

CP 001



Child Protection Policy

This policy was adopted: 04/06/2021

The next review will be: 04/06/2022

Signed on behalf of the company by: Kevin Tatchell

Kevin Tatchell

CHILD PROTECTION POLICY

Innovate Dorset values all young people and children as being a vital part of the organisation and has a desire to see them grow, mature and be challenged in a healthy and safe environment.

Purposes

The purpose of Innovate Dorset is to offer the young people a safe, supportive, and welcoming environment in which to succeed.

Aims

- To provide mentoring and tutoring for young people and to support them in developing skills to transition into adulthood.
- To enable the young people to express themselves appropriately and have the skills to use their voice to give them the best possible outcome.
- To support the young people to be an active part of the wider community.
- To support young people in improving their knowledge and understanding of the importance of equality and diversity.

Organisation

1. Each child and young person should be formally referred. The referral will include an overview of the young person, risk assessment and parental consents. All information is kept in line with GDPR Guidelines.
2. A report will be produced by the allocated mentor or tutor following each session and this will be sent to the referrer.
3. An initial meeting will take place with the family and the young person to commence the process of building a professional working relationship.

Child Protection Representative

Innovate Dorset have an appointed Designated Safeguarding Officer (**Claire Escott**) and Deputy Designated Safeguarding Officer (**Luke Monahan**). If staff are concerned about the safety and welfare of a young person, they should discuss this with the DSO or DDSO immediately. They adhere to the following process:

- Ensuring that the Safeguarding Children and Young People Policy is put into practice.
- Being the first point of contact for all child protection concerns.
- Keeping a record of any concerns expressed about child protection issues in line with GDPR guidelines.
- Referring concerns to Local Authority MASH Team.
- Ensuring all staff have the appropriate qualifications and ongoing training in safeguarding practices.

- Ensuring that everyone involved with the organisation is aware of the identity of the Designated Safeguarding Officer and Deputy Designated Safeguarding Officer.

The policy will be reviewed on an annual basis and/or when necessary.

Off Site Activities

1. When organising an offsite activity, ensure all relevant company policies are followed and that all paperwork is sent to the office 48 hours prior to activity.
2. Ensure that all insurances are current and relevant to activity.
3. Ensure risk assessments are completed and submitted to management for approval 48 hours prior to activity.

Personal/Personnel Safety

- Young people under sixteen should not be left unattended at any time.
- Young people should not be contacted at any other time other than around prearranged meetings/sessions as per the schedule.
- No contact should be made with a young person via staff personal social media accounts or personal mobile phones.
- Meetings/sessions, particularly those outside of the pre-arranged schedule, should be planned and have the approval of management.

Child Safety

1. Make sure that the area you are using for activities is fit for purpose and a risk assessment has been completed.
2. Make sure that all staff are aware of:-
 - Where the emergency phone is and how to operate it
 - Where the first aid kit is
 - Who is responsible for First Aid and how to record accidents or injuries in the incident book.
 - What to do in the event of a fire or other emergency
3. Once a year a fire evacuation practice will take place at the CLARC building. The information for this will be logged in line with Fire Regulations.
4. A child/Young Person is always returned to their home address. Any alternative dropoff location must be approved and agreed with the main parent/carer.
5. Those using private vehicles for work must gain and provide proof of business insurance. If private cars are used for an offsite visit, all drivers must be approved by management. The Company Policy relating to Driving for Work must be followed and all relevant documentation relating to the car and the driver is held by Innovate Dorset HR Department.

New Workers

When recruiting and selecting staff the following process is in place-:

- Completion of an application form.
- A virtual interview followed by a formal interview held by two senior staff.
- Identifying reasons for gaps in employment, and other inconsistencies in the application.
- Checking of the applicants' identity (passport, driving license, etc).
- Gaining professional references prior to the applicant starting work.
- A full DBS must be provided by the applicant. Any convictions listed will be discussed with applicant and a decision on whether to proceed with the application is made by the management team.
- Innovate Dorset employs an HR Company and therefore all HR related issues are taken under advisement.
- No lone working to take place until all references, DBS and induction period have been completed.
- All staff must complete a 3-month probation period.
- Recorded supervision of each staff member every 8 weeks.
- Good practice and company standards must be met by all staff to ensure best practice is delivered to all young people, children, and their families.
- A Designated Safeguarding Officer will be available to all staff when needed to discuss concerns.

Training

All staff will undertake regular training relevant to their role and a record of all staff training is held with HR Department.

What is child protection?

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

What you should do

1. Provide a safe environment to talk in and listen carefully to the young person and avoid showing emotions such as shock or anger.
2. Do not promise to keep what is being said a secret and let the young person know if, and why, you must tell someone.
3. Always treat every disclosure seriously. Be careful to not ask any leading questions and allow the young person to take their time with what they want to say. Take notes of exactly what is said and avoid any conjecture.
4. Do not attempt to investigate any allegations yourself as this may contaminate evidence if a situation was to go to court. Any disclosure by a child/young person must be reported to the named designated safeguarding officer immediately.

5. Speak immediately to the MASH Team with any serious cases where a young person or child is in imminent danger.