**Reviewed 2021 march**

**CHILD PROTECTION POLICY & SAFEGUARDING**

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**-Introduction-**The purpose of this policy statement is:

• To protect children & young people who receive Sunrise’s services. This includes the children of adults who use our services.

• To provide parents, staff & volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of Sunrise Bushcraft, including senior managers, paid staff, volunteers, sessional workers, agency staff and students.

This policy has been drawn up based on legislation, policy & guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from **learning.nspcc.org.uk/safeguarding-child-protection/.**

Sunrise Bushcraft Ltd is committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Sunrise Bushcraft & Academy and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

**A child/young person is defined as a person under the age of 18 (Children’s Act 1989)**

* "we believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them".
  1. **Policy Statement**

Sunrise Bushcraft & Academy is committed to the following

* Yearly policy review with consideration of the most recent Government Safeguarding Policy As a company we have an annual safeguarding audit, the audit checks evidence of implementation of the safeguarding action plan and is reviewed during the year. All policies are aligned; we undertake quality assurance checks on implementation and regularly reviewed and updated considering legislation and revisions to [Working Together to Safeguard Children and](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)[Keeping Children Safe](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) in Education.
* the welfare of the child is paramount
* children and young people should never experience abuse of any kind
* we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We recognise that the welfare of the child is paramount and that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
* working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.
* We believe in equality and share a commitment to anti-discriminatory practice. "we make sure that all children and young people have the same protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation".
* We recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.
* taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
* all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately

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

* appointing a nominated child protection/safeguarding Designated Officer

The organisations Designated Officer - Amanda White has overall responsibility for safeguarding.

With Deputy James White. For contact details go to end of policy.

* know how to access current DSCB guidance on multi-agency child protection procedures.
* know how to access Safeguarding Children information on website.
* undertaken appropriate Safeguarding training including the DSCB multi-agency safeguarding training ref safeguarding folder.
* An appointed person(s) accessed and completed Safer Recruitment training.
* The organisation’s policy is consistent with LA (local Authority) Guidance and is effective in that all staff are aware of the policy, and outcomes are routinely and clearly recorded, and which reflect best practice.
* using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
* The nominated child protection officer, deputy and management team receive training appropriate to their role Yearly. and all staff/volunteers have received appropriate CP training during the past 3 years. All new staff/volunteers undertaken a cp induction session provided by the nominated child protection officer.
* We Have a children and young people friendly version developed in consultation with those groups that the organisation works with. Ref Appendix 1
* Information about the code of conduct and about safe working practices is known to all staff, volunteers and visitors who come into organisation.
* We have a flowchart displayed in our staff area and the procedure for managing allegations of abuse against members of staff Ref Appendix 2
* The Designated child protection officer ensures that members of staff are informed on a need to know basis of a child’s child protection status and areas of concern to enable effective monitoring
* The Designated child protection officer ensures that where children leave the establishment their child protection file is stored securely; copied for the new establishment asap (within 5 days).
* The Designated child protection officer informs the allocated social worker for any child with a Child Protection Plan of any changes in organisation placement or provision
* creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
* developing and implementing an effective online safety policy and related procedures
* sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
* recruiting staff and volunteers safely, ensuring all necessary checks are made all Sunrise Bushcraft employees who work with children will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/or training in good practice and child protection procedures and will receive an enhanced DBS check before being allowed to work with children.
* providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
* implementing a code of conduct for staff and volunteers

Our Policy procedures are designed to manage any allegations against staff and volunteers appropriately ensuring that we have effective complaints and whistleblowing measures in place.

* ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health & safety measures in accordance with the law & regulatory guidance.
* recording and storing information professionally and securely. Related policies and procedures This policy statement should be read alongside our organisational policies and procedures, including:
* Procedures for responding to concerns about a child or young person’s wellbeing
* Dealing with allegations of abuse against a child or young person
* Managing allegations against staff and volunteers
* Safer recruitment policy and procedures
* Adult to child supervision ratios
* Code of conduct for staff and volunteers
* Anti-bullying policy and procedures
* Online safety policy and procedures for responding to concerns about online abuse
* Photography and image sharing guidance
* Child protection records retention and storage policy
* Whistleblowing policy
  1. **Monitor and review the policy and procedures**

Sunrise Bushcraft is committed to Yearly policy review with consideration of the most recent Government Safeguarding Policies.

Amanda White -The Education, welfare & Safeguarding Designated officer will regularly review policies & report progress, challenges, difficulties, achievements gaps and areas where changes are required to the management.

The policies are reviewed yearly or if there is a major change in the organisation or in relevant legislation.

When necessary Amanda White will Refer disclosure concerns to Social Care. this should be communicated to Social Care in one working day of identification or disclosure of harm by the lead safeguarding officer.

**1.4 Introduction to Promoting Good Practice**

To provide children with the best possible experience and opportunities in Education everyone must operate within an accepted ethical framework.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in Education to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

**Good Practice**

All personnel should adhere to the following principles and action:

* always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets.)
* make the Sunrise bushcraft experience fun & enjoyable: promote fairness, confront & deal with bullying.
* treat all young people equally and with respect and dignity.
* always put the welfare of the young person first, before winning.
* maintain a safe and appropriate distance (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them.)
* Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing & the young person’s consent has been given.
* Involve parents/cares wherever possible.
* request written parental consent if SB staff are required to transport young people in their cars
* gain written parental consent for any significant travel arrangements e.g. overnight stays
* be an excellent role model, this includes not smoking or drinking alcohol in the company of young people
* always give enthusiastic and constructive feedback rather than negative criticism
* secure written parental consent for Sunrise Bushcraft & Academy to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
* keep a written record of any injury that occurs, along with details of any treatment given

**Poor Practice**

The following are regarded as poor practice and should be avoided by all personnel:

* unnecessarily spending excessive amounts of time alone with young people away from others.
* taking young people alone in a car on journeys, however short.
* taking young people to your home where they will be alone with you.
* sharing a room with a young person.
* engaging in rough, physical or sexually provocative games, including horseplay.
* allow or engage in inappropriate touching of any form.
* allowing young people to use inappropriate language unchallenged.
* making sexually suggestive comments to a young person, even in fun.
* reducing a young person to tears as a form of control.
* allow allegations made by a young person to go unchallenged, unrecorded or not acted upon.
* do things of a personal nature that the young person can do for themselves.

When a case arises where it is impractical / impossible to avoid certain situation e.g. transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

**1.5 Safer recruitment** - refer to separate RECRUITMENT POLICY

Our recruitment policy sets out the steps that need to take place when considering employment of staff

including. All staff & volunteers are required to have DBS checks before starting.

All new staff have an induction and are supervision with students.

Within in our Policies & procedures we have a safer recruitment section, and this includes expectations regarding induction and supervision.

within the interview panel at least one member of staff has undertaken safer recruitment training.

**1.6 supervision** - refer to separate SUPERVISION POLICY

Our supervision policy sets out the regularity of supervision for staff and volunteers that includes an

opportunity to discuss any safeguarding concerns.

* 1. **Online safety -** refer to the separate ONLINE SAFETY POLICY**.**

It is important for staff to be aware of student online safety.

use of personal/organisations IT system and/or mobile phones are discouraged on site unless for a specific use.

If staff need to take photos for the students’ portfolios, the instructor needs to delete the photos once they have been used for the teaching purpose. destructing all photographs of children straight after.

Staff need to be able to remove the phone if it appears to be used inappropriately and returned at end of day and also to refer this to head office who will discuss this with their appropriate carer. We expect students to be

responsible for their phones and their individual’s behaviour, conduct and interaction when using all social media.

This includes contact with parents and children who use the providers services & discussion on appropriate lines of intervention, response and protection following any internet safety incident.

* 1. **Information sharing policy  -** refer toP5 GDPR Policy & PRIVACY POLICY- SBL an information sharing and data storage policy in line with national and[local guidance](http://pandorsetscb.proceduresonline.com/p_info_sharing.html).

### **Defining Child Abuse**

### **Introduction to Defining Child Abuse**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect.**  Any individual may abuse or neglect a young person directly or may be responsible for abuse because they fail to prevent another person harming the young person. Abuse in all its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood. Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

**Types of Abuse**

* **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse. This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a young person they are looking after. In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child’s immature and growing body
* **Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child’s emotional development. It may involve telling a young person they are useless, worthless, unloved, and inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the young person is constant criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

* **Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating form the group), or sexual (e.g. unwanted physical contact or abusive comments).

* **Neglect** occurs when an adult fails to meet the young person’s basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child’s health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

* **Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse & fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.
  1. **Indicators of Abuse**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

* unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
* an injury for which an explanation seems inconsistent
* the young person describes what appears to be an abusive act involving them
* another young person or adult expresses concern about the welfare of a young person
* unexplained changes in a young person’s behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
* inappropriate sexual awareness
* engaging in sexually explicit behaviour
* distrust of adult’s, particularly those whom a close relationship would normally be expected
* difficulty in making friends
* being prevented from socialising with others
* displaying variations in eating patterns including overeating or loss of appetite
* losing weight for no apparent reason
* becoming increasingly dirty or unkempt

###### 2.3 Signs of bullying include:

* behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions
* an unexplained drop off in performance
* physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
* a shortage of money or frequents loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in Sunrise Bushcraft & Academy to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

**2.4** **Missing child**

At SUNRISE BUSHCRAFT children’s safety is maintained as the highest priority at all times both on and off premises. Every attempt is made to ensure the security of children is sustained at all times. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point. In the unlikely event of a child going missing, our missing child procedure is followed.

The safety of all children will be given our highest priority.

OBJECTIVES

1. To locate any missing child quickly.

2. To ensure that all children are kept safely on the Sunrise site.

3. To ensure that children who leave our site during the session only do so with an appropriate adult (over 16 years of age) whom the child’s key person knows to have parental responsibility/permission from the parent/carer to collect the child.

4. To ensure that the building, grounds and play areas are safe and secure during session hours.

5. To ensure that all staff keep children under proper supervision at all times.

6. To ensure that if a child ‘goes missing’, they are located quickly and returned safely to the site.

**Measures for a child who goes missing.**

1. If a child cannot be found by their key person, Sunrise Bushcraft lead must be notified immediately and told when and where the child was last seen. Time is of the essence and prompt actions must be taken.

2. All staff must be notified to ensure no child leaves the area and the main gate is shut.

3. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the site and surrounding area.

4. If the child is not found within 10 minutes, the police must be called by the head instructor or staff member.

5. As soon as possible, the parents will be notified that their child is missing.

6. The local authority and the chair of governors will be notified by the head instructor that a child is missing.

8. If a member of staff finds the child, the head instructor must be told at once. Parents, police and other authorities will be notified.

9. The head instructor will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

**2.5** **Child exploitation ref to separate policy.**

#### Responding to Suspicions and Allegations

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**Introduction -** It is not the responsibility of anyone working in Sunrise Bushcraft & Academy in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate safeguarding lead who will consider with them a referral to the relevant [locality team or Children’s Advice and Duty](https://www.dorsetcouncil.gov.uk/children-families/worried-about-a-child.aspx) [Service (ChAD)](https://www.dorsetcouncil.gov.uk/children-families/worried-about-a-child.aspx). or direct to the relevant local authorities if this is not possible. so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations / suspicions of abuse occurring within Sunrise Bushcraft and to allegations/suspicions that abuse is taking place elsewhere.

If the safeguarding lead/ designated person is the alleged perpetrator then you need to contact the relevant council that this child has been referred from details are at end of document.

* 1. **Receiving Evidence of Possible Abuse**

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

* **stay calm** so as not to frighten the young person
* **reassure** the child that they are not to blame and that it was right to tell
* **listen** to the child, showing that you are taking them seriously
* **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
* **inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
* **safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
* **record** all information
* **report** the incident to the club/welfare officer

**3.2 Recording Information**

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

* the child’s name, age and date of birth
* the child’s home address and telephone number
* whether or not the person making the report is expressing their concern or someone else’s
* the nature of the allegation, including dates, times and any other relevant information
* a description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes
* details of witnesses to the incidents
* the child’s account, if it can be given, of what has happened and how any bruising/injuries occurred
* have the parents been contacted?If so, what has been said?
* has anyone else been consulted? If so, record details
* has anyone been alleged to be the abuser? Record detail
  1. **Reporting the Concern**

All suspicions and allegations MUST be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take. Sunrise Bushcraft expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated Education & welfare officer is not available you should take responsibility and seek advice from the relevant council duty officer at your local social services department, the NSPCC helpline or the police. Telephone numbers can be found at end of policy and in the local directory.

Where there is a complaint against an employee or volunteer, there may be three types of investigation.

* **Criminal** in which case the police are immediately involved.
* **Child protection in** which case the social services (and possibly) the police will be involved.
* **Disciplinary or misconduct** in which case Sunrise Bushcraft will be involved.

As mentioned previously in this document the Sunrise Bushcraft are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern**

Any suspicion that a child has been abused by an employee or a volunteer should be reported to Sunrise Bushcraft & Academy who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

* Sunrise Bushcraft will refer the matter to social services department
* the parent/carer of the child will be contacted as soon as possible following advice from the social services department

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, we will follow the same procedures and have the matter reported to social services. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.

**3.4 Confidentiality**

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only. This includes the following people:

* The Welfare Officer
* The parents of the child
* The person making the allegation
* Social Services/police
* The alleged abuser (and parents if the alleged abuser is a child)

Seek social services advice on who should approach the alleged abuser.

All information will be stored in a secure place with limited access to designated people, in line with data protection laws.

**3.5 Parental / Carer Consent**

Concerns which have been raised, should, where practicable, be discussed with the parent / carer and agreement sought for a referral to LA children's social care **unless** seeking agreement is likely to place the child at risk of significant harm through delay or from the parent's /carer’s actions or reactions; For example in circumstances where there are concerns or suspicions that a serious crime such as sexual abuse, domestic abuse or induced illness has taken place.

Where a practitioner decides not to seek parental /carer permission before making a referral to LA children's social care, the decision must be clearly noted in the child's records with reasons, dated and signed and confirmed in the referral to LA children's social care. Practitioners should consult with their line manager/designated safeguarding advisor, if at all practicable, for advice.

When a referral is deemed to be necessary in the interests of the child, and the parents / carer have been consulted and are not in agreement, the following action should be taken:

* The reason for proceeding without parental agreement must be recorded;
* The parent'/ carer’s withholding of permission must form part of the verbal and written referral to LA children's social care;
* The parent /carer should be contacted to inform them that, after considering their wishes, a referral has been made.

A child protection referral from a practitioner cannot be treated as anonymous and where any court proceedings may follow, whether criminal or family court, the information may be made available.

**3.6 Staff Allegations**

We will inform the local authority designated officer (LADO) within **one working day** when an allegation is made and prior to any further investigation taking place.

The LADO will advise us whether or not to inform the parents of the child/ren involved will impede the disciplinary or investigative processes. Acting on this advice, if it is agreed that the information can be fully or partially shared, the employer should inform the parent/s. In some circumstances, however, the parent/s may need to be told straight away (e.g. if a child is injured and requires medical treatment).

Subject to restrictions on the information that can be shared, Sunrise Bushcraft LTD will , as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome (e.g. disciplinary action, and dismissal or referral to the DBS or regulatory body).

The accused member of staff should:

* Be treated fairly, honestly and helped to understand the concerns expressed and processes involved;
* Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process;
* If suspended, be kept up to date about events in the workplace.

If an allegation or concern arises about a member of staff, outside of their work with children, and this may present a risk of harm to child/ren for whom the member of staff is responsible, the general principles outlined in these procedures will still apply.

A designated senior manager has been appointed to whom allegations or concerns should be reported and a deputy to whom reports should be made in the absence of the designated senior manager or where that person is the subject of the allegation or concern, refer Page 11.

Section 13 of the Education Act 2011 introduced restrictions implemented in September 2012 on the publication of any information that would identify a teacher who is the subject of an allegation of misconduct that would constitute a criminal offence, where the alleged victim of the offence is a registered pupil at the school. Such restrictions remain in place unless or until the teacher is charged with a criminal offence, though they may be dispensed with on the application to the Magistrates' Court by any person, if the court is satisfied that it is in the interests of justice to do so, having regard to the welfare of the person who is the subject of the allegation or the victim of the offence to which the allegation relates.

There is a right of appeal to the Crown Court. -This restriction will apply to allegations made against any teacher who works at a school, including supply and peripatetic teachers. 'School' includes academies, Free Schools, independent schools and all types of maintained schools.

There is a new offence of publishing any information in breach of these restrictions. Publication includes any communication, in whatever form, which is addressed to the public at large or any section of the public.

It is a defence to show that the person publishing was not aware of the allegation having been made as set out in section141H 'Defences' of the Act.

**3.7 Inter-agency working**

The policy will ensure effective inter-agency working around safeguarding including compliance with:

[Child Safeguarding Practice Review processes (previously Serious Case](https://pandorsetscb.proceduresonline.com/p_sg_prac_rev.html?zoom_highlight=Child+Safeguarding+Practice+Review+processes) Review) & [child death review processes](https://pandorsetscb.proceduresonline.com/p_cdop.html?zoom_highlight=death).

**3.8 Radicalisation** **& extremism** – refer to separate policy.

**3.9 Escalation Procedure** – Refer to the Escalation Policy for relevant areas such as the Pan Dorset Safeguarding Children Partnership (PDSCP) [**Pan-Dorset Escalation Policy**](https://pandorsetscb.proceduresonline.com/p_escalation.html?zoom_highlight=escalation&zoom_highlight=escalation) which identifies a non-exhaustive list of potential areas of disagreement, guidance on preventing disputes and procedures to be followed when disputes cannot be resolved through discussion and negotiation between professionals at front line level.

At no time must professional disagreement detract from ensuring that the child is safeguarded. The child's welfare and safety must remain paramount throughout.

### **4. Declaration**

On behalf of **Sunrise Bushcraft,** we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to. Our Designated lead will yearly review any need for further training to compliment this role for them or any other staff members.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  **Amanda White**  **Sunrise Bushcraft**  Education Director & Safeguarding Designated lead |  |  | | |
|  |  |  | | |
| **Deputy safeguarding lead – James White** | | |  |  |
|  |  |  | | |
| **Date: 16.3.2021** |  |  | | |

Please contact Amanda White Education Director Safeguarding lead 07710778827

If you have any safeguarding concerns.

**The contacts for Dorset Social Care are as follows:**

**DORSET LADO** on 01202 228866 Bournemouth **01202 458101 OR** Poole – **01202 735046**

In case of emergency outside of the above hours please contact the **Out of Hours Team;**

**Bournemouth and Poole -**01202 738256-[childrensOOHS@poole.gov.uk](mailto:childrensOOHS@poole.gov.uk) [MASH@dorsetcc.gov.uk](mailto:MASH@dorsetcc.gov.uk)

[PDSCP policies and procedures manua](https://pandorsetscb.proceduresonline.com/)l – Pan Dorset services

**Hampshire LADO -** 01962 876 355 -Email: [**hscb@hants.gov.uk**](mailto:hscb@hants.gov.uk)

[**child.protection@hants.gov.uk**](mailto:child.protection@hants.gov.uk) **/**[**child.protection@hants.gcsx.gov.uk**](mailto:child.protection@hants.gcsx.gov.uk)01962 876364

**SOUTHAMPTON LADO -**023 8083 2995 Email: [**lscb@southampton.gov.uk**](mailto:lscb@southampton.gov.uk)

[**lado@southampton.gov.uk**](mailto:lado@southampton.gov.uk) **-**023 8091 5535 /Mobile: 07789 616092

Children Act[1989 and](https://www.legislation.gov.uk/ukpga/1989/41)[2004](https://www.legislation.gov.uk/ukpga/2004/31/contents)

[Working Together to Safeguard Children statutory guidance](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

COUNTY COUNCIL Children's Safeguarding Out of Hours Service **-**5pm – 10pm\* Monday to Friday 9am – 10pm\* Saturday and Sunday If you have urgent information about a child or young person and need a social worker in the evening or on a weekend, call:

**In all cases if you are not sure what to do: -**

**you can gain help from the NSPCC 24-hour help line Tel No: 0808 800 5000**

## Further Information

[**Equality Act 2010**](https://www.gov.uk/equality-act-2010-guidance)

[**Keeping children safe in education**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_gdnce_FINAL.pdf)

[**Disclosure and Barring Service (GOV.UK)**](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

[**Supervision of activity with children (DfE) Statutory Guidance**](https://www.gov.uk/government/publications/supervision-of-activity-with-children)

[**Care Quality Commission – Disclosure and Barring Service Checks**](http://www.cqc.org.uk/file/5350)

[**Guidance for safer working practice for those working with children and young people in education settings**](https://www.saferrecruitmentconsortium.org/GSWP%20May%202019%20final.pdf)

[**Statutory Guidance: Disqualification under the Childcare Act 2006**](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006)

APPENDIX 1

CHILD FRIENDLY SAFEGUARDING INFO

Sunrise Bushcraft LTD

We want our site to be a safe place. The Trainers & adults at Sunrise Bushcraft will do everything they can to make sure you are protected and happy.

**To help them do this they have lots of rules to follow**. -This policy is to help you understand what Safeguarding means to you and to help you decide what could be a “problem” and whom you should talk to.

**Safeguarding means that you should**:

• Be Protected from harm.

• Make sure nothing stops you being healthy or developing properly.

• Make sure you are safely looked after.

• Make sure you have the best life chances and can grow up happy and successful.

**They agree that to make sure they look after you they will**:

• Make the company a friendly, welcoming & supportive place to spend time in, somewhere you want to be

• Be there for you to talk to if you need to and know who to ask for help.

• Give you safe messages in your sessions to help you learn how to look after yourself both online & in the real world

• Have all the right rules in place to help look after you. They will follow these rules all the time (these rules are sometimes called policies)

**Abuse is** - when someone hurts you it can be called abuse. This is when someone does something to you that is harmful, unpleasant or painful like:

* If someone deliberately hits you, hurts you, injures you or humiliates you in different ways.
* If someone says or does something that makes you feel bad about yourself or hurts your feelings, which makes you feel scared, sad, upset or frightened.
* If someone shouts, threatens, hits or hurts someone you love whilst you are around which makes you scared, unhappy or worried.
* If someone doesn’t take proper care of you so you feel abandoned, lonely or neglected. You might not be able to eat or wash regularly, or you might not be able to come to school every day or on time.
* If someone touches you in a way that you don’t like (like touching your private parts) or makes you look at things which make you feel ashamed, embarrassed, uncomfortable or guilty. They may ask you to keep it a secret or give you presents.
* Abuse is never ok and if you are being or have been abused you must remember – it is not your fault. You must always tell someone, and they will help it to stop.

**All of the staff at Sunrise Bushcraft will do their best to make sure the area is safe for you to learn in and spend time in.**

* We will make sure that we know who everyone is in the group by asking visitors to sign in and will be wearing a visitor badge. People that we do not know will never be allowed to spend time with you on your own and will not be allowed to walk around the area without a member of staff. The outside areas and fields will be as safe as they can be for you so that you don’t hurt yourself, although accidents can happen if you are not careful!
* Staff will look after you if the fire alarm goes off and you should know what to do and where to go.

**At Sunrise Bushcraft we will help you in the following ways:**

* We will do our best to spot if there is a problem.
* We will work with other people (including the people at home) to help protect you and solve any problems you may have.
* We will listen to you if you want to talk to us and need our help. We will always take you seriously
* We will support and encourage you and will respect your wishes and views

**In Sunrise Bushcraft you can talk to any member of staff, but you should know that there are a number of staffs who are responsible for making sure you are safe and well cared for, and they listed below. It is important that you know….**

* It is never your fault if someone is hurting or abusing you
* There is always someone who can help you
* If someone is hurting you, they might also be hurting someone else, so it is important that you tell someone to make it stop
* Every child should enjoy their right to a happy and safe childhood

**DO NOT BE SCARED TO TELL SOMEONE STRAIGHT AWAY – WE WILL ALWAYS LISTEN**

**TIPS FOR KEEPING YOURSELF SAFE: -**

**Bullying** - If you think a pupil or a grown up is bullying you or someone you know, you must tell your mum or dad, a teacher or someone you can trust as soon as you can.

**Saying funny things to you** -If a pupil or a grown up says something to you, or you hear something that you do not like or that upsets you, you must tell your mum or dad, gran or granddad, a teacher or someone you can trust.

**Touching you** -Your body belongs to you and not to anyone else. This means all of your body. If someone touches you on a part of your body like your bottom, chest or anywhere else you do not like, it is not ok. You must tell your mum or dad, a teacher or someone you can trust as soon as you can.

**Hitting, punching or smacking you** -If a pupil or a grown up hits, punches or smacks you or hurts you in any way, you must tell your mum or dad, a teacher or someone you can trust as soon as you can.

**Secrets** -Secrets such as surprise parties are fun, but some secrets are not good and should never be kept. Bullying should not be kept a secret, and no-one should ask you to keep a kiss, hug or touch a secret. You must tell your mum or dad, a teacher or someone you can trust as soon as you can. Do not keep a secret.

**Presents** -Presents are a good thing to get, but you should not take a present from anyone without checking with your parents first. Most of the time it will be ok, but sometimes people try and trick children into doing something by giving them presents (like sweets, money or phones) This is sometimes called a bribe. If it does not seem right, tell someone as soon as you can.

**On the computer or your phone** -Computers and mobile phones help us all to share things and talk to our friends or family, but they can also make it easier for bullies and other people that want to hurt you to get close to you. It is important to know how to keep yourself safe on your computer, your phone and on websites.

Sunrise Bushcraft has an e-safety policy which is there to protect you. If you are unhappy with any comments or photographs you’ve seen on your computer or mobile, then you can also contact

**www.thinkuknow.co.uk as well as Sunrise Bushcraft**

**Useful Numbers and Websites Childline 0800 11 11**

**NSPCC www.childline.org.uk www.thinkuknow.co.uk**

APPENDIX 2

We have a flowchart displayed in our staff area

**Managing Allegations or Concerns about Adults who Work/Volunteer with Children**

**Quick Reference Guide**

Is it alleged (or there is a concern) that an adult who works with children has:

- harmed a child

- committed a criminal offence in relation to a child

- behaved towards a child/ren in a way that indicates they may pose a risk to children

See over for further guidance – What the LADO (Local Authority DesignatedOfficer) needs to know about.

You do not need to contact the LADO. However, other procedures may be relevant e.g. disciplinary or Inter-agency safeguarding procedures.

NO

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Yes



|  |
| --- |
| Do the following:  Contact Children’s Social Care (MASH)  or Police – Public Protection Team without delay Inform parents or carers unless doing so may put the child/ren at risk.  Subsequently contact the  **DORSET LADO** on 01202 228866 Bournemouth **01202 458101 OR** Poole – **01202 735046**  In case of emergency outside of the above hours please contact the **Out of Hours Team;**  **Bournemouth and Poole -**01202 738256 childrensOOHS@poole.gov.uk  MASH@dorsetcc.gov.uk  **Hampshire LADO -** 01962 876 355  Email: [**hscb@hants.gov.uk**](mailto:hscb@hants.gov.uk)  [**child.protection@hants.gov.uk**](mailto:child.protection@hants.gov.uk)  [**child.protection@hants.gcsx.gov.uk**](mailto:child.protection@hants.gcsx.gov.uk)  01962 876364  **SOUTHAMPTON LADO -**023 8083 2995 Email: [**lscb@southampton.gov.uk**](mailto:lscb@southampton.gov.uk)  [**lado@southampton.gov.uk**](mailto:lado@southampton.gov.uk)  023 8091 5535 /Mobile: 07789 616092 |
| Police -999  - Dorset Public Protection Team - Phone 101  - Hants Public protection team - 08450454545 |

**Child/ren may have suffered significant harm\***

Please contact the LADO for advice

Before making contact please take note of the following Do’s and Don’ts

DO

Clarify, with the person reporting the matter, basic information such as when, where, who.

It is ok to make your own notes of what you are told.

Take all allegations or concerns seriously

DO NOT

 Investigate the matter at this stage. Avoid seeking written statements until after you have spoken to the LADO. 

Seek alternative explanations or offer your own personal view  Inform the person concerned (at this stage)



NO

Yes

\*Significant harm; Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect are all categories of Significant Harm. See LSCB Interagency procedures for more detail. Following contact with MASH/Police please also inform the LADO

|  |  |
| --- | --- |
| **What the LADO (Local Authority Designated Officer)** | **- needs to know about!** |
| We acknowledge that each circumstance has a unique context and therefore if, after reading this guidance, you remain unsure. | please contact the LADO for further advice. |
| **The LADO does not need to know** - about the following Situation Advice Concerns about the welfare of a child which are not connected to an adult in a position of trust. | Contact the Multi Agency Safeguarding Hub (MASH). (OR Out of hours NUMBER). If you are concerned about immediate risk of harm call the police on 999 or local area. |
|  |  |
| Allegations or concerns about adults working exclusively with vulnerable adults | Please contact the Safeguarding Vulnerable Adults team |
| Parental complaints regarding peer on peer bullying. | Follow your organisations anti bully policy |
|  |  |
| Staff issues that do not relate to child safety or welfare | Contact your human resources provider. |
|  |  |
| Physical intervention that sits within the scope of the Governments Use of Force guidance (2013) | See DfE website, search Use of Force (2013) |
|  |  |
| Most circumstances where the presenting issue relates to poor practice, error or accident. | Contact your Human Resources provider |

|  |
| --- |
| **The LADO does need to know about the following (use flow chart)**  **1/ Physical: Allegation of physical mistreatment or abuse** against an adult in a position of trust. Includes - hitting, shaking, pushing, aggressive or intimidating behaviour. Note: If concern is about significant harm (an injury for example) please contact the MASH first and the LADO second  2/ **Sexual: Disclosure of sexual abuse** perpetrated by an adult in a position of trust. Includes - sexual assault, sexual touching, sexual relationship, grooming behaviour, other behaviour which causes concern about a sexual motivation towards a child. Note: If concern is about significant harm please contact the MASH first and the LADO second.  **3/ Emotional: An adult in a position of trust emotionally mistreating children**. Includes – excessive shouting, belittling, humiliating, making fun of a child, persistently choosing to ignore a child’s needs. Note: If concern is about significant harm please contact the MASH first and the LADO second.  **4/ Neglect: An adult in a position of trust neglecting their duty to keep children safe**. Includes – serious or persistent failure to adequately supervise a child. Failure to take action to protect a child from harm or abuse. Note: If concern is about significant harm please contact the MASH first and the LADO second. |
| May pose a risk to children: Information about an adult in a position of trust, perhaps unrelated to their work with children, which raises a concern that they may pose a risk to children  Includes - abuse or mistreatment of their own child/ren or another child outside of their role, a pattern of concern relating to poor practice error or accident (impacting on children), behaviour in their private life which may present a transferable risk into their role with children. This might include drug and alcohol misuse or involvement in crime including perpetrating domestic abuse, accessing indecent images of children, information that indicates a sexual interest in children, allegation of non –recent sexual abuse. |