and

security. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.

We aim to proactively safeguard and promote the welfare of our children so that the need for action to protect children from harm is reduced.

 We aim to do this by:

* Creating an environment that encourages children to develop a positive self-image, regardless of race, language, religion, culture, and home background through our curriculum.
* Helping children to establish and sustain satisfying relationships within their families, peers and with other adults
* Encouraging children to develop a sense of autonomy and independence.
* Creating within the Charity a culture of value and respect for the individual.
* Enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
* Working in partnership with parents to build their understanding of the commitment to the welfare of all our children.
* Providing adequate and appropriate staffing resources to meet the needs of children, meeting regulatory requirements for ratios and class sizes.
* Introducing key elements of safeguarding into our curriculum, so that children develop an understanding of why and how to keep safe. We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.
* Ensuring that all parents/carers know how to raise concerns about a staff or volunteers action within the Charity, which may include allegations for abuse. Parents are given a copy of the procedure which is also clearly displayed on our notice board.

The legal framework for this work is:

* The Rehabilitation of Offenders Act 1974
* The Children Act 1989 and 2004
* Human Rights Act 1998
* GDPR 2018 (formally Data Protection Act 1998)
* The Protection of Children Act 1999
* The Female Genital Mutilation Act 2003 Amended by The Serious Crime Act 2015
* Counter Terrorism and Security Act 2015 (for Prevent)
* Equality Act 2010
* Section 175 of the Education Act 2002

All staff receives appropriate safeguarding and child protection training and are aware of and understand our Safeguarding Policies and Procedures. Staff should be able to identify, understand and respond appropriately to signs to possible abuse and neglect including:

(This list is not exhaustive) It comes from 3.6 of the EYFS and was updated in April 2017 and now includes FGM and Prevent.

* Significant changes is children’s behaviour
* Deterioration in children’s general well-being
* Unexplained bruising, marks or signs of possible abuse or neglect
* Children’s comments which give cause for concern
* Any reason to suspect neglect or abuse outside the setting, E.g. in the child’s home
* Inappropriate behaviour displayed by other members of staff, or any other person working with the children. E.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure they should always speak to the designated safeguarding lead. In exceptional circumstances, such as in emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to children’s social care.

Mobile phones may not be used at any time whilst caring for the children, except for emergencies.

**The Curriculum and Safeguarding in Relation to Other Policies**

The governors place importance on the curriculum in the safeguarding of children. They aim to ensure that curriculum development meets the following objectives:

* Developing child’s self-esteem and culture where children are confident to speak up
* Developing communication skills
* Informing about different aspects of risk
* Developing strategies for self-protection
* Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults
* Developing non-abusive behaviour and respect between young people and adults

This Safeguarding and Child Protection Policy should be read in conjunction with all other of the Charity’s policies. (Available from Charity office).

**Principles**

1.0 This Charity takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

1.1 An agreed definition of safeguarding and promoting the welfare of children is: ‘Everyone who works with children – including teachers, GPs, nurses, midwives, health visitors, early years professionals, youth workers, police, Accident and Emergency staff, pediatricians, voluntary and community workers and social workers – has a responsibility for keeping them safe.” –Working Together to Safeguard Children (2015).

1.2 Safeguarding encompasses many aspects of life, wherever a child’s welfare might be compromised; child protection is one very important aspect of safeguarding.

1.3 Promoting welfare involves ‘creating opportunities to enable children to have optimum life chances in adulthood’ – Framework for the Assessment of Children in Need and their Families (Government Guidance 2000)

1.4 The Governing Body is to act in accordance with Section 175 of the Education Act 2002 to safeguard and promote the welfare of children at this Charity.

* 1. All children have the right to be safeguarded from harm or exploitation whatever their:
* Race, religion, first language or ethnicity
* Gender or sexuality
* Age
* Health or disability
* Political or immigration status

1.6 Staff, volunteers and the Governing Body in this Charity are committed to fostering an ethos which:

* Encourages and supports parents/carers and works in partnership with them;
* Listens to and values users
* Ensures staff and volunteers are aware of signs and symptoms of abuse, know the correct procedure for referring concerns or allegations and receive appropriate training to enable them to carry out these requirements
* Maintains a safe environment for all users
* Exercises their duty to work in partnership with other agencies and to share information with them in accordance with legislation (Information Sharing 2018)

1.7 We recognise that staff and volunteers, because of their contact with and knowledge of the children or young people in their care, are well placed to identify abuse and offer support. We ensure staff has the skills to do this through regular training (every two years) and updated refresher knowledge termly during informal meetings.

1.8 Statements about or allegations of abuse or neglect made by children will be taken seriously and acted upon promptly.

1.9 Our recruitment and selection procedure includes checks on staff suitability to have contact with children including DBS enhanced checks, in accordance with current legislation and guidance ‘Keeping Children Safe in Education (September 2018)’. The same recruitment procedure is to be adopted for individuals who volunteer in the charity on a regular basis. According to the revised EYFS (2017), 3.10- the Charity must now get a DBS for volunteers.

1.10 This charity recognises it is an agent of referral and not of investigation; no action will be taken knowingly which might undermine a criminal investigation. Investigating agencies are Children’s Services, Social Care and the Police. Staff responsibilities are to share information/concerns and record these.

**Procedures for Referral / Principles for Intervention to Protect Children**

2.0 Action is taken in line with the following guidance:

* DfE Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (September 2018)
* DfE Working Together to Safeguard Children (March 2015)
* What to do if you’re worried a child is being abused – Government Guidance – DFE-00124-2015. A copy of this is always available on site.
* Local guidance from City & Hackney Safeguarding Board and Children’s Social Care

**Early Intervention**

2.1 All staff should be aware that early intervention is imperative in order to help a child/young person in need. The quicker a concern is reported, the earlier the safeguarding process can begin. It is important that all staff are aware of their job roles and the actions that are required for them to take should a safeguarding concern become apparent to them. This is explained to all staff and volunteers though our induction procedures.

**Reporting Process**

2.2 Any member of staff, volunteer or visitor who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the designated safeguarding lead. The name of the designated safeguarding lead/s is clearly displayed in the entrance hallway and common parts of the building.

**THE CHARITY’S DESIGNATED SAFEGUARDING LEAD IS AS FOLLOWS:**

Mr Samuel Lew

2.2 If appropriate, the designated safeguarding lead must inform the Children’s Social Care FAST Team (First Access & Screening Team) at the local authority where the child lives, unless the child about whom there are concerns already has an allocated social worker, in which case this person will be contacted without delay.

 (Hackney FAST Team - 020 8356 5500, out of hours number: 0208 356 2346/2710)

 (Haringey FAST Team – 020 8489 4470)

2.3 Telephone referrals to the Children’s Social Care should be confirmed in writing within 24 hours.

2.4 In general, staff will discuss their concerns with parents/carers and advise them of any referrals to Children’s Services Social Care, unless it is considered that to do so will place the child at risk of harm. Advice will be taken from the investigating agencies if there is any doubt.

2.5 The designated safeguarding lead for child protection should assist the investigating agencies to make enquiries into concerns of child welfare. This will include ensuring this charity is represented at Child Protection Conferences and that information about the child is provided as required in an appropriate format (e.g. secure email).

2.6 The designated safeguarding lead for child protection will be responsible for co-ordinating action and liaison with other agencies and support services over child protection and other safeguarding issues.

2.7 Confidentiality must be maintained and information relating to an individual /family is shared with staff on a strictly need to know basis.

2.8 We understand that concerns about significant harm may arise about children who already have an allocated social worker and we will pass on such concerns without delay.

2.9 Every member of staff has an individual responsibility for safeguarding and child protection. Where there is concern about a child’s welfare and a designated senior person is not available, or it is felt that she is not taking the concerns seriously, another person in the management team may refer to the Children’s Services Social Care local office. OFSTED guidance expects the Designated Lead to always be available when children are present / the activities are active. Our Charity has a Deputy Designated Lead who are available should a Designated Lead not be available.

*Preventing Radicalisation*

As part of our approach to safeguarding:

2.17 The charity assesses the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This should be based on an understanding, shared with partners, of the potential risk in the local area.

2.18 The charity will intervene as appropriate and will need to consider the level of risk to identify the most appropriate referral, which could include Channel or Children’s Social Care.

2.19 The Charity will make a determination as to whether any guest speaker is appropriate for the children to whom they are speaking, considering the likely content of any speech and the age of the children.

2.20 Any guest speaker will be appropriately supervised at all times when on the premises.

2.21 The Trustees will ensure that the Charity’s safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board (LSCB).

2.22 Staff are given training, that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas, which can be used to legitimise terrorism and are shared by terrorist groups (see our Prevent Risk Assessment ).

2.23 Children are not provided with Internet access whilst on the premises.

2.24 Throughout our curriculum we promote British Values (see our British Values Policy).

**Multi-Agency Working**

3.0 Staff and volunteers have read the “information sharing guidance” and understand the importance of information sharing and will ensure that we will work together alongside other agencies to best support our users who may require extra support. Staff and volunteers understand the importance of confidentiality and recognise when it is necessary to share vital information with other professionals in support of the individual.

3.1 The charity will ensure that it contributes to inter-agency working in line with statutory guidance Working Together to Safeguard Children 2018. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans. The Charity should allow access for children’s social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.

3.2 The charity will ensure that our safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the City & Hackney Safeguarding Children Board (LSCB). Section 10 of the Children Act 2004 requires a local authority to make arrangements to promote co-operation between itself and its relevant partners and other organisations who are engaged in activities relating to children.19 Under section 14B of the Children Act 2004 the LSCB can require a Charity to supply information in order to perform its functions; this must be complied with.

3.3 The charity will ensure a member of the governing body, is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies in the event of allegations of abuse made against a member of the governing body.

**Concerns about Staff Behaviour towards Children and Allegations of Abuse made against Staff**

4.0 Allegations MUST go to the Trustees as Designated Leads cannot investigate their peers.

 If staff members have concerns about another staff member then this should be referred to the Trustees.

4.1 The procedure set out in ‘*Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges*’ September 2018 (Part 4) should be used in respect of all cases in which it is alleged that a member of staff (including volunteers) has:

* Behaved in a way that has harmed a child, or may have harmed a child;
* Possibly committed a criminal offence against or related to a child; or
* Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

4.2 This part of the guidance relates to members of staff or volunteers who are currently working in any setting regardless of whether the Charity is where the alleged abuse took place. Allegations against a volunteer who is no longer at the job, should be referred to the police. Historical allegations of abuse should also be referred to the police.

4.3 The Trustees will make a referral to the Disclosure and Barring Service (DBS) if a staff member or volunteer has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned. This is a legal duty and failure to refer when the criteria are met is a criminal offence.

4.4 Records of allegations of abuse made against a member of staff that are found ‘malicious’ (sufficient evidence to disprove allegations and there has been a deliberant act to deceive) will be removed from personal records. All other records of allegations will be kept in a locked cupboard, in a confidential file for a period of 10 years or until the accused has reached retirement age. Only “substantiated” allegations are recorded on references for employment. Malicious allegations may be referred to the police.

4.5 We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

*DBS Referrals*

4.5 The charity has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; (see our allegations process); where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

**Supporting Children**

5.0 We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame themselves or find it difficult to develop and maintain a sense of self-worth.

5.1 Where a child shows signs and symptoms of ‘faltering growth’ or neglect, we make appropriate referrals. After consultation with the safeguarding lead a decision will be taken whether to refer on too FAST.

5.2 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

5.3 Our Charity will support all users through activities by:

* Encouraging the development of self-esteem and resilience whilst not condoning aggression or bullying
* Promoting a caring, safe and positive environment
* Liaising and working together with other agencies

5.4 Where a child makes a disclosure to a member of staff, that member of staff will:

* Offer reassurance to the child. We constantly say it in our training, NOT to reassure them everything will be OK (as we don’t actually know this) but reassure them they have done the right thing by telling us.
* Listen to the child
* Give reassurance that she will take action
* Report to the DSL

The member of staff does not question the child or make any promises they cannot keep (e.g. to keep it a secret).

**Record Keeping**

1. Any member of staff or volunteer receiving a disclosure of abuse, or noticing possible abuse, or having any safeguarding concerns must make an accurate record as soon as possible noting what was seen or said (recording the users’ own words as far as possible) putting the event into context, and giving the date, time and location. Information should be recorded in non-judgmental, non-emotive terms. ‘Record of Concern’ Forms are available from the office.

6.1 Staff to make a record of: (See Recording injuries, page 28)

* The child's name
* The child's address
* The age of the child
* The context, time, date and location of the observation or the disclosure
* What you have seen
* What the child said, using the child’s words, not your interpretation
* What you said
* The names of any other person present at the time
* Use plain language
* Do not confuse opinions/ judgements with the facts
* Give evidence for opinions
* Be precise

All records must be dated and signed and passed to the safeguarding lead.

Seek advice as to what to do next from your Designated Safeguarding Lead.

6.2 All hand-written records will be retained, even if they are subsequently typed up in a more formal report, which are securely locked and stored.

6.3 All records relating to child protection concerns to be kept locked in a secure place and remain confidential and do not form part of the users’ educational records. Any requests from parents’/carers’ solicitors to have records disclosed to them should be passed to one of the county solicitors for advice. Staff and volunteers are aware that all completed notes or forms completed must be given over to the DSL for filing in the designated locked place.

6.4 Files relating to concerns about users to include a chronology of incidents and subsequent actions/outcomes.

6.5 The DSL must ensure that they monitor closely the welfare, progress and attendance of young people subject to Child Protection Plan and that they provide information as required to the social worker.

6.6 It is recommended that a child’s records are kept until they are 25.

**Parental Involvement**

7.0 This Charity is committed to helping parents/carers understand their responsibility for the welfare of all users.

7.1 Parents/carers will be made aware of the Charity’s child protection policy via the Charity’s initial meetings with parents of new users.

7.2 As previously stated, where possible, concerns about children should be discussed with parents/carers in the first instance and the designated senior person should advise of the need to make referrals to the Children’s Services Social Care local office, unless to do so would place the person at increased risk of significant harm. We encourage parents to share relevant information with us at all times and to ensure the Charity is updated of any changes to personal details.

**Recruitment and Training of Staff and Volunteers**

8.0 We understand that a robust and rigorous recruitment and selection practice helps prevent unsuitable applicants from gaining positions in the charity, ensuring that our workforce is fully committed to the safe welfare of children and contribute to a safe and secure environment.

8.1 Our recruitment and selection procedure includes: shortlisting/interviews/qualifications and ID checks, 2 written references and all suitable checks on staff and volunteers who have contact with children including DBS (Disclosure and Barring Service) enhanced checks in accordance with current legislation (The Education (Independent School Standards) Regulations 2014 – [as revised January 2015](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389467/Revised_independent_school_standards.pdf)) and guidance (DfE Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges September 2018). The same recruitment procedures will be adopted for individuals who volunteer at the charity on a regular basis. The new EYFS (2017) point 3.10 states that any volunteer – even if they are supervised must have a DBS if they carry out personal care tasks.

8.2 For all appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity. A person will be considered to be engaging in regulated activity if as a result of their work they:

* Will be responsible, on a regular basis in the Charity, for training instructing, caring for or supervising children; or
* Will carry out paid, or unpaid, work regularly in the Charity where that work provides an opportunity for contact with children;
* Engage in intimate or personal care or overnight activity, even if this happens only once.

8.3 Staff and volunteers will be checked for any prohibitions, sanctions or restrictions that would prevent them from working with the children/young people or beginning a particular position. Staff and volunteers are expected as part of their contract to sign a declaration disclosing any convictions, court orders, cautions, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment).

8.4 The charity will obtain an enhanced DBS certificate (which should include barred list information) for all staff and volunteers who are new to working in regulated activity. The charity must obtain an enhanced DBS certificate for volunteers who are not engaging in regulated activity, but have the opportunity to come into contact with children on a regular basis.

8.5 Unless a candidate is part of the DBS update service a new DBS clearance will be sought for working at the charity. <https://www.gov.uk/dbs-update-service>

8.6 The charity will ensure that any contractor, or any employee of the contractor, who is to work at the project has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity.

8.7 Before using the DBS Update Service the Charity must:

* Obtain consent from the applicant to do so;
* Confirm the certificate matches the individual’s identity; and
* Examine the original certificate to ensure that it is for the appropriate workforce.

8.8 The main elements of the recruitment process are:

* Make reference to the responsibility for safeguarding and promoting the welfare of children in the job description and at the interview.
* Ensuring that the person specification includes specific reference to suitability to working with children.
* Using application forms to obtain and scrutinise comprehensive information about applicants.
* Conducting face-to-face interviews that ask appropriately robust questions that explore the candidate’s suitability to work with children as well as their suitability for the post.
* Ensuring written references are obtained that help assess applicants’ suitability for the post through precise focused questions.
* Conducts other checks as detailed in the standards of Part 4 of The Education (Independent School Standards) Regulations 2014 concerning verifying the successful applicant’s identity; their academic or vocational qualifications; previous employment history and experience; medical fitness; criminal record and that they have not been barred from working with young people. (as written in “Keeping Children Safe in Education)

8.9 All paperwork/confidential electronic information is to be kept in locked staff files or securely in accordance with GDPR, updated May 2018.

8.10 A single ‘Central Record’ of recruitment and vetting checks will be kept in accordance with Government Guidance. The record will contain details of checks on the following people:

* All staff and volunteers who are employed to work at the Charity.
* All other people who have been chosen by the Charity to work in regular contact with children. This will cover volunteers, Trustees who also work as volunteers and people brought into the Charity to provide additional instruction for users but whom are not staff members, e.g. therapists or a specialist sports coach

8.11 The record of checks is kept up-to-date and is readily available.

8.12 Trustees recognise the importance of safeguarding and child protection training for the designated senior person and for all other staff and volunteers. There is a lead member of our Governing body for safeguarding who has received / attended relevant training (names above).

8.13 The designated senior person will be encouraged to attend training events organised by the LA or the Local Safeguarding Children Board. This person will have inter-agency training and receive ‘refresher’ training at least every two years and update their knowledge at least annually by Interlink.

8.14 Safeguarding and Child protection is part of induction training for all new staff and volunteers. Staff and volunteers who do not have lead responsibility for child protection will have ‘refresher’ training at least every two years and update their knowledge at least annually. This is recorded in our Safeguarding training file/log.

8.15 To ensure that staff and volunteers are kept up-to-date with the latest safeguarding and child protection information, it is imperative that all staff members attend regular staff meetings where any changes to the safeguarding guidelines can be highlighted.

**The Role of the Governing Body**

9.0 Trustees will ensure that the Charity has identified a designated senior person for safeguarding and child protection,.

 The nominated Senior Person for safeguarding is Mr Samuel Lew.

9.1 The nominated Trustee for Safeguarding and child protection, in liaison with the designated senior person, should ensure that the Charity has an effective Child Protection and Safeguarding Policy and clear procedures in place, and that these are known to all members of staff including supply staff and volunteers). Newly appointed staff and volunteers read copies of the policy and procedures and discuss with their manager as part of their induction training.

9.2 The Trustees will receive a written report on changes to the Safeguarding and Child Protection Policy or procedures; training undertaken by the designated senior person, other staff, volunteers and governors; the number of child protection incidents/cases (without detail or name).

9.3 The Trustees should review and update (if appropriate) this Safeguarding Children, Safe Recruitment & Child Protection Policy on an annual basis, or whenever new guidance is issued in partnership with governors and DSL.

**Children with Special Educational Needs and Disabilities (SEND)**

10.0 The Charity recognises that children with special educational needs may be especially vulnerable to abuse and expect staff to take extra care to interpret correctly any concerns or apparent signs of abuse or neglect.

10.1 Staff and volunteers who are responsible for any intimate care of children to undertake their duties in a professional manner at all times and ensure the child’s safety and dignity is preserved with a high level of privacy, choice and control. This will be in close partnership with parents/carers and in line with our risk assessments.

10.2 Staff and volunteers understand the importance of abuse awareness, they are prepared to report any safeguarding concerns they may have and offer additional support to SEND children.

**Whistle Blowing**

11.0 The charity has a Whistle Blowing Policy, which is available on request.

11.1 All staff and volunteers should be aware of their duty to raise concerns, where they exist, about the management of child protection, or any instance of malpractice, which may include the actions of colleagues. Where a staff or volunteer feels unable to raise the issue with their employer or feels that their genuine concerns are not being addressed, they should follow the procedures laid out in the whistle blowing policy.

11.2 In the case where a staff member has concerns against a colleague, the whistle blowing policy and procedure must be adhered to. If a staff member has a concern regarding the head staff members, this should be reported to the named person on the governing body who will liaise with the local authority designated officer (LADO). Information and advice can be found on the NSPCC website where you can be directed to the whistle blowing advice line:

<https://www.nspcc.org.uk/fighting-for-childhood/news-opinion/newwhistleblowing-advice-line-professionals/>

**Security**

12.1 We take security steps to ensure that we have control over who comes into the premises so that no unauthorised person has unsupervised access to the children. We do this by having a CCTV and operated gate system and intercom.

12.2 All visitors are required to sign in the visitor’s book and ID will be checked. Visitors will not be left unsupervised whilst with the children.

**Internet & Online Safety**

14.1 The charity has a system in place for controlled internet access for admin staff. Appropriate filters and anti-virus systems are in place and regularly checked/updated. Children do not have access to the internet.

14.2 Staff will also inform users of the dangers of giving out personal information.

Please see Mobile Phone policy.

**Peer on Peer Abuse**

15.1 The charity are aware that children/young people can suffer abuse from other children/young people.

15.2 All staff are trained in safeguarding and child protection therefore recognise the signs to abuse and are aware that should they have any concerns; this should be reported to the safeguarding lead.

15.3 Abuse can occur on electrical devices and through the internet. Issues such as “cyber bullying” are a form of peer-on-peer abuse and are taken very seriously by all staff members.

15.4 Any form of peer on peer abuse will be reported to the safeguarding lead.

**Useful Contacts**

**Hackney Children’s Social Care Services**

Hackney First Access Screening Team (FAST) – 020 8356 5500

Out of Hours Emergency Duty Team – 020 8356 2710 / 020 8356 2346

**City & Hackney Safeguarding Children Board (CHSCB)**
LA Designated Officer (LADO): 020 8356 4569

Safeguarding in Education Team – 020 8820 7551 / 7276

City & Hackney Safeguarding Children Board (CHSCB)

Hackney Service Centre
1 Hillman Street
Hackney
E8 1DY

020 8356 4569

<http://www.chscb.org.uk/>

**NSPCC (for confidential advice)**

24 hour Helpline – 0808 800 5000

**Ofsted**

Email – **enquiries@ofsted.gov.uk**

About education or adult skills - 0300 123 4234

About children’s services or any other aspect of our work- 0300 123 1231

Whistleblowers hotline - 0300 123 3155

*However before you call please read the whistleblowers page on http://www.ofsted.gov.uk/contact-us/whistleblower-hotline*

**Disclosure & Barring Service (DBS)**

DBS Checks- 0870 909 0811

Barring- 01325 953 795

**Appendix – Child Protection**

**Definitions of Child Abuse**

* Abuse and neglect are forms of maltreatment of a child. Somebody may abuse a child by inflicting harm, or by failing to act to prevent harm.
* Children may be abused in a family or in an institutional or community setting, by those known to the child or, more rarely, by a stranger via the Internet.
* Children may be abused by an adult or adults, or another child or children (est. 25-35% of abuse happens by other children).

**Categories of Abuse and Neglect**

* Neglect
* Physical Abuse
* Sexual Abuse
* Emotional Abuse

***What is Abuse?***

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

***Neglect***

Persistent failure to meet a child’s basic physical and/or psychological needs likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatments. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Possible signs & indicators of neglect:

* Hunger
* Poor personal hygiene
* Inappropriate clothing
* Frequent lateness or non-attendance
* Untreated medical problems
* Poor social relationships
* Compulsive stealing or scrounging
* Tiredness

***Physical Abuse***

Hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating, otherwise causing physical harm to a child. Physical harm may also be caused when a parent of carer fabricates the symptoms of, or deliberately induces, illness in a child.

Possible signs & indicators of physical abuse:

* Unexplained injuries or burns, particularly if recurrent
* Refusal to discuss injuries or improbable explanations
* Untreated injuries or lingering illness
* Admission of punishment which appears excessive
* Shrinking from physical contact
* Fear of returning home or of parents being contacted.
* Fear of undressing
* Fear of medical help
* Aggression/bullying
* Over compliant behaviour or ‘watchful attitude’
* Running away
* Significant changes in behaviour without explanation

***Female Genital Mutilation (FGM)***

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

**Indicators**

There are a range of potential indicators that a girl may be at risk of FGM. All staffs in England and Wales to make a report to the police (by calling 101) where, in the course of their professional duties, they either:

* are **informed** by a girl under 18 that an act of FGM has been carried out on her;
* **observe physical signs** which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl’s physical or mental health or for purposes connected with labour or birth.

Section 5C of the Female Genital Mutilation Act 2003 (as inserted by section 75 of the Serious Crime Act 2015) gives the Government powers to issue statutory guidance on FGM to relevant persons. [Home Office - Mandatory Reporting of Female Genital Mutilation Guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf)

**Actions**

If staff have a concern they should report to the DSL immediately, activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children’s social care. Where a member of staff discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there is now a statutory duty upon that individual to report it to the police.

***It is recommended that you make a report orally by calling 101, the single non-emergency number.***

It is a mandatory requirement for all staff members to report concerns/findings regarding female genital mutilation (FGM) to the DSL. The FGM mandatory reporting duty is a legal duty provided for in the FGM Act 2003 (as amended by the Serious Crime Act 2015). This is a legal requirement for “regulated” professionals (social workers, qualified teachers, nurses and doctors etc)

***Signs of Abuse***



***Sexual Abuse***

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact such as kissing, rubbing and touching outside of clothing or other inappropriate acts. They may also include non-contact activities, such as involving children in looking at, or in the production of inappropriate images, watching inappropriate activities, encouraging children to behave in inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of such abuse, as can other children.

Possible signs & indicators of sexual abuse:

* Bruises, scratches, burns or bite marks on the body
* Scratches, abrasions or persistent infections in the anal or genital regions
* Sexual awareness inappropriate to the child’s age – shown for example in drawings, vocabulary, games, and so on
* Frequent public masturbation
* Attempts to teach other children about sexual activity
* Refusing to stay with certain people or go to certain places
* Aggressiveness, anger, anxiety, tearfulness
* Withdrawal from friends
* Pregnancy (in older young people)

***Emotional Abuse***

Persistent emotional maltreatment of a child, such as to have severe and adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Possible signs & indicators of emotional abuse:

* Continual self-deprecation
* Fear of new situations
* Inappropriate emotional responses to painful situations
* Self-harm or mutilation
* Compulsive stealing/scrounging
* Drug/solvent abuse
* ‘Neurotic’ behaviour – obsessive rocking, thumb-sucking, and so on
* Air of detachment – ‘don’t care’ attitude
* Social isolation – does not join in and has few friends
* Desperate attention-seeking behaviour
* Eating problems, including overeating and lack of appetite
* Depression, withdrawal

**Specific Safeguarding Issues**

Examples of specific safeguarding issues, along with links to guidance are contained within Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (September 2018).

***Preventing Radicalisation***

From 1 July 2015 specified authorities are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (“the CTSA 2015”), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. It applies to a wide range of public-facing bodies. Bodies to which the duty applies must have regard to statutory guidance issued under section 29 of the CTSA 2015 (“the Prevent guidance”).

**Partisan political activity**

The charity is prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Political intervention includes not only making financial contributions but also the publication or distribution of written or oral statements on behalf of or in opposition to a particular candidate. There are no exceptions to this prohibition

Nonetheless, the charity is dedicated to the free expression of ideas. It encourages children, faculty, and other employees, in their individual capacities, to participate fully in the political process during campaigns by candidates for public office as long as they do not-either overtly or implicitly-involve the Charity.

In order to permit the most robust political discourse during partisan political campaigns for public office our policy remains in effect today and prohibits all individuals and groups within the charity setting from using any resources or the charity’s name in connection with partisan political campaign activities.

Thus, in accordance with both the law and stated policy, everyone connected with the charity must observe the following rules with respect to his or her participation in national, state, or local partisan political campaign activities:

1. Faculty and other employees may take part in partisan political activities freely on their own time, but they must not do so at the expense of their regular responsibilities to the charity and its users.
2. The charity’s name or insignia cannot be used on stationery or other documents intended for political purposes, including soliciting funds for political support or carrying on a political campaign.
3. Funds or other contributions may not be solicited in the name of the charity for political support or carrying on a political campaign.
4. Employees of the charity may not-and should not be asked to-perform tasks related to partisan political activities during working hours.
5. The following may not under any circumstances be used for political campaign purposes:

a. The charity’s mailing lists-including the addresses of departmental offices or the offices of faculty or other employees;
b. Charity provided office supplies, telephones, facsimile machines, copiers, etc.

1. Certain nonpartisan political activities (such as properly organized voter registration activities, voter education programs, and candidate debates) may be permissible if they do not evidence a preference for or opposition to a political party or to candidates who have taken a particular position. In order to ensure that all the charity’s requirements are followed, advance approval for these events must be obtained from the trustees.
2. Vigorous research is done prior to any outside speaker who comes to visit the projects or charity office. No speaker may talk to any children prior to research and approval from the Trustees.
3. No leaflets from parents or any outsider is to be distributed to any users prior confirmation from Trustees.

As noted above, these policies are not intended to infringe in any way on individual rights to support a particular candidate or participate in a political campaign. You remain entirely free to become involved in the election process as you choose, so long as you do so in a way that does not-either overtly or impliedly-involve the Charity.

**What is meant by ‘Harm’?**

S31(9) Children Act 1989, as amended by Adoption & Children Act 2002

* **‘Harm’** means ill treatment or the impairment of health or development, including for example, impairment suffered from seeing or hearing the ill treatment of another.
* **‘Development’** means physical, intellectual, emotional, social or behavioural development.
* **‘Health’** means physical or mental health.
* **‘Ill-treatment’** includes sexual abuse and forms of ill-treatment that are not physical.

***The Children Act 1989***

The courts are bound by the following principles in decision-making:

* The welfare of the child is paramount
* Children should usually be brought up in their own families
* Courts shall have regard to the principle that delaying procedures is detrimental to the child’s welfare
* Delays in hearing a case works against the child’s welfare
* Courts should not make an order if not making an order is better for the child
* Courts should pay attention to a range of specific issues including:
* The child’s wishes and feelings
* Ability of parents/carers to meet the needs of the child
* Likely effects of changing the child’s circumstances

**Recruitment Process and aims:**

* To attract applicants with the appropriate skills and understanding for the post in question
* To select the applicant who is most appropriate for the post in question
* To ensure that the recruitment process is fair and is seen as fair by all applicants

**Equal opportunities in recruitment and selection**

We are committed to equality of opportunity in employment. Whilst the organisation exists to meet the needs of the Orthodox Jewish community, its policy is that staff appointments will be made on merit, regardless of religion, sex, ethnic or national origin, marital status, age or disability, with exception where for religious reasons is not acceptable.

**Primary stages of recruitment**

When a post falls vacant, the Trustees will review the post in accordance with the demands of the post, which will be brought to the attention of the management committee for ratification.

**Advertising**

The Administrator will draw up the advert for the post and with the approval of the Trustees send it to the agreed periodicals.

All who respond to the advert will be interviewed by the Trustees. Subject to the successful outcome of the initial interview the applicant will receive the following:

* An application form
* A covering letter
* A job description

**Assessing application forms**

Completed application forms will be stored in specifically marked folders. They will not be allowed to be viewed by any office staff except the officer responsible for filing them. Applicants will be assessed by the selection committee. Those candidates who fulfil the preliminary criteria will be requested to come and observe lessons and then prepare a test session for observation by the Administrator.

**Interview policy**

The interview will be chaired by a Trustee who will take responsibility for the following practical arrangements:

* Ensuring that the references are taken
* Arranging for interviews
* Informing candidates of interview results

**The interview**

The interview will comprise of two parts:

* An interview
* A test session under observation by the Administrator

The candidate will be shown around the charity and be made to feel comfortable. The TRsutee will begin the interview by describing the post in full detail. The candidate should be encouraged to voice her own questions and feelings.

**References**

References should not be used in order to reach a decision about whom to appoint, only to confirm a decision reached by the Trustees. All candidates are required to give two references, one of whom should be their current or most recent employer if possible.

**Induction and training**

An induction program aims to help a newcomer settle into an organisation and to respond quickly to the demands of the job. The Administrator is responsible for organising the induction and training of new staff.

Staff upon appointment, have a six months induction period, during which time they will meet with the head of training to discuss the induction program, training needs and general progress or problems.

The Trustees may at any time during the induction period decide that the staff member's employment is terminated or the induction period extended.

**Substitutes and volunteers**

If a substitute (taken on in an emergency situation) or volunteer proves to be an ideal candidate for the vacant post, with the Trustees’ approval, she may be taken on as a permanent staff member.

**SUGGESTED INTERVIEW QUESTIONS**

Applicant name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ mobile no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Experience**

|  |
| --- |
| 1. Give us an outline of your experience to date. (Bring out an area of expertise to date.)
 |
| 1. What skills do you have that would be useful for the position?
 |
| 1. A) What do you see as the role of parents? B) In which circumstances would you contact parents?
 |
| 1. Do you view yourself as a team member? For example, how would you react if your manager asked you to do a job you were reluctant to do?
 |
| 1. In which area do you have the most experience, or feel comfortable with?
 |

 **Availability**

|  |
| --- |
| 1. When are you available to volunteer?
 |
| 1. Are you viewing this as short term or long term?
 |
| 1. Are there any particular age groups that you able/prefer to work with?
 |

 **General**

|  |
| --- |
| 1. How do you think you would be able to liaise with other departments?
 |
| 1. What procedure would you follow if you arrived at the charity’s premises to find there was no heating or lighting?
 |

APPROVED BY: S. LEW