



## Passion for Learning CIO Child Protection and Safeguarding Policy

Reviewed September 2019

*Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.*

Keeping Children Safe in Education 2018

### Introduction

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

Child protection is an aspect of safeguarding that refers to activities undertaken to protect specific children who are suffering or are likely to suffer significant harm.

Working Together to Safeguard Children 2018 states that

*'This statutory guidance should be read and followed by strategic and senior leaders and frontline practitioners of all organisations..... that commission and provide services for children and families.'*

### Policy statement

Passion for Learning is committed to ensuring and maintaining a safe environment, in the context of the services that we provide, giving clear guidelines to ensure that child welfare concerns are brought to the attention of the appropriate person/authorities to enable them to take the necessary action.

Passion for Learning has a duty of care to safeguard all children working with our staff and volunteers. All children have the right to protection. Passion for Learning will ensure the safety and protection of all the children that we work with by ensuring that staff and volunteers are knowledgeable about and adhere to the Child Protection Policy both of Passion for Learning and of the school in which a volunteer is working. We will do this by providing both initial and ongoing training and support and by ensuring that guidance and information is both timely and current.

The welfare of the children is paramount. All children have the right to be free from abuse therefore all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. Staff and volunteers have a personal responsibility to report all concerns to the appropriate authorities as specified in this policy.



## Policy aims

The aim of the Passion for Learning Safeguarding Policy is to promote good practice by

- providing children and young people with appropriate safety and protection whilst in the care of our Volunteer Tutors or staff.
- providing Volunteer Tutors and staff with the necessary knowledge to ensure they give confident responses to specific child protection issues.
- providing Volunteer Tutors with clear guidelines designed not just to ensure the child's safety but also to protect tutors from the possibility of accusations.

## Good practice for Volunteers

Our work in schools should be a positive and productive experience for both child and volunteer. These guidelines are designed to protect both parties and should be adhered to at all times. Our policy is in addition to, and not instead of, the policy of the school in which the Volunteer is working. All volunteers will have access to the Child Protection Policy of the schools in which they are placed and it is important that they should be aware of individual school's procedures for disclosures. It is the responsibility of the Volunteer Support Workers or the Enrichment Club Managers to ensure that new volunteers are made aware of the policies and procedures of their specific schools.

## Staff and Volunteers should:

- Treat all the children and young people with respect and dignity.
- Always work in an open environment or in a room with the door open at all times ensuring that others are able to clearly see and hear the activities being undertaken.
- Always put the welfare of each young person first in all activities.
- Ensure that physical contact is always used with conscious respect for the dignity and physical well being of the young person. Physical contact should be based on a judgement of the **minimum action necessary** to meet the needs of the situation and the child. Physical contact should, except in the case of a medical emergency, be child initiated.
- Ensure that physical contact is done with the consent of the child and never enforced without knowledge and care for the child's needs and vulnerabilities.
- Refrain from doing things of a personal nature for children. Children should be encouraged to do things for themselves. If they are clearly not able to do so, a member of school staff should be alerted.
- Build relationships which empowers children to share in the decision-making process.
- Make sessions fun, enjoyable and fair.
- Ensure that any materials or resources used in sessions are appropriate. Children should never be allowed to consume or touch foodstuffs without the volunteer being aware of any allergies or sensitivities.
- Involve other staff or school personnel if required to ensure the child's welfare or best interests.
- Be an excellent role model by treating the child with care and consideration and expect the same standards in return within the context of the child's current emotional and social skills.
- Give enthusiastic and constructive feedback and value the child's efforts and achievements without judgement.



- Recognise the developmental needs and capacity of the children and young people and match tasks and activities to meet individual needs.
- Report any incidents, accidents, unusual moods or periods of distress to a staff member before leaving school.
- Never take a child from the school premises. In particular, children should not be allowed to leave school at the end of the day in the company of a volunteer.
- Seek permission if leaving the school building to work in the school grounds.
- Never take photos of the child for personal use or retention
- Ask the school to take pictures within the context of a school project or activity to record children's achievements.
- Never allow photos to be taken of themselves for retention by the child
- Never meet or contact the child outside of school including by text or other social media.
- Take reasonable steps to protect their own personal information on social media sites and deny unlimited access.
- Know the appropriate staff to alert should emergency first aid and/or other medical treatment be required
- Refrain from giving children gifts without the specific permission of the school and Passion for Learning
- Ensure that any small gifts given to the child are relevant to their interests and activities, small and proportionate, safe in every respect to the recipient
- Declare any gifts received and seek appropriate action for the retention, return or disposal of such gifts

### **Reporting a concern**

*No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.*

Keeping Children Safe in Education  
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Every member of staff and volunteer has a responsibility to report any concerns immediately to the appropriate individual or authority. Staff and volunteers are not qualified to investigate or decide whether or not abuse has taken place.

Suspected child abuse can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations and some individuals will actively seek employment or voluntary work with young people in order to harm them. Volunteers will have regular contact with young people and could be an important link in identifying cases where children need protection. All cases of poor practice that raise concerns about a child's welfare should be reported following the guidelines in this document.



## **Types of abuse and maltreatment**

### **Physical abuse**

Physical abuse involves causing physical harm to a child including harm caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Examples of physical abuse include hitting, shaking, poisoning, throwing, burning and drowning.

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. Sexual abuse can involve

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child that may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include 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, serious bullying or causing children frequently to feel frightened or in danger.

### **Neglect**

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 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.

### **Domestic Abuse**

Domestic Abuse is any incident or pattern of incidents of coercive, controlling or threatening behaviours or abuse between those aged 16 or over who are or have been intimate partners regardless of gender and sexuality.

Whilst the abuse that a child may be experiencing would not be classed as Domestic Abuse the children may disclose incidents that are occurring within the family home that may suggest that they are witnesses to Domestic Abuse. These concerns should be passed on in the usual way to enable appropriate support to be provided to the child and the family.



## **E-safety**

A high proportion of young children now have access to a range of internet enabled devices that allow them access to social media, online gaming etc. Whilst providing positive experiences and opportunities children's use of the internet and indeed smart phones also carries risks. Volunteers should be alert to the potential naivety of young people and the possibility that they may discuss their internet use and, in so doing, raise concerns about grooming, use of inappropriate games and media, online bullying and the use of social media and websites to promote dangerous behaviours. If a volunteer has any concerns about a child's e-safety they should pass on any relevant information in line with the disclosure guidelines detailed within this policy.

## **Radicalisation and PREVENT**

Children and young people are particularly vulnerable to radicalisation. Children can be manipulated and controlled to enable those with extremist views to encourage even the very young to see violence and terrorism as acceptable behaviours in the pursuit of extremist ideologies. Every school is required to have a designated member of staff for PREVENT to ensure that views and behaviours displayed by children that are a cause for concern can be addressed and challenged in the early stages. Any member of staff or volunteer concerned about a child's expressed views and opinions should discuss those concerns with school staff and their Passion for Learning Support Worker at the earliest opportunity.

## **Exploitation, Forced Marriage, Female Genital Mutilation (FGM)**

Young children can be vulnerable to exploitation by those willing and able to take advantage of circumstances to manipulate children into taking part in sexual acts either against their will or in exchange for gifts or money.

Forced marriage can involve very young children as can FGM and volunteers should pass on comments or unusual behaviours or sensitivities that give them cause for concern. Simply listening to children and being alert to anything out of the ordinary or about which a child is unusually anxious can help school staff to identify those children who may be at risk.

The forms of abuse described in this Policy are not exhaustive and both staff and volunteers should use the disclosure procedure described below to report any behaviours or information that they feel could indicate a concern for safety.

### **If a child makes a disclosure**

- Remain calm and listen carefully and supportively but don't interrupt
- Sit near the child to put him or her at ease but don't touch the child without permission.
- If you need to respond, mirror the child's language and avoid words he or she might not understand.



- Don't press for details or prompt to encourage the child to reveal information they have not offered.
- Honour the child's method of disclosure if the child is making a disguised disclosure (for instance, claiming that the abuse happened to someone else).
- Avoid asking questions.
- Reassure the child, but don't make unrealistic promises.
- Let the child know what you will do now that you know about the abuse/neglect.
- Reassure the child that you will not share this information with anyone other than a 'helping person'.
- If the child is aware that they have made a disclosure, tell the child what will happen next i.e. that one of their teachers will be speaking to them and offering support.

### **When the child has gone you should**

- Write down exactly what the child said as accurately as possible.
- Find the Child Protection Officer or, if they are not available, any member of the teaching staff and provide them with as many details as possible.
- Ask them to photocopy any notes that you made for your own information and to allow you to provide Passion for Learning with the same information.
- Inform staff at Passion for Learning as soon as possible.

### **What you should not do**

- Promise the child that you can keep a secret and not pass the information on to anyone. Even if the child threatens not to proceed you cannot agree to 'keep a secret'. In practice children will usually proceed with the reassurance that you will only tell a 'helping person'.
- 'Fill in the blanks' or surmise details that the child did not provide.
- Make any judgements about the information that you have been given.
- Expect to be kept informed of any action taken beyond knowing that the school and Passion for Learning will take your concerns seriously and take appropriate action.
- Worry alone – if you are upset and want to talk, staff at Passion for Learning will be available at all times

### **If you suspect abuse**

It is possible that you may become concerned about a child without them having made a specific disclosure. Children may tell you things about their life and experiences that they think are perfectly normal but you may feel that there is cause for concern.



A child's behaviour may also be an indication that all is not well, particularly if their mood and demeanour is unusual for that child.

If you are concerned you should always pass the information on and the guidelines above apply. If the child tells you something about their lives then listen, record and report as above. If you pass on any serious concerns to the school then you should also inform Passion for Learning. If you want to discuss your concerns then you are welcome to call us for advice at any time. Indications of abuse and neglect often come as pieces of a jigsaw so it is best to pass on anything that doesn't feel right. It may be nothing but it could be the missing piece that completes the picture.

**If in doubt – speak out!**

### **GDPR (General Data Protection Regulation)**

Information about children, including their names and any details about their learning and personal circumstances should not be collected by volunteers and should never be taken from the school premises. Where possible volunteers should only record the child's first name on the children's, work or any notes that they might keep, to ensure that the child could not be identified by a third party. Under no circumstances should any details about children be shared with a third party and exchanges by email or any other insecure medium should not identify children specifically by their full name. No photographs of children should ever be taken or retained by volunteers in the course of their work with the children that they support.

### **Photography and Filming**

Passion for Learning works with children and families in various settings. These include:

- Enrichment Clubs
- 1:1 support sessions
- Day trips
- Additional clubs and opportunities

**The purpose of this policy statement is to:**

- Outline the principles agreed to by signing our 'photograph and video permission form'.
- Protect children and young people who take part in Passion for Learning's services, events and activities, specifically those where photographs and videos may be taken.
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities.
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.



### **We recognise that:**

- the welfare of the children and young people taking part in our activities is paramount.
- children and their parents/carers have a right to decide whether their images are taken and used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
- consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images.
- there are potential risks associated with sharing images of children online.

### **We will seek to keep children and young people safe by:**

- always asking for written consent from a child's parents or carers before taking and using a child's image.
- only using the first names of children whose images are being used in published material.
- never publishing personal information about individual children.
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (please refer to our privacy statement found at [www.passion-for-learning.com](http://www.passion-for-learning.com)).
- using images that positively reflect young people's involvement in the activity.
- reducing the risk of images being used inappropriately by: only using images of children engaging in appropriate activities.

### **How Passion for Learning will ensure that our approach to safeguarding is current, fit for purpose and supportive of volunteers' crucial role in protecting children from harm.**

All volunteers must undergo full Safeguarding Training before they can be involved with any work with the children.

As part of initial training all volunteers will receive a full copy of PFL's Policy which they will be required to read in full and sign.

Regular safeguarding updates will be provided at every termly meeting to communicate new concerns, developments and important reminders.

Our twice termly newsletter will provide up to date information from the schools about new threats to young people including those related to e-safety.

All PFL staff should have refresher training to ensure that their knowledge of safeguarding is fully up to date.

Two senior PFL staff will have Level 3 training to ensure that they can train and advise other staff and volunteers and deal appropriately with safeguarding concerns.

One of PFL's trustees will have specific responsibility for the strategic oversight of our Safeguarding Policy.



Safeguarding will be a standing agenda item in all Trustee meetings.

PFL's Safeguarding Policy will be reviewed to ensure that any new concerns are addressed but, in any case, a full review will take place at the start of each academic year.

**Contact information**

In the event of a child protection or Safeguarding issue, please contact:

Diane Clark, Safeguarding Lead and Managing Director on 07966 404355

Viv Couche, Development Manager and Deputy Safeguarding Lead 07976 552309

Rachael Driver, Enrichment Clubs Manager and Deputy Safeguarding Lead 07592 503041