

Polish Saturday School in Bognor Regis Child Protection Policy

1. Child Protection Statement

Polish Saturday School in Bognor Regis is committed to working safely with its paid staff, trustees and volunteers and users, and providing a safe environment for all children and young people accessing its services. Polish Saturday School in Bognor Regis is committed to ensuring that paid staff, trustees and volunteers are able to make informed and confident responses to specific child protection issues and concerns.

2. Principles

- The child's welfare is paramount.
- All children whatever age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Childrens Act 1989, and 2004, anyone under the age of 18 years old should be considered as a child for the purpose of this document.
- Polish Saturday School in Bognor Regis recognises that abuse can take many forms, and take place in various settings. Paid staff, trustees and volunteers are encouraged to read the additional material listed in Appendix 1 in order to find out more about different forms of child abuse.
- As an organisation that works with young people, provides childcare and has contact with children, Polish Saturday School in Bognor Regis has a responsibility to act when abuse and/or neglect come to light and, as far as possible, to protect children from the possibility of being abused whilst in contact with any Polish Saturday School in Bognor Regis paid staff, trustees and volunteers, or in the offices used by Polish Saturday School in Bognor Regis is committed to providing a protective culture that puts children's interests first. Whilst respecting the privacy of children and their families, Polish Saturday School in Bognor Regis will share information in order to safeguard the child/young persons welfare.
- It is the responsibility of the Named Person for Child Protection to oversee the implementation of this policy. As part of this responsibility the Named Person for Child Protection will ensure that he/she, the trustees, the senior staff and all paid staff and volunteers whose roles involve contact with children and young people, receive appropriate, regular Child Protection training to ensure that this policy is fully implemented.
- Polish Saturday School in Bognor Regis will provide an open and well-publicised means by which adults, children and young people can voice their concerns about abuse or inappropriate conduct or behaviour. The Child Protection policy will be made available to young people and a copy of school child protection referral flow chart will be displayed within Polish Saturday School in Bognor Regis.
- All Polish Saturday School in Bognor Regis paid staff, trustees and volunteers have a responsibility to be alert and aware of the signs of abuse.
- Polish Saturday School in Bognor Regis staff, trustees and volunteers will follow the code of practice for Working with Children and Young People (See Appendix 3).

Polish Saturday School in Bognor Regis Child Protection Procedure.

1. Introduction

These procedures have been designed to ensure the welfare and protection of any child and/or young person who accesses the services provided by **Polish Saturday School in Bognor Regis** is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

2. Recognising the Signs and Symptoms of Abuse

Polish Saturday School in Bognor Regis recognises that abuse can take many forms, and take place in various settings. Staff are encouraged to read the additional material in Appendix 1 to find out more about different forms of child abuse :

Concerns about a child or young person's safety can come to light in a variety of ways. Some examples are:

- A child might tell about their own or another child's abuse or harm (see Appendix 2 for advice about how to respond to disclosures of abuse)
- Someone else might report that a child has told them or that they strongly believe that a child has been or is being abused
- A child might show some signs of physical injury for which there appears to be no satisfactory explanation
- A child's behaviour may indicate that it is likely that she or he is being abused
- Something in the behaviour of one of the workers or a young person, or in the way the worker or young person relates to a child, alerts them or makes them feel uncomfortable in some way
- Observing one child abusing another (peer abuse)

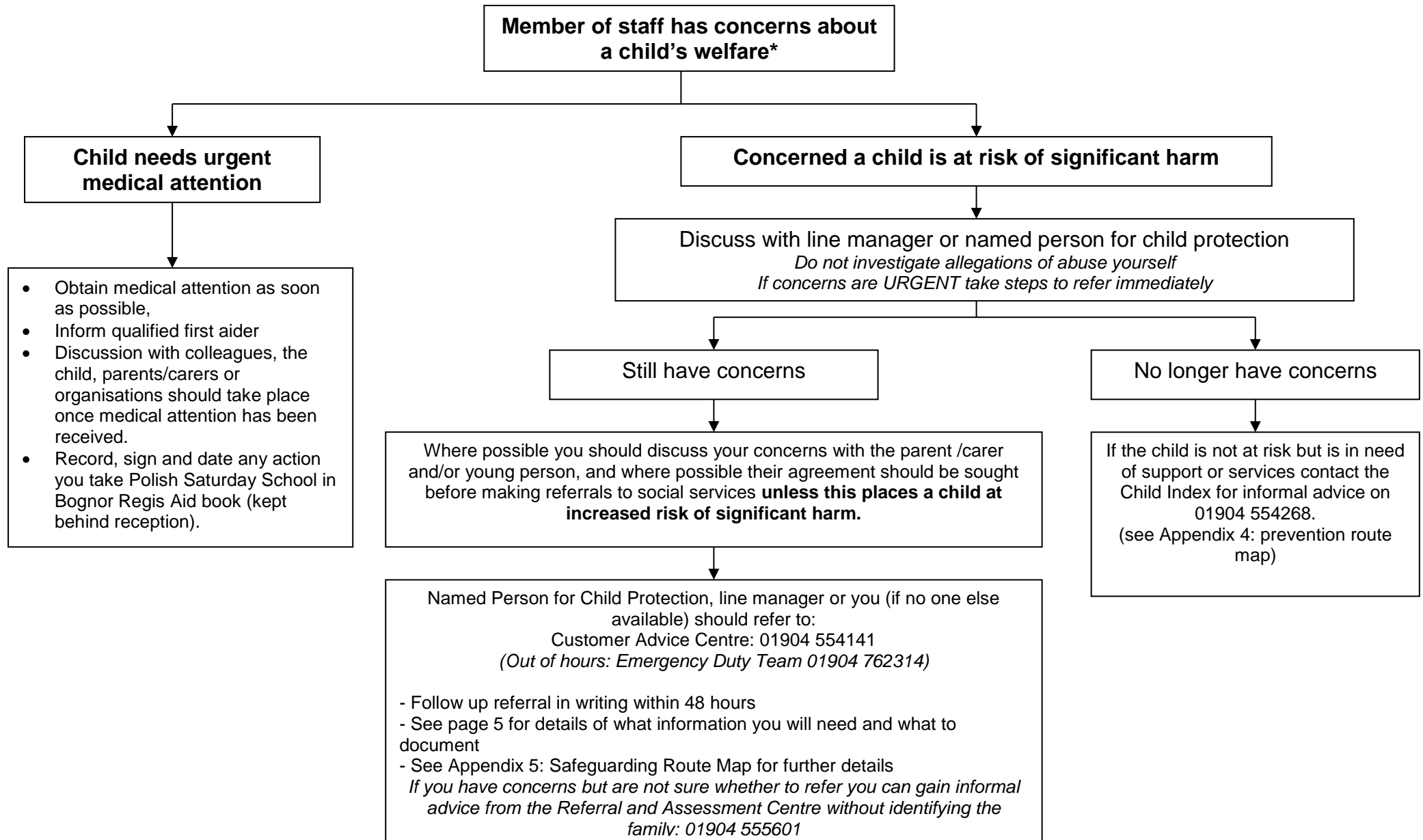
3. A Named Person(s) for Child Protection

Polish Saturday School in Bognor Regis has an appointed individual who is responsible for dealing with any child protection concerns. The named persons for Child Protection are:

Named Person for Child Protection Polish Saturday School in Bognor Regis: Lukasz Miler

Contact Number: 07497969077

3. Procedure for responding to Allegations/Concerns/Disclosures of Abuse



* Any volunteer that has a concern about a child's welfare should raise this with any member of staff who will then follow the procedure

What information you will need when making a referral

Make sure you have all available information about the child to hand. Give as much relevant detail as possible. The minimum details you should try to give, if you have them, are:

- The child's name, date of birth or age, address, parent/carer's name, school and doctor if possible
- The child's ethnicity and religion if known
- What you saw, or were told; when and where this happened giving as much details as possible
- What you have done so far; anyone you have spoken with including the parents/carers and child
- Your name, phone number, email, workplace, address, job, manager etc.
- Any potential danger or risk to staff or the public

Following a Referral

- Record who you spoke to and what they agreed to do next (e.g. what will happen and when),
- Inform the named person for child protection.
- Keep a copy of the written referral in a locked filing cabinet.

Documentation

- Record any concerns you have that a child is being abused, or is at risk of abuse. Record your concerns and sign and date this on each occasion. Keep the report in a safe place.
- If a child has disclosed make notes and record exactly what the child has said, when he or she has said it, and what happened immediately before the disclosure. Note the time and date, place of the conversation and the name of any person present. You will need to sign and date the record, and keep it in a secure place.
- Ensure that any written records on the referral are kept confidential and are kept in a locked, secure place, until one week after the child's 21st birthday. All paperwork regarding Child Protection referrals will be kept in a locked filing cabinet. High risk Child Protection papers may be kept locked in the safe.

4. Confidentiality

Information is confidential when it is of some sensitivity, is not already lawfully in the public domain or readily available from another public source, and has been shared in a relationship where the person giving the information understood that it would not be shared with others.

Seeking consent to share information should be the first option, if appropriate. If a child or young person discloses abuse it is important to explain that you will have to share information with other people who's job it is to keep them safe, if you have concerns that they are at risk of harm. (See appendix 2, responding to disclosures of abuse).

You can share information without consent if it can be justified in the public interest. You should discuss individual cases with the named person for child protection. The circumstances under which sharing information without consent will **normally** be justified in the public interest are:

- When there is evidence that the child is suffering or at risk of suffering significant harm; or
- Where there is reasonable cause to believe that a child may be suffering or at risk of significant harm; or
- To prevent significant harm arising to children and young people or *serious harm* to adults, including through the prevention, detection and prosecution of serious crime (any crime which causes or is likely to cause significant harm to a child or young person or serious harm to an adult).

4. Staff and Volunteer Recruitment.

- Before recruiting for a paid or volunteer post which will involve being in contact with children or young people contact the named person for child protection, who will advise on the correct procedure.
- Staff and volunteers recruited by Polish Saturday School in Bognor Regis who have direct, close contact with children or young people will be required to have a satisfactory Enhanced CRB Clearance (including identification check).
- Identification should be checked prior to the staff or volunteer starting.
- There should be no unsupervised access to children and young people until satisfactory CRB clearance has been received.
- Appointments cannot be confirmed until references have been received
- The trustees of Polish Saturday School in Bognor Regis are required under the Safeguarding Vulnerable Groups Act 2006 to have CRB checks, as are the managers/supervisors of staff members working in direct and close contact with children or young people.
- Parents are responsible for their child until the child is 18 years old. Before engaging volunteers who are under 18 years old, parental permission should be sought for their involvement, unless estranged from parent/carer. Both the young person and their parent/carer should fully understand what the voluntary work entails.

5. Relatives and Lone Working

For health and safety reasons, and in order to protect both children and Polish Saturday School in Bognor Regis paid staff, trustees and volunteers, from allegations of abuse, no adult shall ever be left alone with a child other than their own in the building at any time. Relatives never should work together.

At least two members of volunteers should always be present in a building at anytime when a child or young person under 18 year old is present.

Similarly Polish Saturday School in Bognor Regis staff and volunteers who carry out outreach work within a childcare, play or young peoples' setting shall take steps to ensure they are never left alone with a child or young person under 18 years of age at anytime. If this is unavoidable it should be recorded at next available moment in the incident book (kept in a locked file).

6. Allegations against a member of staff/volunteer or user.

An allegation is defined when one person is stating another person 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 s/he is unsuitable to work with children.

Polish Saturday School in Bognor Regis will ensure that any allegations made against members of staff or volunteers will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that the child is safe and away from the person against whom the allegation is made
- If an allegation is made against a member of staff or volunteer the named person for child protection must be informed straight away. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a trustee, or anyone within the organisation that is in a senior position and believed to be independent of the allegations being made).
- The named person must report all allegations and concerns to the Local Authority Designated Officer (LADO) within the same working day. The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.
- Regardless of whether a police and/or social services investigation follows, Polish Saturday School in Bognor Regis will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

7. Disclosures of Childhood Abuse from Adults

Where an adult discloses their own history of abuse, there may be children now who still need protecting. This is a complex area and advice must be sought from Children's Services and/or the Police. The named person for child protection should be informed immediately.

This Policy was Adopted by the Board of Trustees of Polish Saturday School in Bognor Regis on (date and signature):

Date Policy will be reviewed and updated if required:

Appendix 1:

Definitions of Abuse

As cited in:

Working Together to Safeguard Children (HM Government 2006, Chapter 1, P:37-38)

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

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT: Is the 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)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 2

What to do if a child/young person discloses abuse

Receive:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said without judgement
- Take it seriously

Reassure:

- Reassure the child, but only so far as is honest and reliable. Don't make promises that you can't be sure to keep, e.g "I'll stay with you" or "everything will be all right now"
- Don't promise confidentiality – you have a duty to report your concerns.
- Tell the child that you will need to tell some people, but only those whose job it is to protect children
- Acknowledge how difficult it must have been to talk
- Never agree to keep secrets – be honest
- Do reassure the child that he or she is right to tell

React:

- Listen quietly, carefully and patiently
- Do not investigate, interrogate or decide if the child is telling the truth
- Don't ask leading questions, e.g "What did he do next?" (This assumes he did).
- Do ask open questions like "Is there anything else that you want to tell me?"
- Do not criticise the alleged abuser; the child may love him/her and a reconciliation may be possible
- Do not ask the child to repeat what they have told you to another member of staff. Explain what you have to do next and whom you have to talk to.

Record:

- Make some very brief notes at the time and write them up in detail as soon as possible
- Do not destroy your original notes in case they are required by Court
- Record the date, time, place, words used by the child and how the child appeared to you – be specific. Record the actual words used, including any swear words or slang
- Draw a diagram to indicate the position of any marks
- Record statements and observable things, not your interpretations or assumptions – keep it factual
- Do not assume anything – don't speculate or jump to conclusions

Appendix 3

Code of Practice for Working with Children and Young People

“Children should be given every opportunity to learn that no one has the right to do anything to them that makes them feel uncomfortable. They should be taught and encouraged not to put up with any behaviour from adults or other children within the organization, which makes them feel threatened”

(Taken from Stop check – a step by step guide for organisations to safeguard children, NSPCC)

- Treat all children and young people with respect
- Provide an example of good conduct that you wish others to follow
- Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing distance of others
- Respect a young person's right to personal privacy
- Be aware that even physical contact with a child or young person may be misinterpreted
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people
- Operate within the organisations principles and guidance
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse