

Safeguarding Policy

January 2019

Designated Safeguarding Officers: Jane Hinde Ahmed, Victoria Hunt

1. Process

We aim to promote the welfare, health, safety and guidance of every child through a positive, safe and stimulating environment. We are responsible for ensuring that the course has a Safeguarding policy and that procedures are in place to deal with incidents, consistent with latest local Safeguarding Children Board guidance, Keeping Children Safe in Education, What to do if are worried a child is being abused, Working Together to Safeguard Children and the Prevent Duty Guidance.

2. Aim

The aims of the policy are:

- To create a warm and supportive environment in which we will all support the children to be safe and stay safe.
- To ensure all staff are aware of the need to safeguard children and to understand their responsibilities in identifying and reporting possible cases of abuse.
- To promote the safeguarding of children.

3. Procedures for ensuring children stay safe

- All staff who have regular access to children are checked in line with government guidelines. (DBS and Disqualification by Association.) and hold current certification.
- Staff are fully qualified.
- All staff understand the child protection procedures and all cases of child abuse or suspected child abuse should be reported immediately to one of the designated names above.
- All staff have read a copy of our safeguarding children policy which is available for parents/ carers to view online.
- Parents and carers are informed of our policy and the responsibilities of staff members with regard to child protection procedures.
- Good record systems are in place.
- Our policy will be reviewed annually.

4. Responsibilities

The designated member of staff is responsible for:

- Keeping written records of concerns about a child should it be deemed necessary.
- Ensuring that such records are kept confidentially and securely.
- Passing on any records/concerns to the relevant authority, should it be deemed necessary.
- Reviewing the policy annually.

5. Confidentiality

- We recognise that all matters relating to child protection and safeguarding are confidential
- All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they must not promise a child confidentiality.

6. If a child makes a disclosure of abuse.

If a child makes a disclosure of abuse about themselves, or another child to a member of staff, the member of staff should:

- Allow the child to speak at their own pace, and in their own way.
- Avoid interruptions.
- Not ask leading questions.
- Reassure the child that they have been heard, and that they were correct to speak out.
- Explain that confidentiality cannot be promised.
- Explain who will be informed.
- Record the incident.
- Inform the relevant authority.

8. Policies and Guidance

We work in accordance guidance and documents on:

- Physical Intervention / Restraint.
- Health and Safety.
- Behaviour.
- SEND (Special Educational Needs and Disabilities) and Inclusion.
- Anti-Bullying

10. Bullying and Racist Incidents

We have a separate policy for Anti-Bullying and Racism.

11. Awareness of this policy

All staff are made aware of this policy. Parents are made aware of this policy document through our website.