

## Child Protection Policy

**Updated: November 2015**

**Next revision date: November 2016**

### 1. Objectives

- 1.1. To ensure that the protection of all children and young people who are involved in activities and events organised by Develop is of the highest priority and appropriate actions are taken to safeguard them. Where arrangements involve young people who are in a school role or in full time education, Develop will make reasonable efforts to comply with guidance in “Safeguarding Children- Safer Recruitment in Education” (DFES/DCFS Jan 2007).
- 1.2. To employ a range of strategies to protect the children and young people in the activities provided by Develop, which involve children or young people working in a group situation with an adult and working in a one-to-one situation with an adult.

### 2. Scope

- 2.1. To cover all activities carried out by Develop, including the following learning programmes which will take place on school premises under the direction of school staff and others which take place in wide a range of ‘off school site’ venues:-
  - a. Work Experience Placements
  - b. Out of School Hours Learning Activities
  - c. Family Learning Activities
  - d. Mentoring and/or Company Volunteers
  - e. STEM activities
  - f. Foundation Learning
  - g. Vocational and professional seminars
  - h. Children’s Care Learning and Development Apprenticeship
  - i. NVQ only, Levels 2 and 3 in Children’s Care Learning and Development
  - j. Young Apprentices
  - k. Work Shadowing

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I. Enterprise Activities

- 2.2. For the purpose of this document a child or young person is anyone between the ages of 5 and 18 years of age (or vulnerable young adults over the age of 19).

**3. Key Principles**

- 3.1. Develop’s commitment to child protection includes safeguarding children and young people from all forms of abuse- physical, social, emotional neglect or racial.
- 3.2. In compliance with “Safeguarding Children- Safer Recruitment in Education” (DFES/DCFS Jan 2007) all volunteers, consultants and employed personnel who work in a one-to-one support role with children and young people will be required to obtain CRB Disclosure prior to commencement of duties or volunteering activities (excluding Work Experience placement providers).
- 3.3. Volunteers involved in mentoring programmes or those volunteers involved in one-to-one support, who have not been put forward by a company or organisation, who will be asked to provide the names and addresses of two referees. These will be requested and checked by the relevant programme director or manager. Failure to provide two referees may result in the volunteer being removed from the programme.
- 3.4. An enhanced disclosure will be sought for all personnel who will have unsupervised access to children and young people.
- 3.5. Copies of the front sheet of the CRB Disclosure application and the Disclosure certificate (when received from CRB) will be held in the Develop office in files related to the programme area in accordance with Data Protection requirements. Both will be destroyed once the relevant information is added to the company’s secure database.
- 3.6. As a CRB Disclosure can take up to three months to be approved, personnel may begin work in their designated area prior to receipt of confirmation of clearance. Develop will ensure that schools and learning providers are aware that personnel cannot work alone with children or young people during this period.
- 3.7. All staff, consultants and volunteers will receive training on relevant Child Protection issues and on their responsibilities with regard to reporting and suspected child abuse issues either at induction or on a specific workshop.

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- Those who do not attend training or induction will be provided with written guidance relating to these issues.
- 3.8. Where Develop planned activities are led by qualified individuals (such as sports coaches, artists, tutors, etc) who are not teachers, evidence of CRB Disclosure will be required or CRB Disclosures for such individuals will be requested. Develop will also advise schools to adopt the same policy for their own activities.
  - 3.9. Where activities are delivered by a third party and those individuals will not have unsupervised access to a child or young person, CRB Disclosure will not be sought and the school will be informed of the issue.
  - 3.10. If any queries are raised with regard to a particular CRB Disclosure, the volunteer or member of staff involved will be contacted to discuss the situation. This may lead to the individual concerned being asked to withdraw from the programme.
  - 3.11. All volunteers, consultants, employed personnel and placement providers will be informed of their responsibilities with regard to reporting any suspected child abuse issues during the training or induction for specific programmes or through written materials provided by Develop.
  - 3.12. All volunteers, consultants, employed personnel and placement providers will be advised that no unrelated physical contact should take place with the child or young person during the activity they are involved in. Written guidance will be provided.
  - 3.13. If a situation arises where a child or young person needs to be shown a specific procedure or operation in order to enable them to complete a task, physical contact should be kept to an absolute minimum and should be carried out in the presence of a third party whenever practicable. Verbal permission must be obtained from the child or young person in each instance to touch a child or young person to demonstrate a specific procedure.
  - 3.14. Educational establishments, consultants, employed personnel, learning providers and placement providers will be encouraged to brief all learner on issues related to child protection before they attend a work experience placement and encourage them to report any concerns encountered in the work place to a member of the school, learning provider staff and/or the relevant Develop director or manager.
  - 3.15. All volunteers, consultants, employed personnel and placement providers will be informed of the appropriate course of action to take if they suspect or a child reveals that they are a victim of abuse. In the case of a child making a

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disclosure to a volunteer working with them in a school environment, this information should be passed to the head teacher or senior member of the school staff prior to leaving the school site that day. Written guidance will be provided.

- 3.16. The main co-ordination route for dealing with Child Protection issues will be between the head teacher of the school the child or young person attends **or** the lead manager of the learning provider the young person attends, the young person's carers and the Develop director or manager who has responsibility for that programme area.
- 3.17. The main co-ordination route for dealing with Child Protection issues raised by young people on the Children's Care, Learning and Development Apprenticeship Scheme will be between the Apprenticeship Manager, the young person's carers and the Develop director or manager who has responsibility for that programme area.
- 3.18. In the case of the relevant manager being unavailable to deal with a situation immediately, the CEO or other Director from within Develop will provide support.
- 3.19. Appropriate third parties will be contacted if it is deemed necessary in the circumstances e.g. Police, Education Department.
- 3.20. Work experience providers will be provided with appropriate guidance and information to raise awareness of Child Protection issues amongst their staff as part of the pre-placement visiting procedures.
- 3.21. Volunteers, consultants and Develop staff will be made aware of relevant Child Protection issues during training or induction. Those who do not attend training or induction will be provided with written guidance relating to these issues.
- 3.22. All Develop directors, managers, consultants and administrative staff will be made aware of their responsibilities in connection with Child Protection issues.
- 3.23. Any incidents or concerns which relate to Child Protection issues will be logged and stored appropriately to comply with Data Protection Act.
- 3.24. Schools will follow the Bedfordshire/Luton LA guidance on Child Protection and reporting procedures together with their own individual policy documents and procedures.

#### 4. Staff Responsibility

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- 4.1. All staff, consultants and volunteers
- 4.2. CEO has overall and final responsibility for all matters relating to the Child Protection Policy.
- 4.3. The day-to-day responsibility for the Child Protection Policy is delegated to the Foundation Learning Coordinator, who will ensure that:-
  - a. Adequate resources are made available to implement this policy.
  - b. Adequate arrangements are made to bring this policy to the notice of all staff, Learners, Learning Providers and visitors.
  - c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting, or more frequently if deemed necessary.

## 5. Monitoring and Evaluation

- 5.1. Through an annual review of the Child Protection Policy.
- 5.2. This policy is liable to full equality impact assessment annually.

## 6. Supporting Documents

- 6.1. This policy should be read in conjunction with:-
  - o Safeguarding Children- Safer Recruitment in Education (DFES/DCFS Jan 2007)
  - o Criminal Records Bureau Policy
  - o Develop Volunteering policy
  - o Child Protection- minimum standards for central work related learning organisers
  - o Child protection guidance for pre-placement visitors
  - o Child Protection Guidelines for Develop activity providers
  - o Induction of Guidance Note
  - o Manual of Child protection procedures (Bedfordshire and Luton Area Child Protection Committee)
  - o Overview of issues and procedures relating to Child Protection
  - o Recruitment of Ex Offender Policy
  - o 'What to do if you are worried a child is being abused' (Department of Health publication)

Policy signed by CEO: *Mark Pike* Date: 23/11/2015

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