

Safeguarding and Child Protection Policy

Aims of the Policy

The aims of this safeguarding policy are:

- To ensure that our staff, both employed and freelance, are carefully appointed and trained in Child Protection procedures
- To ensure that all risks that children and young people may encounter are identified and assessed, and that all necessary steps are taken to minimise and manage them.
- To ensure that children and young people, parents, teachers and others with a duty of care know how to voice any concerns they may have.

Working with Children and Young People

SignUp BSL is fully committed to safeguarding the welfare of all children and young people who come into contact with its services, by protecting them from physical, sexual and emotional harm and neglect.

SignUp BSL will only work with children and young people where:

1. The work is delivered on behalf of an organisation or individual who will have responsibility for the welfare and safeguarding of the children or young people for the duration of the work.

OR

2. The child or young person is accompanied by a parent or carer.

Implementation of the Policy

This section outlines the methods which will be used to deliver the aims of the policy.

1. A copy of the policy will be provided to all staff before working with any child or young person.
2. The Business Manager will be responsible for managing, reviewing and updating the policy.
3. All staff will be required to provide a DBS disclosure before working with any child or young person.
4. Any organisation who arranges for SignUp BSL to provide training for children or young people will be required to provide details of a designated child protection officer within the organisation who can be contacted in the event of any concerns, suspicions or allegations. The organisation will also be required to make the tutor aware of any organisational safeguarding and child protection policies that should be followed.

5. **All staff will receive training in safeguarding and child protection:**

- a. Child Protection training should help staff to understand their role, its limits and boundaries, as well as providing information on how to identify the signs of child abuse and how to respond appropriately. Child Protection training should cover the following areas:
 - Definitions of abuse
 - Recognising abuse
 - Responsibilities of adults working with children and young people
 - Responding to allegations of abuse
 - Working to a Code of Conduct
- b. The Business Manager will be responsible for identifying and organising appropriate training for all relevant staff.
- c. Freelance staff who have completed safeguarding and child protection training with another current client or employer may not be required to attend training if they can provide evidence that they have completed equivalent training within the past 2 years.

6. **The following adult:child ratios will apply when working with children and young people, where the element of risk would be similar to the risks encountered in everyday life:**

- A ratio of 1:20 for groups aged 16 or over
- A ratio of 1:15 for groups aged between 11 and 15
- A ratio of 1:6 for groups aged 10 and under, or groups with special needs

7. SignUp BSL will not undertake any high risk activities with children and young people.

8. **If a member of staff suspects a young person is or has been abused:**

- a. Record any **facts** which support the suspicion immediately.
- b. Where training is being delivered on behalf of another organisation, you must raise your concerns with the designated child protection officer at that organisation.
- c. It is the designated child protection officer's responsibility to ensure that organisational child protection procedures are followed and the appropriate authorities are notified. At this stage ensure that all parties are aware of confidentiality procedures.
- d. Ensure that the appropriate information is handed to the designated child protection officer and is filed confidentially, in a marked envelope and locked away in a secure location.
- e. If you are unable to follow these procedures due to not being able to contact the designated child protection officer, or where no child protection officer is available (e.g. on a public course where the child or young person is accompanied by a parent or carer), it is essential that you seek advice from Social Services immediately

9. During the event of a disclosure of abuse, staff should always:

- a. Explain clearly 'CONFIDENTIALITY'. Staff have the responsibility to notify the appropriate 'child protection specialist' or Social Services in the event of a disclosure. Never promise that the information will remain a secret.
- b. Allow the young person to speak, never interrupt. Even if you have an idea about the context of the sentence, never put words or finish the sentence for the young people. However difficult this may be, the information needs to come direct from the young person in the eyes of the law.
- c. Never question the young person or attempt to investigate.
- d. Remember to listen, remain non-judgemental and offer appropriate support.

10. After a disclosure:

- a. All information relating to an incident of child abuse is strictly confidential. It should only be discussed with:
 - Designated Child Protection Officer
 - Social Services
 - The Police
- b. Make notes – these should include information and the details disclosed, together with a note of your own actions. The report should be sealed and marked confidential and stored in a safe place. All notes need to be made within 24 hours of the disclosure otherwise they may not be admissible in court.
- c. Seek supervision and support from the designated child protection officer. Dealing with child abuse can be one of the most difficult and distressing areas of working with young people. Do not underestimate how it may make you feel.

11. Who to contact:

Devon County Council / Devon Multi-Agency Safeguarding Hub (MASH)

Email: mashsecure@devon.gcsx.gov.uk

Telephone: 0345 155 1071

If the training takes place in a different local authority area, contact the appropriate local authority child protection team.

Devon and Cornwall Police

Devon and Cornwall Police have dedicated child abuse investigation units based around the Force, which work in close partnership with the local authority children's services.

Police Headquarters	Telephone:	101 (non-emergency)
Middlemoor	Telephone:	999 (emergency)
Exeter	Textphone:	18001 101
EX2 7HQ	Mobile Text:	999

Policy Version Control

Policy Created:	1 September 2014
Last Reviewed/Updated:	15 February 2017
Updated By:	Rosie Denham, Business Manager
Review Date:	1 September 2017

Training Record

Member of Staff	Training Undertaken	Date Undertaken
Emily Cutler	Exeter College Child Protection Training at Level 1	8 July 2015
Rosie Denham	Exeter College Child Protection Training at Level 1	8 July 2015