

Policy prepared by:	Gavin Hawkins
Approved by Board:	1 <sup>st</sup> May 2018
Review Date:	1 <sup>st</sup> May 2019

## Purpose and Scope

Squirrel Learning limited works with children and families as part of its activities. These include, but are not limited to:

- In-school support
- Class, group and individual programmes and activities
- Family learning programmes
- Resilience building activities (including outdoor and adventurous activities)
- Off-school visits and activities (including residential visits).

The purpose of this policy statement is:

- to protect children and young people who receive Squirrel Learning Limited's services. This includes the children of adults who use our services
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of Squirrel Learning Limited, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

## Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect. A summary of the key legislation and guidance is available from [www.nspcc.org.uk/childprotection](http://www.nspcc.org.uk/childprotection)

This policy should be read in accordance with the statutory guidance issued to schools and colleges (Keeping Children Safe in Education). In addition to detailed advice and guidance during the staff induction period, all Squirrel Learning Limited employees will receive an annual update briefing relating to KCSIE and associated internal policies.

## We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

## We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding
- developing child protection and safeguarding policies and procedures which reflect best practice
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- developing and implementing an effective online safety policy and related procedures
- sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- recruiting staff and volunteers safely, ensuring all necessary checks are made providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely.

## Related Policies and Procedures

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

- Staff Handbook:
  - Valuing Diversity & Dignity
  - Access to Information
- Data protection policy
- Privacy policy
- Privacy policy (registers)
- Acceptable use and online safety policies
- Media Permission

## Contact Details

### **Nominated child protection lead**

Name: Gavin Hawkins

Phone/email: gavin@squirrellearning.co.uk

### **Deputy child protection lead**

Name(s): Kevin Pace

Phone/email: kevin@squirrellearning.co.uk

### **Senior lead for safeguarding and child protection**

Name: Gavin Hawkins

Phone/email: gavin@squirrellearning.co.uk

### **NSPCC Helpline**

0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 1<sup>st</sup> May 2018

Signed: 

[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

Date: 1<sup>st</sup> May 2018