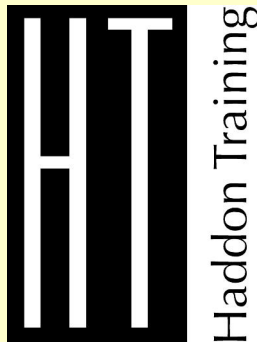


**Haddon Training
Limited**

**CHILD
PROTECTION
POLICY**



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Local Safeguarding Board

**THIS POLICY WAS DEVELOPED ON
1st AUGUST 2008**

**THE POLICY IS TO BE REVIEWED
ON 1st AUGUST 2009**

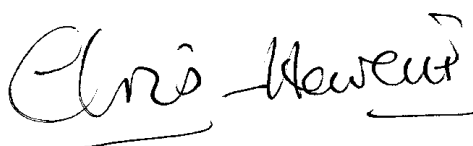
**Wiltshire County Council
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Wiltshire
BA14 8JB**

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A handwritten signature in black ink that reads "Chris Hewett". The signature is written in a cursive style with a horizontal line underneath the name.

Managing Director

INTRODUCTION

- 1.1 This policy has been developed in accordance with the principles established by Children Act 1989; and Education Act 2002 and in line with government publications:
 - “Working together to safeguard children” 2006
 - “Framework for the Assessment of Children in Need and their families” 2000
 - “What to do if You are worried a Child is being Abused” 2003
 - DfES guidance “Safeguarding Children & Safer Recruiting in Education
 - Wiltshire Child Protection and Safeguarding Procedures.
- 1.2 Haddon Training takes seriously its responsibility under the Education Act 2002 to Safeguard and promote the welfare of pupils; and to work together with other agencies to ensure adequate arrangements within our organisation to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff, volunteers, managers and MD, have full and active part to play in protecting our pupils from harm, and that the child’s welfare is our paramount concern.
- 1.4 All staff that have a duty to Haddon provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 The aims of this policy are :
 - To support the child’s development in ways that will foster security, confidence and independence.
 - To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
 - To raise the awareness of all teaching and non-teaching staff of the need to safeguard children, and of their responsibilities in identifying and reporting possible cases of abuse.

- To provide a systematic means of monitoring children known or thought to be at risk of harm, and to ensure Haddon Training contribute to assessments of need and support packages for those children
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within Haddon Training. This will be followed by all members of staff in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- To ensure that all adults within Haddon Training who have substantial access to children have been checked as to their suitability.

2 PROCEDURES

2.1 Our procedures for safeguarding children will be in line with the Wiltshire Procedures. We will ensure that:

- All members of staff understand and fulfil their responsibilities.
- We have a nominated designated member of staff.
- Our designated member of staff undertakes the initial designated member of staff training and subsequent refresher courses every two years delivered through the Safeguard Unit.
- We have a member of staff who will act in the designated member of staff's absence.
- All members of staff are provided with Child Protection Training every three years.
- All members of staff, volunteers, and MD know:
 - the signs and symptoms of concern
 - how to respond to a pupil who discloses abuse
 - what to do if they are concerned about a child

- All employers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the Child Protection Policy. There is reference to it in our introductory packs for locations.
 - We will ensure that our selection and recruitment of staff meets the requirements as set down in Safer Recruitment Guidance.
- 2.2 Our procedures will be reviewed and up-dated on an ongoing basis but at least yearly.
- 2.3 The name of the designated member of staff for Child Protection will be clearly advertised on the premises, with a statement explaining Haddon's role in referring and monitoring cases of suspected abuse.
- 2.4 All members of staff will be given a copy of our Child Protection Policy.
- 2.5 Amendments to the Policy are shared with all the staff.

3. RESPONSIBILITIES

- 3.1 The Designated Member of Staff is responsible for:
- Referring a child, if there are concerns about possible abuse, to the Social Care Assessment team, and acting as a focal point for staff to discuss concerns. A written record of the referral will be sent to the Assessment Team by the end of the working day that the referral is made.
 - Keeping written records of concerns about a child even if there is no need to make an immediate referral.
 - Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
 - Ensuring that an indication of further record-keeping is marked on the pupil records.
 - Liaising with other agencies and professionals.

- Ensuring that either they or the relevant member of staff attends Child Protection Conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the rest of the staff.
- Ensuring that any pupil that is subject to a child protection plan who is absent without explanation for two days is referred to their key worker's Social Care Team.
- Organising child protection training for all staff.
- Providing, with the Managing Director, an annual report for the governing body, detailing any changes and reviews of relevant policy and procedures; ensuring that training is undertaken by the designated members of staff, and by all other staff; ensuring that records are kept of the number and type of incidents/cases, and number of children subject to a child protection plan.

4 SUPPORTING CHILDREN

- 4.1 We recognise that a child who is abused or who witnesses violence may feel helpless and humiliated; may blame themselves; and may find it difficult to develop and maintain a sense of self worth
- 4.2 We recognise that Haddon may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 Haddon will support all pupils by:
 - Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
 - Promoting a caring safe and positive environment within the organisation.
 - Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

- Notifying the Assessment Team as soon as there is a significant concern.
- Providing continuing support to a pupil about whom there has been concerns, who leaves Haddon, by ensuring that appropriate information is forwarded under confidential cover to the learner's new employer and ensuring our medical records are forwarded as a matter of priority.

5 CONFIDENTIALITY

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Managing Director or Safeguarding Officer will disclose any information about a pupil to other members of staff on a need to know basis only.
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to Safeguard Children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to Children's Services with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Duty Manager at the Assessment Team on this point.

6 SUPPORTING STAFF

- 6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated member of staff and to seek further support as appropriate.

7 ALLEGATIONS AGAINST STAFF

- 7.1 All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews, or work with individual children or parents, to be conducted in view of other adults.

- 7.2 We understand that a pupil may make an allegation against a member of staff.
- 7.3 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Safeguarding Officer.
- 7.4 The Safeguarding Officer on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).
- 7.5 If the allegation made to a member of staff concerns the Safeguarding Officer, the person receiving the allegation will immediately inform the Managing Director who will consult as in 7.4 above, without notifying the Safeguarding Officer.
- 7.6 Suspension of the member of staff, excluding the Managing Director, against whom an allegation has been made, needs careful consideration, and the Managing Director will seek the advice of the LADO and the Human Resources Advisor.

8 WHISTLEBLOWING

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the manager of child protection. This may include the attitude or actions of colleagues. If necessary, they should speak in the first instance, to the AEO (Children's Safeguarding).

9 PHYSICAL INTERVENTION

- 9.1 All Staff acknowledge they must only ever use physical intervention as a last resort, i.e. when a child is endangering him/herself or others, and that at all times the minimal force necessary to prevent injury to another person shall be used.
- 9.2 Such events should be recorded and signed by a witness.
- 9.3 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

10 BULLYING

10.1 Our policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes homophobic and gender related bullying.

11 RACIST INCIDENTS

11.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

12 PREVENTION

12.1 We recognise that Haddon plays a significant part in the prevention of harm to our learners by providing learners with good lines of communication with trusted adults, supportive friends and an ethos of protection.

12.2 Haddon's community will therefore:

- establish and maintain an ethos where children feel secure and encouraged to talk and are always listened to.
- ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- include across the curriculum, including PSHCE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

13 HEALTH & SAFETY

13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the work place environment, and for example in relation to internet use, and when away from the workplace when undertaking trips and visits.

REFERRAL FLOWCHART

Safeguarding Officer – Andy Hyslop

