

PESSPA EDUCATION AND PLAY LTD



SAFEGUARDING POLICY AND CHILD PROTECTION PROCEDURES

Safeguarding and Child Protection

At Pesspa Education and Play Ltd we define safeguarding as the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Pesspa Education and Play Ltd fully recognises the responsibility it has regarding safeguarding and promoting the welfare of children and vulnerable adults.

This policy statement applies to everyone working on behalf of Pesspa Education and Play Ltd and sets out how the organisation will meet these responsibilities. It is provided to staff during new starter induction and is included in the staff handbook and promoted on company website.

1. All our staff accept responsibility for the welfare of children and vulnerable adults who attend activities provided by Pesspa Education and Play Ltd
2. Staff will report any concerns about a child and any concerns about inappropriate conduct of anyone working with children, using the procedures outlined in this policy.

3. Information relating to an allegation or disclosure will be clearly and accurately recorded as soon as possible, by the person who witnessed it, using Magic Booking reporting tool
4. If a child or vulnerable adult discloses that they are at likely risk of harm or have been abused, staff cannot promise that this will be kept a secret.
5. If staff have any suspicion that a child or vulnerable adult is at risk of harm, they will report this immediately, using the company reporting procedures, to: **Danny Thomas** or in his absence, **Beth Folland**
6. When working in a school, contracted to the school, staff follow the school procedures. After school, in wraparound or in clubs, staff follow company procedures and they will also bring any concerns to the named Designated Safeguarding Lead at the school.
7. The Designated Lead will make appropriate referrals and take the correct course of action using the procedures outlined in this policy. There might be occasions when Pesspa Education and Play Ltd need to contact Children's Social Services or the Local Authority Designated Officer for advice before informing parents.
8. All staff at Pesspa Education and Play Ltd receive annual Safeguarding Training, Safer Working Practices training and adhere to the company Code of Conduct (Appendix A)
9. The Children Act of 1989 (as amended 2004) states that the 'welfare of the child is paramount' in determining an appropriate course of action. This means that considerations of confidentiality which might apply to other situations should not be allowed to override the right of the 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. A culture of mutual respect between children, vulnerable adults and Pesspa Education and Play Ltd staff in all our activities will be encouraged, with our staff modelling good practice in this context. It is important not to deter children or vulnerable adults from making a disclosure of abuse through fear of not being believed, and to listen to what they have to say.
11. We are aware that children can abuse other children (child-on-child abuse), and that it can happen both inside and outside of school and online. Staff are expected to understand the importance of challenging inappropriate behaviours between children that are abusive in nature and follow the procedures that are set out in this policy when this type of behaviour occurs
12. Staff understand that some children are more vulnerable to abuse than others: eg) disabled children, children with SEN, children whose parents or carer have alcohol or substance abuse issues, children in care. Some children may be vulnerable because they have additional communication needs: they do not understand that what is happening to them is abuse, they need intimate care or are isolated from others.
13. Staff should not allow personal preconceptions about people to prevent appropriate action taking place.
14. All staff, coaches and volunteers working with children, on behalf of Pesspa Education and Play Ltd, will be vetted appropriately. This is part of our Safer Recruitment Procedures.
15. Pesspa Education and Play Ltd accepts it has a responsibility and duty of care towards

children and vulnerable adults. Anyone who shares a safeguarding concern, in the context of their work, on behalf of Pesspa Education and Play Ltd, 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 the age of 18 where that person is in a position of trust in respect to 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.

Prevent

Prevent helps to keep communities safe from the threat of terrorism and violent extremism by stopping people from becoming terrorists or supporting terrorism. Radicalisation can happen to individuals of any age, religion, ethnicity, social class, or educational background. If staff are concerned that an individual is showing signs of radicalisation, they should share this information with the National Police Prevent advice line on 0800 011 3764, or Dorset Police - 01202 229 319 or email dorsetprevent@dorset.police.uk.

Roles and Responsibilities of the Designated Safeguarding Lead

Danny Thomas is the designated safeguarding lead, responsible for dealing with any safeguarding concerns. In his absence, the Deputy DSL is Beth Folland.

The role of the designated person is to:

1. Know which local authority MASH or child protection agency to contact in the event of a safeguarding concern.
2. Liaise with local Children's Social Services, LADO or other similar professional agencies as appropriate and act on their advice.
3. Refer cases of suspected abuse and neglect to the local authority children's social
4. Support staff who make referrals to local authority children's social
5. Refer cases to the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme
6. Refer to the Disclosure and Barring Service, where a person is dismissed or left due to risk/harm to a child
7. Refer to the Police where a crime may have been committed
8. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing confidentially.
9. Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and securely.

10. Provide information, advice and appropriate training on safeguarding to all employees of Pesspa Education and Play Ltd.
11. Seek independent professional advice to ensure our Safeguarding Policy and Procedures comply with the current best practice.

Managing Allegations Against A Member Of Staff

1. Should any staff member have a concern about the behaviour of a member of staff, this should be voiced **immediately**.
2. You should inform your manager or designated person of any incidents where you feel the code of conduct has been breached.
3. In the absence of your manager or the designated person **or** in the instance that the concern is against your manager/designated person you are advised to contact the **LADO** (Local Authority Designated Officer)
4. **YOU MUST NOT** speak to the member of staff or adult concerned **OR** take any action about the allegation until you have spoken with the LADO, as this could jeopardise any possible subsequent investigation.

Allegation Procedure

Handling allegations, particularly serious ones, is a complex and delicate process. All allegations need to be taken seriously. Good record keeping is essential to the success of child protection practises.

1. **Allegation is made:** All allegations against staff or any observations of inappropriate behaviour by a member of staff should be brought to the attention of CEO in the strictest confidence, or the LADO, in the event the concern is against the CEO.
2. **Report allegation:** The senior member of staff will notify LADO immediately.
3. **Initiate allegation procedures:** The LADO will decide whether the incident fits the criteria of an "Allegations against a member of staff" in other words:
 - Did the alleged incident potentially cause harm to the child?
 - Does the alleged incident constitute a criminal offence?
 - Does the alleged incident suggest that this person is potentially unsuitable to work with children?
4. **Workplace arrangements:** The LADO will advise whether the member of staff should remain in the workplace or whether they should go on "gardening leave" or be suspended until the investigation is resolved.

5. If the member of staff remains in the workplace, safeguards will be put into place to protect the member of staff and the child/children involved.
6. The member of staff will be advised to contact their union representative (if applicable) and the senior member of staff will keep both the member of staff and the family up to date regarding timescales of meetings and the procedures being put in place.
7. **Strategy meeting:** The LADO will schedule a strategy meeting with the representative from the setting and from the police. A new police check will be conducted prior to the strategy meeting to determine whether any previous incidents involving that member of staff are known and have not been declared.
6. **Decisions and next steps:** Professionals at the strategy meeting will decide what next steps to take- these may include criminal proceedings, child protection procedures, disciplinary procedures, training needs, or no further action taken.

Related Policies

This policy should be read alongside our organisational policies and procedures including:

- Confidentiality Policy
- Discipline Policy
- Health & Safety Policy including Administering Medicines
- Equality & Diversity Policy
- Terms of Engagement Policy for staff
- Governance Policy
- Complaints Policy
- Behaviour Policy
- Data Protection Policy
- Communications, Email, and Internet Policy
- Bringing Employees Own Devices to Work (BOYD)
- Whistleblowing Policy
- Managing allegations against staff – within Safeguarding Policy and Child Protection Procedures
- Safer recruitment policy and procedures
- Code of Conduct for all staff and volunteers representing Pesspa Education and Play Ltd •
Photography and image sharing guidance
- Child protection records retention and storage

Last reviewed: January 2024 **Next Review Date:** January 2025

CONTACT DETAILS

Pesspa Designated Safeguarding Lead

Danny Thomas

Email: dt@pesspa-education.co.uk

Phone: 07921 393211

Bournemouth Christchurch Poole

If you believe the child is at risk of significant harm, you should contact children's social care as a priority.

Multi-Agency Safeguarding Hub (MASH) for concerns involving children.

- First response team: 01202 123 334 or childrensfirstresponse@bcpcouncil.gov.uk •
- Out of hours' team: 01202 738 256.

Adult social care for concerns relating to vulnerable adults.

- Adults social care team: 01202 123 654 or asc.contactcentre@bcpcouncil.gov.uk •
- Out of hours team: 0300 123 9895.

You can contact the LADO for the Bournemouth, Christchurch, and Poole area at:

01202 817600

LADO@bcpcouncil.gov.uk

Dorset

If you're worried about the safety or wellbeing of a child or young person who lives in Dorset contact

Children's Advice and Duty Service (ChAD).

Tel: 01305 228866

Children's Advice and Duty Service (ChAD) for professionals

Tel: 01305 228558

If you have concerns regarding someone who works with a child including volunteers, foster carers and school employees, these should be reported to the Local Authority Designated Officer (LADO)

LADO@dorsetcouncil.gov.uk
01305 221122.

In the case of an emergency or a child is at risk of immediate harm call 999

Appendix A

Code of Conduct for all staff and volunteers representing Pesspa Education and Play Ltd

Introduction

At Pesspa Education and Play Ltd we believe in creating a culture that is safe and inclusive. A Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe.

Staff who work with children in schools and out of school settings are in a unique position of influence and must adhere to behaviour that models the highest possible standards. As members of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of Pesspa Education and Play Ltd, whether inside or outside of working hours.

This code of conduct sets out the key principles for the creation and maintenance of a safe culture.

Objectives of a safe school culture:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues •
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

Our Code of Conduct

1. All staff are expected to follow company policies: including safeguarding, behaviour and anti-bullying in all interactions in school and out of school settings.

- a. Pupils and staff are expected to work together to ensure a culture where relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first.
- b. Where firmness is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk. The Pesspa Education and Play Behaviour policy and associated documents establish expectations and approved sanctions.
- c. Where a member of staff is having difficulties managing pupil behaviour, they should discuss

this matter with their manager as soon as possible.

2. All staff should be aware of what physical contact with pupils is appropriate

- a. Staff should only exercise physical restraint as a last resort to prevent injury.
- b. Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child, wherever possible avoiding physical contact.
- c. Adults should not initiate any physical contact unnecessarily, and there should be clear boundaries.
- d. Adults should avoid being in a room alone with a child where the door is closed.
- e. If you need to talk to a child, either leave a door open and position yourself within sight of the door or ask another adult to be present.
- f. Intimate care should only be provided in accordance with agreed medical care plans, or following a discussion with parents

3. All staff are expected to treat each other with respect

- a. Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference
- b. Politeness and respect are essential. Where differences occur they should be dealt with calmly and fairly.

4. All staff should treat resources responsibly, and exercise due financial

care a. All staff have a responsibility to look after resources.

5. Acceptable use of ICT Equipment/Mobile Phones

- a. Staff who are in contact with pupils should not use their mobile phones in school settings during their directed hours / paid hours of employment unless and only if needed in the event of an emergency.
- b. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present. Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment.

6. All staff are expected to behave professionally and exercise

confidentiality a. All staff are expected to behave thoughtfully and responsibly.

- b. Staff should be punctual and well-prepared and should carry out tasks to the best of their ability, taking pride in their work.
- c. All absence should be genuine.
- d. Staff are expected to dress appropriately; all staff should set a good example in what they wear and are provided with a uniform.
- e. Staff should exercise due confidentiality towards matters that are either discussed or overheard.
- f. Staff must exercise caution when using information technology and be aware of the risk to themselves and others.
- g. Staff must have no personal contact with former of pupils until they reach the age of eighteen, and they have not attended Pesspa Education and Play Ltd activities for a minimum of seven years.
- h. Staff must not engage inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

7. Conduct Outside Work

- a. Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the company or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.
- b. Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal. Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- c. Staff must not use social media e.g. Facebook/Twitter/X/Instagram/Snapchat with pupils or former pupils unless the former pupil is aged at least eighteen and has not been a pupil at the school for over seven years.
- d. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- e. Where families or pupils are known to staff members in a personal capacity, it is the responsibility of the staff member to ensure that a declaration is made to the Designated Safeguarding Lead (DSL).

8. Confidentiality

- a. Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.
- b. Staff have an obligation to share with their line manager any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil that they will not act on information that they are told by the pupil/student.

9. Staff should seek to establish a good and open relationship with parents

- a. Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

10. All staff need to be aware of the Safeguarding policy and procedures for Child Protection

- a. It is essential that all staff have regular training in Safeguarding and Child Protection issues and know the procedures for dealing with and reporting concerns.
- b. All staff have a duty to look out for signs of physical, emotional or sexual abuse or neglect of pupils in the light of a child's behaviour. Staff must pass any concerns on to the Designated Safeguarding Lead.

11. All staff need to be aware of how to record/report concerns (“whistleblowing”).

- a. Where staff have any concerns about another member of staff working in a school setting, these should be reported immediately to the Headteacher in the school.
- b. Where the concern is about the Headteacher, it should be reported directly to the Chair of Governors.

12. All staff should take care of their physical and mental wellbeing

- a. All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously and look to provide appropriate support and help in these cases.

13. All staff should have access to counselling and support

- a. Staff needing support are encouraged to discuss issues and concerns with their manager, in confidence.

Conclusion

- All staff are expected to demonstrate consistently high standards of personal and professional conduct.
- By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves.
- It is our expectation that all staff should sign a copy of this code of conduct.