

Child Protection and Safeguarding Children Policy & Procedures

1. Statement of intent on safeguarding children and young people

Magical Maths (MM) & Exciting English (EE) is committed to safeguard the wholeness and the wellbeing of every person in our community, of whatever age. It is the responsibility of each one of us to prevent the physical, sexual, emotional abuse or neglect of every member of our community, and particularly the abuse of those most vulnerable among us, including children and young people. The welfare of the child is paramount. All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or belief.

All those who work with **MM & EE** will be made aware of this policy and of what to do if they have any concerns. There is guidance for those responding to concerns so that they are properly dealt with, including sharing information about concerns with agencies that need to know and involve children, young people and families appropriately.

If you have any questions about our policies and procedures please contact our child protection representative, **Jenni Bradford** on tel: 0116 2029943.

2. What is Child Abuse?

Please see the NSPCC Child Protection Fact Sheet: 'The definitions and signs of child abuse' (Appendix 1).

We must be aware of Contextual Safeguarding, which helps focus on the fact that young people experience harm beyond their families and recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts. We need to recognise that young people are vulnerable to abuse in a range of social contexts.

This includes peer on peer abuse. We recognise that some children may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures. We will seek advice and support from other agencies as appropriate.

Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), physical abuse, sexual violence / sexual harassment, 'sexting' or initiation / hazing type violence and rituals. We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs. Abuse should not be tolerated as 'banter' or 'just having a laugh' or 'being part of growing up'.

3. Principles underpinning the Child Protection Policy



A number of key principles underpin the provisions of the Child Protection Policy. These include:

- **Best interests of the child are paramount** and shall be the primary consideration in our decision making.
- **Equality of opportunity** to ensure that all children have the opportunity to enjoy our activities safely regardless of their gender, ability, race, ethnicity, circumstances or age. Vulnerable children will require particular attention in order to optimise their safety needs and promote their access to important opportunities.
- **Taking responsibility** in order to meet our obligations regarding our duty of care towards children, and **taking action** where we believe that a child is at risk or is actually harmed.
- **Recognising** and acknowledging that an element of risk exists, and while we may never be able to totally remove this, we need to do all we can to reduce it or limit its impact.
- **Honesty and transparency** by informing those we work with, including children, about our Child Protection Policy, and the way we work to try and protect children.
- **Confidentiality** to protect sensitive personal data. Information should only be shared and handled on a *need to know basis*, that is, access to the information must be necessary for the conduct of one's official duties. Only individuals who have legitimate reasons to access the information are allowed to receive it.
- **Supporting and training** those working with **MM & EE** to recognise and respond to child protection risks and incidences.
- **Working with others** to protect children. This includes involving law enforcement and specialist child welfare agencies where necessary.
- **Monitoring** the implementation of the Child Protection Policy. The Child Protection Policy will be reviewed every three years.

4. Professional Code of Conduct

Since ideas about child care vary, all staff should be required to sign a code of conduct regarding the protection of children, the behaviour expected of them and their responsibilities in relation to the children they come into contact with as a result of their work with **MM & EE**.

- Agreement to work under the Child Protection Policy as a condition of involvement with **MM & EE**
- Provisions regarding acceptable behaviour in the workplace – for example, not to use physical punishment or chastisement, however acceptable or moderate it may seem, not to



use language intended to belittle or humiliate children and not to abuse children in any way (see the definitions of abuse, Appendix 1).

- To report any concerns they may have about the protection of children, in accordance with this policy
- To observe confidentiality and not talk about any situations of actual or suspected abuse that occurs except in accordance with this policy. This is necessary to protect the privacy of those involved

5. Reporting – Responding to Allegations & Concerns

Child protection is a tricky and complex area. Speaking out when there is child abuse can be difficult. The nature of child abuse means that it is hard to acquire concrete evidence. Staff is more likely to be faced with indirect statements from children, non verbal clues and signs which can be inconsistent. When actual disclosures of abuse are made they are often retracted. For this reason, when faced with child abuse, staff are more likely to have feelings of concern; an intuition or suspicion that something is happening but doubt their judgement and/or feel uncomfortable about saying anything or raising the concern as they do not believe they have enough evidence. Because of the often secret and intimidating nature of abuse and the severe impact it can have on children, however, it is essential that people speak out.

It is not the responsibility of staff to decide whether or not child abuse has taken place. All staff, however, have a responsibility to act on any concerns by reporting these to the Child Protection Representation and/or Corporate Child Protection Team. They are a confidential resource available for staff to talk to about any concerns, no matter how small and insignificant they may seem, and will provide advice and support and decide what action to take.

To ensure that all such situations are handled appropriately and effectively, a reporting mechanism has been created:

1. All allegations and concerns of abuse must be taken seriously, irrespective of the identity of the alleged perpetrator and victims, and regardless of how 'unbelievable' the situation may seem.
2. All staff must report any of the following situations in relation to:
 - any allegation of or concern about actual or suspected situations of abuse involving a child or children known to **MM & EE**
 - any allegation of or concern about actual or suspected staff misconduct and/or criminal activity involving the abuse of a child or children whether or not they are known to **MM & EE**
3. No staff member can agree to keep information regarding actual or suspected abuse 'private' as a personal confidence.



4. A written record of all child protection reports, including any decisions made, must be kept up to date by the Child Protection Representative and logged on the child protection reporting form. This should include details of any referrals made to specialist agencies.

5. All sensitive and personal data must be kept confidential (including the names of anyone who makes a report of abuse), and be shared on a strictly '*need to know basis*', that is, access must be necessary for the conduct of one's official duties.

6. What to do if a child or adult discloses harm to you

- Listen to the child, but don't press for information
- Treat allegations extremely seriously
- Stay Calm and reassure the child that they have done the right thing in talking to you, but do not promise to keep the information secret
- Explain what you have to do next and to whom you have to talk
- Make some brief notes at the time and write them up more fully as soon as possible – use the Record of Concerns Template attached
- Take care to record timing, setting and personnel as well as what was said
- Accurately record the details you saw and/or heard (use the Incident Reporting Form, Appendix 2).
 - Record details straight away
 - Include times, dates, people
 - Report exact words used
 - Be objective in your recording – include statements and observable things rather than your interpretations or assumptions (distinguish between fact and opinion)

Act Now!

Discuss the matter with your Child Protection Representative immediately. This same report matter relates if a member of staff encounters suspicious situations of concern, they record their concerns and report this to the designated person.

It is YOUR responsibility to report any concerns that you have.

7. Role of the Child Protection Representatives

The named staff Child Protection Representative for **MM & EE** is:

Dr Jenni Bradford (MM & EE Director), 0116 2029943

The named deputy staff Child Protection Representative for **MM & EE** is:

Colin Bradford (MM & EE Director), 0116 202994

These person(s) will take on the responsibility for:



- Ensuring the policy is being put into practice
- Being the first point of contact for child protection issues
- Keeping a record of any concern expressed about child protection issues
- Where necessary, taking further steps, such as referring concerns to other agencies
- Bringing any child protection concerns to the notice of the Franchisors.
- Ensuring that paid staff and volunteers are given appropriate training, support and supervision on safeguarding children and young people.
- Ensuring that everyone involved with the organisations is aware of the identity of the Child protection representatives.
- Liaise with your local LEA Safeguarding Children's Board on adopted policies and procedures

If you have any concerns, report them to the named Child Protection Representative(s). The designated person for Safeguarding Children should then use the appropriate reporting systems for the situation. This may be reporting the matter to the school, the Local Authority Safeguarding Children's Board or the police. This is why recording all information impartially and accurately is vital as this could be used for evidence for later use.

NB: Section 13 of the Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB) for their area and specifies the organisations and individuals (other than the local authority) that should be represented on LSCBs.

8. Safe Recruitment and Selection

'Safe' recruitment and checks that are undertaken as part of the recruitment process are the organisation's first chance to deter potential offenders. **MM & EE** will take all reasonable measures to prevent unsuitable individuals from working with children. The majority of people who want to work with **MM & EE** are well motivated and without them the organisation could not operate. Unfortunately, however, some individuals may use the organisation to gain access to children for abusive and exploitative motives. Research and practice tells us that predatory offenders with the intent to abuse children sometimes deliberately place themselves in organisations and/or job roles that allow them access to children. Opportunistic and situational offenders are reactive and responsive to cues given out by the environment. It is therefore crucial to have some sort of screening process for individuals entrusted with the care of children.

MM & EE will take the following measures to ensure that only those who do not pose a risk to children are employed or involved in its work:

- Job and contracts must state that **MM & EE** works to protect children and that those seeking work will be assessed regarding their suitability to work with children.
- Checking the person's identity by their birth certificate or passport, something with a photograph if possible.
- Taking up two references, one of whom has experience of their work or contact with children.
- An interview.



- Identifying reasons for gaps in employment or inconsistencies.
- Carrying out DBS checks.
- Allowing no unsupervised access to children and young people until this has been completed.
- Advice is sought about recruiting someone with a criminal record.
- A comprehensive training programme that includes our child protection policy and procedures.
- A supervised probationary period for new people.
- Staff are asked to sign a self declaration statement confirming that they have no convictions for any offence involving any type of harm to a child or children, and should declare anything that may affect their suitability to work with children.
- Where allegations are made about staff, careful consideration must take place about the appropriateness of the person continuing to work with **MM & EE**. This may include suspension during any internal or external investigation and dismissal if the allegation is proved.

9. Working with individual children

In general staff are not allowed to work alone with a child somewhere which is secluded or where they cannot be observed. It is acceptable for staff to work alone with a child where there are visibility panels/windows in doors, or the door is left open.

In exceptional circumstances where an adult may be alone with a child for a short period, the adults should ensure that other staff are aware of the situation and that they support this action.

10. Outside of work

Adults/leaders should know the safe arrangements for children to get home after the activity.

If a child or young person is not collected from an activity you should not give lifts home in your car.

If some of these situations are unavoidable, get parental permission first. If that is not possible make certain that **MM & EE** staff and school staff know what you intend to do and inform parents/guardians what has happened as soon as you can.

9. Whistleblowing Procedure – (The Public Interest Disclosure Act 1998) Allegations against Trustees, Staff and Volunteers

MM & EE Assurances to Employees

MM & EE are committed to maintaining the highest standards of honesty, openness and accountability and recognise that you, the employee, have an important role to play in achieving this goal.



Employees will usually be the first to know when someone inside or connected with an organisation is doing something illegal or improper, but often they feel apprehensive about voicing their concerns. This may be because they feel that speaking up would be disloyal to their colleagues or the organisation itself. Or it may be because they do not think that their concerns will be taken seriously, because they are afraid that they will be bullied or dismissed. However, **MM & EE** does not believe that it is in anyone's interests for employees with knowledge of wrongdoing to remain silent.

MM & EE takes all malpractice very seriously. If you have any concerns, you can contact your Child Protection Representative(s). If, under the circumstances, you do not feel comfortable about making a report directly to management, then you can report instead to the **MM & EE** Head Office:

Magical Maths & Exciting English
Harborough Innovation Centre
Airfield Business Park
Leicester Rd
Market Harborough
Leicestershire
LE16 7WB

0116 2029943

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The named staff Child Protection Representative for **MM & EE** is:
Dr Jenni Bradford (MM & EE Director), 0116 2029943

The named deputy staff Child Protection Representative for **MM & EE** is:
Colin Bradford (MM & EE Director), 0116 202994

Other useful numbers:

- Local Authority Safeguarding Children's Board:
 - 0116 305 7130
- Out of hours duty social worker/Health Board:
 - 0116 305 0005
- Police Station:
 - 101
- NSPCC Child Protection Helpline:
 - 0808 800 5000



APPENDIX 1
NSPCC Child Protection Fact Sheet

