



WOODLANDS EDUCATION  
CONSULTANCY

# Safeguarding and Child Protection Policy

This policy provides guidance to all adults working for Woodlands Education Consultancy (WEC) whether paid or voluntary or directly employed by the Woodlands, self employed or employed by a third party. WEC provides touch-typing lessons, booster groups, coaching and other forms of educational support for children and adults.

### **1. CHILD PROTECTION STATEMENT:**

'WEC is committed to safeguarding children and promoting children's welfare and expects all staff, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment.

'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals 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.' (DfE 2016)

### **2. DEFINITIONS:**

A **child** includes anyone under the age of 18.

**Child protection:** 'Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child.'

**Safeguarding Children:** 'Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.'

**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 grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.'

### **3. POLICY AIMS:**

1. To ensure measures are in place to protect children from harm
2. To ensure safeguarding responsibilities and procedures are fully understood
3. To ensure that the WEC's practice meets local and national guidance
4. To ensure the work of WEC adheres to Keeping Children Safe in Education (2016)

#### **4. KEY PRINCIPLES:**

- The child's needs and welfare are paramount. All children have a right to be protected from abuse and neglect and have their welfare safeguarded.
- All staff have equal responsibility to report their concerns about a child or the behaviour of any adult without delay to the Designated Safeguarding Lead.
- Keeping Children Safe in Education (2016) states that all staff should maintain an attitude of "it could happen here" where safeguarding is concerned.
- WEC will work in partnership with other agencies to promote the welfare of children and protect them from harm, including the need to share information about a child in order to safeguard them.

#### **5. LEGISLATION AND GUIDANCE:**

This child protection policy should be read alongside the DfE statutory guidance 'Keeping Children Safe in Education (2016)'. All staff must read, understand and adhere to part 1 of this guidance.

WEC will also take account of additional DfE guidance including Working Together to Safeguard Children

WEC will ensure that staff are aware of the indicators of extremism and radicalisation and know how to respond in keeping with Local and national guidance.

#### **6. ROLES AND RESPONSIBILITIES:**

- The Designated Safeguarding Lead for Child Protection is Mrs Victoria Gallagher (07799544268)
- All staff and volunteers should:
  - Contribute to ensuring students learn in a safe environment.
  - Read, understand and adhere to part 1 of the DFE (2016) guidance Keeping Children Safe in Education.
  - Report any concerns about a child's welfare without delay to the Designated Safeguarding Lead without delay
  - Understand that some children, including those with Special Educational Needs or Looked After, may be more vulnerable to abuse. The DfE has provided additional practice guidance 'Safeguarding Disabled Children' DfE 2009.
- Each child and young person should be formally registered within the group and their parents should complete a consent form.

- If a child discloses a concern, staff should:
  1. Listen to the child/young person
  2. Not promise confidentiality
  3. Take the concern seriously
  4. Take notes of exactly what is said
  5. Refer the matter immediately to the Safeguarding lead.

## **7. REPORTING SAFEGUARDING CONCERNS**

All concerns should be reported without delay directly to the Designated Safeguarding Lead. Consideration will need to be given to immediately protecting the child and contacting the police or other emergency services. The Designated Safeguarding Lead will follow the LSCB and Local Authority Procedures by making a referral to Children's Services (Keeping Safe in Education reminds us that any adult can refer their concerns to Children's Services directly).

Any staff member who has a concern about a child's welfare should follow the referral processes set out in paragraphs 21-27 of Keeping Children Safe in Education (DFE, 2016). Staff may be required to support social workers and other agencies following any referral.

## **8. USE OF THE INTERNET AND E-SAFETY**

E-Safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences. E-Safety depends on the responsible use of ICT by all staff and children and a safe and secure broadband including the effective management of filtering.

Children should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. Children may only use approved e-mail accounts on the school system. Children must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

The sending of abusive or inappropriate texts and any social messaging using new technologies is forbidden.

## **9. PHOTOGRAPHS**

Photographs that include children will be selected carefully and will not enable individual children to be clearly identified by name without permission. Written permission from parents or carers will be obtained before photographs of children are published on the WEC website.

**10. CHILDREN REQUIRING IMMEDIATE MEDICAL ATTENTION AND FIRST AID**

Staff must always take appropriate steps to keep children safe. This includes ensuring there is no delay in a child receiving medical attention or safeguarding. In emergencies, there should be no delay in contacting ringing 999 to request an ambulance or other services. First aid will given in an emergency, provided the child’s parents has given consent for WEC to do so.

**11. EQUALITY**

WEC makes sure that all children and young people have the same protection and is committed to anti-discriminatory practice.

**13. FIRE DRILLS**

In the case of the fire alarm, children should evacuate the Joseph Hood School building following the school’s evacuation procedures.

**14. SAFER RECRUITMENT**

All staff employed by WEC, self-employed or employed through a third party have enhanced DBS Certificates. A database is held containing current DBS certificate numbers and identity check information.

**15. RISK ASSESSMENTS**

A risk assessment in completed before the start of all new courses and events (See Annex A)

This policy was adopted on 24<sup>th</sup> January 2018

Signature.....

Print Name .....

Date.....

Annex A

## Woodlands Education Consultancy

### Risk Assessment

<b>Activity:</b>		
<b>Potential Hazard or Risk</b>	<b>Precautions in place</b>	<b>Actions to reduce risk</b>

Signature.....

Print Name .....

Date.....