

Safeguarding and Child Protection Policy

Introduction

This document is a statement of the rationale, aims, principles, approaches, roles, responsibilities and strategies for ensuring the safeguarding of children and young people. The definition of a 'child' is anyone under the age of 18 years old. Information provided by Derbyshire County Council, Derbyshire and Sheffield Safeguarding Children Boards, NSPCC (www.nspcc.org.uk) have provided the framework for the development of this policy.

The legal framework for this policy is:

- Primary legislation The Children Act 1989,
- Section 47 Data Protection Act 1998
- The Children Act 2004 (Every Child Matters)
- Order The Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Guidance What to do if you're worried a child is being abused (2006)
- The Framework for the Assessment of Children in Need and Their Families (2000)
- Working Together to Safeguard Children (revised 2010)
- The Common Assessment Framework 2005
- Secondary Legislation Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976)
- Regulations Rehabilitation of Offenders Act 1974
- Keeping Children Safe in Education (KCSiE)

A "child protection" or "safeguarding" policy sets out:

- what the organisation wishes to say about keeping children and young people safe;
- why the organisation is taking these steps to keep children and young people safe;
- how, in broad terms, the organisation is going to meet this responsibility;
- who it applies and relates to (for example all staff and volunteers, children up to 18 years old)
- how the organisation will put the policy into action and how it links to other relevant policies and procedures, for example taking photographs and videos, internet use, data protection and recruitment.

Rationale

Steamworks Learning acknowledges its duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring that safeguarding practices reflect statutory responsibilities and government guidance and is committed to responding in all cases where there is concern in accordance with the Children's Act (1989 and 2004).

Consequently, Steamworks Learning fully accepts its duty to assist the school and/or Social Care, acting on behalf of the children or young people in need or enquiring into allegations of child abuse.

The Safeguarding and Child Protection Policy recognises that the welfare and interests of children and young people are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience in a safe environment and are protected from abuse whilst participating in activities organised by Steamworks Learning.

Steamworks Learning introduces key elements of safeguarding and child protection into its programme of activities to promote the personal, social and emotional development of all children and young people, so that they develop understanding of why and how to keep safe.

Aims and Principles

Steamworks Learning aims to promote and prioritise the safety and wellbeing of children and young people by:

- ensuring everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- ensuring appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern;
- ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained, securely stored and passed to the school;
- preventing the employment/deployment of unsuitable individuals;
- ensuring that robust safeguarding arrangements and procedures are in operation
- informing parents/carers that Steamworks Learning will take any reasonable action to ensure the safety of children and young people in its care.

Training

Steamworks Learning recognises the importance of regular training for all staff and volunteers. Therefore, all activity officers who come into contact with children or young people will undertake training relating to their safeguarding duty and responsibilities at least every two years, and the 'Designated Safeguarding Officers', annually.

What to do if you are worried a child is being abused

[https://assets.publishing.service.gov.uk/media/5a80597640f0b62302692fa1/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/media/5a80597640f0b62302692fa1/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

When a child/young person makes a disclosure or the activity officer, staff or volunteer have a cause for concern, they will:

- provide reassurance whilst ensuring the child/young person understands that they will need to pass the information on to someone who can help them;
- listen to the child; and gives reassurance that s/he will take action;
- only question to clarify understanding.

Activity officers, staff and volunteers will record (Appendix 2):

- the child's name;
- the child's address (if known);
- the age of the child/year group;
- the date and time of the observation or the disclosure;
- an objective record of the observation or disclosure;
- the exact words (using quotation marks) spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time;
- the names of any other person present at the time.

These records are signed and dated and a copy is given to the school.

Listening to Children

Steamworks Learning recognises the importance of listening attentively to children and young people at all times, and is particularly concerned to ensure that those who wishes to disclose abuse should have the opportunity to do so. However, the way in which a member of staff or volunteer talks to a child can have an effect on the evidence which is put forward if there are subsequent criminal procedures. Therefore, as far as possible, they should adhere to the following guidance (Memorandum of Good Practice – Criminal Justice Act 1991):-

- a) Listen to the child, rather than directly question him or her;
- b) Never stops a child who is freely recalling significant events;
- c) Make a note of the discussion, taking to record timing, setting and personnel present, as well as what was said;
- d) Record all subsequent events up to the time of any later interview.

Information and Records

All records and witness statements relating to safeguarding concerns and cases will be stored confidentially and securely and passed to the school. This information will only be disclosed to other activity officers if it is considered necessary in order for them to help the child or young person concerned. Whenever information is given, sensitivity and confidentiality must be exercised. It is

imperative that any information in connection with actual suspected or alleged child abuse is reported directly to the Designated Safeguarding Officers and recorded accurately. Information will be shared with other agencies, eg Social Care, hospitals, schools, police, etc if required.

Allegations Against Staff

Steamworks Learning follows the guidance of the Local Authority Designated Officer (LADO) when responding to any complaint that a member of staff or volunteer has abused a child/young person and ensures that all parents/carers, Activity Officers, volunteers and schools know how to complain about staff or volunteer action within Steamworks Learning which may include an allegation of abuse. Steamworks Learning will always respond to any disclosure by children/young people or other adults that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident. This is then immediately referred to the local authority's Children and Families Assessment Team to investigate. Steamworks Learning will co-operate entirely with any investigation carried out by the Assessment Team in conjunction with the police and follows guidance from the Local Authority Designated Officer (LADO) on whether the member of staff/volunteer should be suspended for the duration of the investigation. Steamworks Learning will follow the staff disciplinary procedures contained within the Staffing Policy.

Roles and Responsibilities

The overall responsibility for Safeguarding lies with the company director/s. The following people are the appointed 'Designated Safeguarding Leads' (DSL):

- Rosey Andrassy (Designated Safeguarding Lead/Director)
- Catherine Lenara (Deputy Designated Safeguarding Lead)

The role and responsibilities of the company director/s are to:

- Endorse and follow all national and local safeguarding legislation and procedures;
- Provide on-going safeguarding training and development opportunities for all staff and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone.
- Ensure that Activity Officers have appropriate DBS clearance which is updated every two years and maintain records of DBS clearance and safeguarding training;
- Develop and implement practices and procedures for identifying and reporting cases, or suspected cases, of abuse;
- Appoint 'Designated Safeguarding Leads' for safeguarding and child protection who have received appropriate training and support for the role;
- Ensure every member of staff and volunteer knows the recording and reporting procedures and the name of the Designated Safeguarding Officers responsible for safeguarding and child protection, including how to contact them;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Designated Safeguarding Officers responsible for safeguarding and child protection;

- Follow safe recruitment practices, policies and procedures to ensure that all staff and volunteers coming into contact with children and young people have appropriately DBS clearance (See 'Safer Recruitment Policy');

The role and responsibilities of the Designated Safeguarding Leads are to:

- Attend or access appropriate safeguarding training, updating annually;
- Develop effective links and liaise with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences;
- Keep records of safeguarding concerns about children and young people, even where there is no need to refer the matter immediately;
- Ensure all records are kept securely;
- Report incidents of suspected or alleged abuse to social care (see Appendix i).

The role and responsibilities of activity officers, staff and volunteers are to:

- Recognise symptoms of abuse and record and report safeguarding concerns to the Designated Safeguarding Lead/School;
- Observe the practices and procedures within the Safeguarding and Child Protection Policy, Safer Recruitment Policy, Data Protection and Freedom of Information Policy, Behaviour Policy and Accessibility and Inclusion Policy.
- Read Part 1 of the Keeping Children Safe in Education (KCSiE) government publication.

Working Together to Safeguard Children and Young People

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

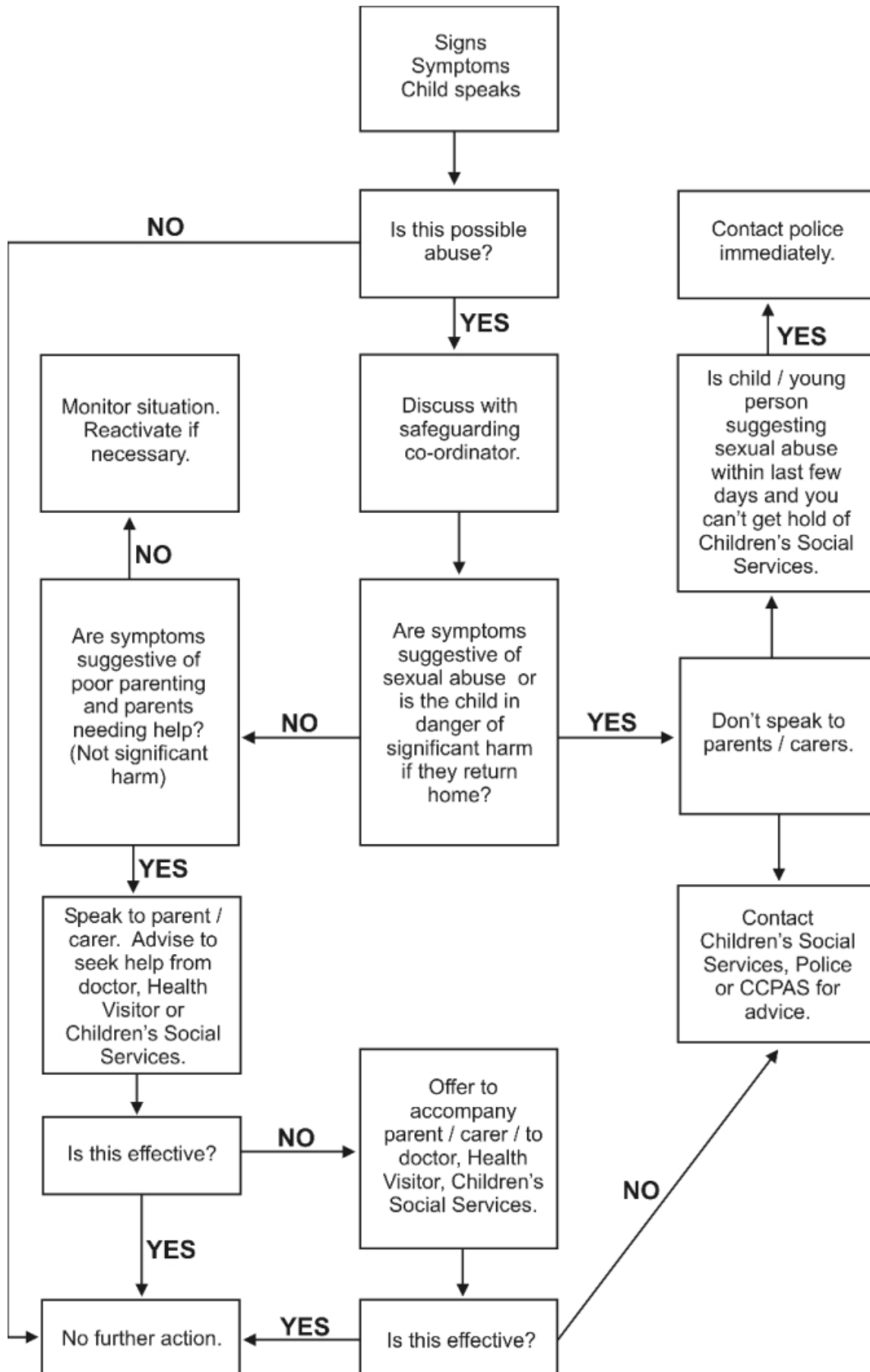
The link to the government publication, "What to do if you're worried a child is being abused" is included within this policy (See section 'What to do if you're worried a child is being abused'). In working together to safeguarding children and young people, Steamworks Learning will:

- work together with schools, local authorities and organisations to implement safeguarding strategies;
- follow procedures for contacting the local authority regarding child protection issues, to ensure that it is easy in any emergency, for Steamworks Learning and the Children and Families Assessment Team to work well together.
- act within the guidance of the local authority Children and Families Assessment team when deciding whether Steamworks Learning must inform the child/young person's parents/carers if a referral is to be made.

Approved by: Rosey Andrassy

Date of next review: July 2025

Appendix 1 – Responding to a disclosure or cause for concern



Appendix 2 – Recording Concerns and Disclosure

Safeguarding Children and Young People - Concerns and disclosures	
Date:	Name/s:
Comments/Evidence:	
Action/Next Steps:	
Signed: Name (printed):	<i>Please ensure that facts, incidents, assessments, referrals, case discussions are recorded accurately, concisely and legibly and that they are factual - any supporting evidence should be labelled and attached to this document.</i>

Link to Microsoft Forms: <https://forms.office.com/r/DRNyNEgNdG>