

# Child Protection Policy

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## **Policy Review Committee**

**Chairman**      **Mike Burrows**      .....

**Secretary**      **Tracey Crutchley**      .....

## Section 1 – Introduction

This policy addresses Windmill Hill Community Forum & Telematics Centre Child Protection Policy.

The Windmill Hill Community Forum & Telematics Centre accepts young people between the ages of 16 and 21 on our 'Skills for Employment' course, and we fully recognise our responsibilities for child protection.

A child is defined as a person under the age of 18 (The Children Act 1989).

- For the purpose of this policy document the term 'child or student' will be used to describe all children and young people under the age of 18 years old participating in Forum led activities.
- Our policy applies to all staff, trustees and volunteers working in the Forum & Telematics Centre. (FTC)
- Staff, trustees and volunteers should implement this policy using the following guidelines when conducting work that involves children. This will protect the safety and well-being of children engaging with the FTC and that of our own staff.

## Section 2 – Policy Statement

There are five main elements to our policy:

1. Establishing a safe environment in which children can learn and develop.
2. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
3. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
4. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
5. Supporting pupils who have been abused in accordance with his/her agreed child protection plan.

## Section 3 – Procedure

We recognise that because of the regular contact with children, that FTC staff are well placed to observe the outward signs of abuse. The FTC will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in FTC whom they can approach if they are worried.
- Include opportunities in the FTC curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated trustee responsible for child protection.
- Ensure every member of staff (including temporary staff and volunteers) and the governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the FTC and staff for child protection by setting out its obligations in the Child Protection Policy.
- Notify social services if there is an unexplained absence of more than two days of a student who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all child records are kept separate from main student records, and are held in a secure locked location.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The FTC may be the only stable, secure and predictable element in the lives of children at risk. When at FTC their behaviour may be challenging and defiant or they may be withdrawn. The FTC will endeavour to support the pupil through:

- The content of the curriculum.
- The FTC ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued.
- The FTC behaviour policy which is aimed at supporting vulnerable students in the school. The FTC will ensure that students know that some behaviour is deemed unacceptable, but that they will still be accepted as a valued member of the course.
- Liaison with other agencies that support the student such as social services, Child and Adult Mental Health Service, the Education Welfare Service and Educational Psychology Service.
- Ensuring that, where a student on the child protection register leaves the FTC, their information is transferred any new education body immediately, and that the child's social worker is informed.

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Revised by Mike Burrows

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