



Child Protection & Safeguarding Policy

Reviewed 03/01/2022

Next review due 03/01/2023

Premier Foundation Child Protection & Safeguarding Policy

Aim:

Premier Foundation fully recognises its responsibility regarding safeguarding and promoting the welfare of children. This policy sets out how the organisation will meet these responsibilities. All staff, volunteers, deployed agencies have an important role to play in noticing indicators of possible abuse or neglect through their contact with children. It is important that all staff know what to do if they have any concerns. Staff, volunteers and deployed agencies will create and maintain an ethos where children are encouraged to talk and are listened to. They will have an awareness of the indicators of abuse and always take any concerns seriously.

The welfare of children and young people as set out in the following legislation and guidance.

- [The Children Act 1989](#) specifically Section 17 – provision of services for children in need – and Section 47 – local authority duty to investigate
- [Section 16, Sexual Offences Act 2003](#)
- [The Children Act 2004](#) – creation of Local Safeguarding Children Boards, Working Together and information sharing
- [The Equality Act 2010](#)
- [What to do if you're worried a child is being abused 2015](#)
- [Working Together to Safeguard Children 2018](#)
- [Keeping Children Safe in Education, 2021](#) (KCSIE, 2021)
- [The Data Protection Act, 2018](#)
- [The General Data Protection Regulations 2018](#)
- [Child Protection in Sport Unit \(CPSU\) standards for safeguarding and protecting children in sport](#)

This policy sets out how the organisation will meet these responsibilities and give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children and young people at our organisation.

Whether working directly for Premier Foundation or via a deployed agency, if staff or volunteers have any suspicion that a child is being abused they will report this to:

- The Head teacher or Designated Officer at the school the child attends
- Inform the Premier Foundation Designated Safeguarding Lead Kevin Page 07712166366/ kpage@premierfoundation.org.uk and the coach of the session.

If a child discloses she/he has been abused, staff or volunteers or deployed agencies cannot promise to the child that this will be kept a secret.

All staff, volunteers who have unsupervised access to or contact with children are required to:

- Recognise and accept their responsibilities
- Develop awareness of the issues which can cause children harm
- Report concerns following the procedure below
- Document all that has happened using an incident report form

Premier Foundation will endeavour to safeguard children by:

- Premier Foundation require that Staff and Volunteers working for deployed agencies hold a child protection qualification
- Sharing all policies and procedures for all who work on behalf of the organisation

- Reporting concerns to the authorities
- Carefully following procedures for recruitment and selection of staff
- Providing effective updates for all staff and volunteers
- Ensure all staff, volunteers and delivery agents working directly with children have their safeguarding training refreshed every 3 years
- Ensure our training on safeguarding standards and procedures are refreshed every 2 years
- Ensure staff, volunteers and delivery agents have background checks every 3 years

Premier Foundation is committed to reviewing its Child Protection & Safeguarding Policy at regular intervals. It is our policy that:

1. All staff, volunteers and deployed agencies working on behalf of Premier Foundation accept responsibility for the welfare of children who come into contact with Premier Foundation in connection with its tasks and functions, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.
2. There is a Designated Child Protection Officer within Premier Education Group who are the current delivery agent deployed under Premier Foundation. Premier Education Group Designated Officer will take action following any expression of concern and the lines of responsibility in respect of child protection are clear. Premier Foundation require that any other deployed agents have the same responsibilities and obligations.
3. The Designated Child Protection Officer of any deployed agency knows how to make appropriate referrals to child protection agencies.
4. All those who are involved with children on behalf of Premier Foundation should adhere to all policies and procedures.
5. Information relating to any allegation or disclosure will be clearly recorded as soon as possible and there is a procedure setting out who should record information and the timescales for passing it on.
6. Physical contact between adults and children should be kept to the minimum required. Younger children may need more physical contact than older children. Adults should avoid contact which could be misconstrued.
7. It is not permissible to transport children.
8. Staff and volunteers whether working directly for Premier Foundation or any deployed agency should not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
9. The Children Act 1989 states that the "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to override the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
10. Premier Foundation's Child Protection & Safeguarding Policy will be referred to or included in recruitment, training, moderation and policy materials where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.
11. It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. It is important to follow Premier Foundation's procedure for reporting concerns, and never attempt to investigate the concerns personally.
12. Accept that abuse of children can happen at any age (even from other children), gender, ethnic background or class, and not to allow personal preconceptions about people to prevent appropriate action taking place.
13. A culture of mutual respect between children and those who represent Premier Foundation in all its activities will be encouraged, with adults modelling good practice in this context.
14. All staff, and anyone in paid or unpaid work on behalf of Premier Foundation, with unsupervised access to children, will be checked appropriately.

15. Anybody who encounters child protection concerns in the context of their work on behalf of Premier Foundation will be supported when they report their concerns in good faith.

Abuse of trust - The Sexual Offences Act 2003

It is an offence for a person over 18 (e.g. teacher, sports coach, youth worker) to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person even if the relationship is consensual. This applies where the young person is in full time education and the teacher/responsible adult works in the same establishment as the young person, even if he/she does not teach the young person.

Roles and Responsibilities of the Designated Child Protection Person (DCPP)

Premier Foundation's delivery agent deployed for all project delivery will have a Designated Child Protection Officer who is responsible for dealing with any concerns about the protection of children.

The role of the DCPP is to:

1. Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of Premier Foundation.
2. Provide information and advice on child protection within Premier Foundation.
3. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.
4. Liaise with local social services and other agencies as appropriate.
5. Keep relevant people within Premier Foundation informed about any action taken and any further action required; for example, disciplinary action against a member of staff.
6. Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence.
7. Advise Premier Foundation of child protection training needs.
8. Liaise with the National Society for the Prevention of Cruelty to Children (NSPCC) to review the operation of the Child Protection & Safeguarding Policy regularly to ensure the procedures are working and that it complies with current best practice.

RESPONDING APPROPRIATELY TO AN ALLEGATION OF ABUSE

In the event of an incident or disclosure:

DO

- Make sure the individual is safe
- Assess whether emergency services are required and if needed call them
- Listen
- Offer support and reassurance
- Ascertain and establish the basic facts
- Make careful notes and obtain agreement on them
- Ensure notation of dates, time and persons present are correct and agreed
- Take all necessary precautions to preserve forensic evidence
- Follow correct procedure
- Explain areas of confidentiality; immediately speak to your manager for support and guidance
- Explain the procedure to the individual making the allegation
- Remember the need for ongoing support.

DON'T

- Confront the alleged abuser
- Be judgmental or voice your own opinion

- Be dismissive of the concern
- Investigate or interview beyond that which is necessary to establish the basic facts
- Disturb or destroy possible forensic evidence
- Consult with persons not directly involved with the situation
- Ask leading questions
- Assume Information
- Make promises
- Ignore the allegation
- Elaborate in your notes
- Panic

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional child protection agencies, following a referral from the designated the Safeguarding Officer.

CONFIDENTIALITY

Child protection raises issues of confidentiality which must be clearly understood by all. Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigative agencies and adult social services.

Clear boundaries of confidentiality will be communicated to all.

All personal information regarding a child will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines. Records will only record details required in the initial contact form.

If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the adult sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies.

Within that context, the child must, however, be assured that the matter will be disclosed only to people who need to know about it.

Where possible, consent must be obtained from before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child is the priority.

Where a disclosure has been made, staff must let the child know the position regarding their role and what action they will have to take as a result.

Staff must assure the child that they will keep them informed of any action to be taken and why. The adults' involvement in the process of sharing information must be fully considered and their wishes and feelings taken into account.

Recruitment procedure

Premier Foundation operates procedures that take account of the need to safeguard and promote the welfare of children, including arrangements for appropriate DBS checks on new staff, volunteers and trustees where applicable. All key staff working with children will have a DBS, whether such staff work directly for Premier Foundation or for a deployed agency

External agencies	
NSPCC Helpline	0808 800 5000
Children's Services (24 hours)	0344 800 8021

Children's Advice and Duty Service	Norfolk Safeguarding Children Board (NSCB)	www.norfolklscb.org
Local Authority Safeguarding contact		01603 223473
Local Authority Designated Officers (LADO)	Safer Programme	01603 228966
Police contact details	Norfolk Police 101	
Norfolk and Waveney CCG	01603 595857 nwccg.complaintsservice@nhs.net	

Safeguarding Child Protection Policy

Initial cause for concern form which must be discussed with Line Manager/ Safeguarding Lead or Member of the Senior Management Team within 24 – 48 hours. If out of hours – Inform on-call manager who will in turn inform member of senior management team.

Date

Time

Name of individual cause for concern is about
Age (if known)

Address (if known)

Describe your concern and action taken

Observations to support cause for concern

Description and location of any visible marks, bruising etc

Name of alleged abuser, relationship with child (if known)

Name of person completing form:

Signature: Date:

Name of Line Manager:

Signature: Date:

Name of Safeguarding lead or Senior Manager:

Signature: Date: