

**Passion for Learning CIO**

**Safeguarding and Child Protection Policy**

**Updated February 2023**

Passion for Learning CIO is committed to promoting the safety and wellbeing of anyone who works within our organisation in a paid or voluntary role. This policy outlines how we will safeguard the children and young people we support. It should be read in conjunction with our Safeguarding Vulnerable Adults Policy.

All staff, trustees and volunteers should be aware of the systems within the organisation which support safeguarding and must read and sign this policy to evidence their knowledge and compliance. All staff and volunteers working in schools or other settings must adhere to these guidelines in addition to any policies that relate directly to the settings involved.

**Safer Recruitment**

Passion for Learning is committed to Safer Recruitment. All staff and volunteers must have a current DBS check with PFL as the registered body and must provide two references. In exceptional circumstances, where a volunteer cannot obtain two references and further background checks are not possible, for example if they are from overseas, then one reference may be deemed acceptable. The host school would be informed and made aware that a risk assessment would be completed prior to placement. The volunteer would not be eligible to work with children 1:1 at this stage. The volunteer’s supervisor will be aware of the volunteer’s situation and ensure that safe supervision and safe practice are fully adhered to. All staff and volunteers will be interviewed using Safer Recruitment guidelines. All staff and volunteers will undergo safeguarding training and will be provided with regular updates and bulletins to highlight current issues that could inform support for our beneficiaries.

**Introduction**

*Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child. - Keeping Children Safe in Education September 2022.*

**Anyone working with children must seek further advice immediately if they are concerned that a child is or might be experiencing any of the issues outlined in this document.**

Safeguarding and promoting the welfare of children is defined as:

* Protecting children from maltreatment.
* Preventing impairment of children’s mental and physical health or development.
* Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
* Preventing impairment of children’s and learner’s health or development.
* Taking action to enable all children to have the best outcomes.

**Keeping Children Safe in Education 2022**

Child protection is an aspect of safeguarding that refers to activities undertaken to protect specific children who are suffering or are likely to suffer significant harm. The work that Passion for Learning and its volunteers undertakes is a ‘regulated activity’ defined in the guidance as:

*‘Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being if carried out by the same person frequently (once a week or more often) or on 4 or more days in a 30-day period or overnight.*’

**Policy statement**

Passion for Learning is committed to ensuring and maintaining a safe environment, in the context of all of the services that we provide. Staff and volunteers should be given clear guidelines to ensure that child welfare concerns are at the forefront of our provision and any concerns are brought to the attention of the appropriate person/authorities to enable them to take the necessary action.

Passion for Learning has a duty of care to safeguard all children working with our staff and volunteers. All children have the right to protection.

Passion for Learning will ensure the safety and protection of everyone that we work with by ensuring that staff and volunteers are knowledgeable about and adhere to the protection and safeguarding policies both of Passion for Learning and of the school/setting in which a volunteer is working. We will do this by providing both initial and ongoing training and support and by ensuring that guidance and information is both timely and current.

The welfare of children is paramount. All children have the right to be free from abuse therefore all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. Staff and volunteers have a personal responsibility to report all concerns to the appropriate authorities as specified in this policy.

**Policy aims**

The aim of the Passion for Learning Safeguarding Policy is to promote good practice by:

* Providing children and young people with appropriate safety and protection whilst in the care of our volunteers or staff.
* Providing volunteers and staff with the necessary knowledge to ensure they give confident responses to specific child protection issues.
* Providing volunteers and staff with clear, up to date guidelines designed not just to ensure the child’s safety but also to protect volunteers from the possibility of accusations.

**Scope**

This policy applies to all employees, volunteers, trustees, independent advisors, contracted associates and unpaid staff working on behalf of Passion for Learning in any capacity and any setting. Passion for Learning requires that our partners, current or in future, share our commitment to safeguarding.

**Our commitment to safeguarding**

Passion for Learning believes that:

* The best interests of the child of concern are paramount in all considerations about their welfare and protection.
* Safeguarding must be embedded throughout our governance, leadership and culture.
* Volunteers of all ages must be valued, empowered and supported to inform and shape our decisions and activities.
* All individuals have an equal right to protection from abuse and neglect, regardless of their age, ability, gender, disability, nationality, racial heritage, faith, sexual orientation, identity or any other additional vulnerability.
* Our recruitment, induction, training, supervision and appraisal procedures must ensure that staff and volunteers are suitable and supported to implement safeguarding best practice.
* Our physical and online environment should be safe and secure and promote enjoyable and positive experiences.
* We will have clear policies and procedures for reporting, acting upon and following up safeguarding concerns, which are monitored and regularly reviewed to identify learning and/or implications for policy and practice.
* It is right to insist upon high standards in safeguarding practice from all of our partners.
* We must proactively care for our staff and volunteers. Individuals should be encouraged to take personal responsibility for their own wellbeing as well as feeling empowered to seek support when necessary.

**Roles and Responsibilities**

Safeguarding is everyone’s responsibility. Everyone should understand that safeguarding affects all aspects of the organisation and they must be aware of this policy and the procedures to follow.

**Designated Roles**

Passion for Learning’s Safeguarding Lead is the CEO supported by the Education Development Manager and the larger team of senior and middle managers, all of whom have up to date safeguarding training. The Volunteer Support Team are all trained in safer recruitment and are responsible for the appropriate recruitment and support of volunteers, according to need and circumstances. All volunteers are made aware of our safeguarding policies and the procedure for reporting concerns and accessing help and support.

Passion for Learning’s CEO has completed Level 3 safeguarding training and all staff and volunteers have NSPCC basic safeguarding training and ongoing supplementary training.

Passion for Learning’s CEO is responsible for ensuring that safeguarding procedures are robust, with oversight of the policy confirmed by the organisation’s Trustees. Policy review, to include safeguarding is a standing agenda item at every Trustee Meeting.

**Good practice for Volunteers**

Our work in schools, settings, virtually or in the provision of resources should be a positive and productive experience for the child and staff member, partner or volunteer. These guidelines are designed to protect all parties and should be adhered to at all times. Our policy is in addition to, and not instead of, the policy of the school in which the volunteer is working. All volunteers will have access to the Child Protection Policy of the schools in which they are placed, and it is important that they should be aware of individual school’s procedures for disclosures. It is the responsibility of the Volunteer Support Team or the Enrichment Club Managers to ensure that all volunteers are made aware of the policies and procedures specific to their schools at their placement meeting or initial club session.

**Staff and Volunteers working in schools/settings should:**

* Treat all the children and young people with respect and dignity.
* Always work in an open environment or in a room with the door open at all times ensuring that others can clearly see and hear the activities being undertaken.
* Always put the welfare of each young person first in all activities.
* Ensure that physical contact is always used with conscious respect for the dignity and physical wellbeing of the young person. Physical contact should be based on a judgement of the minimum action necessary to meet the needs of the situation and the child. Physical contact should, except in the case of a medical emergency, be child initiated.
* Ensure that physical contact is done with the consent of the child and never enforced without knowledge and care for the child’s needs and vulnerabilities.
* Refrain from doing things of a personal nature for children. Children should be encouraged to do things for themselves. If they are clearly not able to do so, a member of school staff should be alerted.
* Build relationships which empower children to share in the decision-making process.
* Make sessions fun, enjoyable and fair.
* Ensure that any materials or resources used in sessions are appropriate. Children should never be allowed to consume or touch foodstuffs without the volunteer being aware of any allergies or sensitivities.
* Involve other staff or school personnel if required to ensure the child’s welfare or best interests.
* Be an excellent role model by treating the child with care and consideration and expect the same standards in return within the context of the child’s current emotional and social skills.
* Give enthusiastic and constructive feedback and value the child’s efforts and achievements without judgement.
* Recognise the developmental needs and capacity of the children and young people, and match tasks and activities to meet individual needs.
* Report any incidents, accidents, unusual moods or periods of distress to a staff member before leaving school.
* Report any incidents, accidents, unusual moods or periods of distress to a Passion for Learning Safeguarding Lead as soon as possible.
* Never take a child from the school premises. In particular, children should not be allowed to leave school at the end of the day in the company of a volunteer.
* Seek permission if leaving the school building to work in the school grounds and always be within the sight of another adult when in the school grounds.
* Never take photos of the child for personal use or retention. Ask the school or Enrichment Club Supervisor to take pictures within the context of a school project or activity to record children’s achievements.
* Never allow photos to be taken of themselves for retention by the child.
* Never meet or contact the child outside of school including by text, social media, zoom, letter or equivalent.
* If a chance meeting should occur outside of school, our expectation is that you would engage in a friendly manner, but not in detailed conversation about any child that you have worked with.
* Take reasonable steps to protect their own personal information on social media sites and deny unlimited access.
* Know the appropriate staff to alert should emergency first aid and/or other medical treatment be required.
* Refrain from giving children gifts without the specific permission of the school and Passion for Learning.
* Ensure that any small gifts given to the child are relevant to their interests and activities, small and proportionate, safe in every respect to the recipient.
* Declare any gifts received to the school and Passion for Learning and seek appropriate action for the retention, return or disposal of such gifts.

**Providing Learning Materials Direct to Family Homes**

In preparing learning resources that will be taken into the children’s homes, all staff and volunteers should ensure that:

* All materials are appropriate (both in nature and content) to the age of the child and should not assume parental supervision.
* Bag contents do not contain anything that could be used inappropriately and cause an immediate danger to the recipients (e.g., pointed objects such as wooden skewers).
* All bags are labelled to alert parents or carers to the suitability of contents for younger members of the family.
* Any foodstuffs are clearly labelled to ensure that all members of the family sharing the food take note of ingredients.

**Reporting a concern**

*Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.* – Keeping Children Safe in Education 2022

Every member of staff and volunteer has a responsibility to report any concerns immediately to the appropriate individual or authority. Staff and volunteers are not qualified to investigate or decide whether or not abuse has taken place.

Suspected child abuse can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations and some individuals will actively seek employment or voluntary work with young people in order to harm them. Volunteers will have regular contact with young people and could be an important link in identifying cases where children need protection. All cases of poor practice that raise concerns about a child welfare should be reported following the guidelines in this document.

Preventative education is most effective and creates a culture of zero tolerance for sexism, misogyny/misandry, homophobia, biphobic and sexual violence/harassment.

**Reporting and recording**

* Recognise concerns that a child is being harmed or might be at risk of harm
* Listen and attend to what they’re saying
* Respond appropriately to the child who is telling you what is happening to them
* Record the concerns accurately as soon as possible
* Refer the concerns (verbally and/or in writing) to the Volunteer Support Team Manager and/or Passion for Learning’s safeguarding lead
* Ensure that concerns for safety are passed on immediately.

**Types of abuse and maltreatment**

**Physical abuse**

Physical abuse involves causing physical harm to a child including harm caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Examples of physical abuse include hitting, shaking, poisoning, throwing, burning, scalding, suffocating, drowning or otherwise causing physical harm to a child.

**Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Sexual abuse includes physical contact such as assault by penetration or inappropriate touch and non-contact activities such as exposing a child to sexual images, ‘sexting’, encouraging them to watch sexual activities, encourage them to behave in inappropriate ways or grooming a child in preparation for sexual abuse.

Sexual abuse can also take place online and technology can be used to facilitate offline abuse as in the case of online grooming. It is important to note that sexual abuse can be committed by men, women and children on other children.

**Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction.

It may also include not giving a child the opportunity to express their views, deliberately silencing them or ‘making fun’ of how they communicate. It may involve seeing or hearing the ill-treatment of another, serious bullying (including cyber-bullying) or causing children frequently to feel frightened or in danger. It may feature age or developmentally inappropriate expectations being imposed upon children, including interactions that are beyond the child’s developmental capacity.

**Neglect**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child health or development. Neglect may occur in pregnancy as a result of maternal substance abuse. Neglect may involve a parent or carer failing to:

* Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
* Protect a child from physical and emotional harm or danger
* Ensure adequate supervision (including the use of inadequate caregivers)
* Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Child on Child Abuse**

Staff and volunteers should be aware that children can abuse other children, both in school and in the home. Child on child abuse should be reported as a concern. Peer on peer abuse may include:

* Bullying
* Cyber-bullying
* Physical abuse
* Emotional abuse
* Sexual violence or harassment
* Upskirting (taking a picture under someone’s clothing without their knowledge)
* Sexting (the sharing of youth produced sexual images)
* Initiation/hazing (the practice of rituals, challenges, and other activities involving harassment, abuse or humiliation used as a way of a person into a group, club or sports team)

**Domestic Abuse**

Domestic abuse is any incident or pattern of incidents of coercive, controlling or threatening behaviours or abuse between those aged 16 or over who are or have been intimate partners regardless of gender and sexuality. Domestic abuse can encompass, but is not limited to, the following types of abuse:

* Psychological
* Physical
* Sexual
* Financial
* Emotional

Whilst the abuse that a child may be experiencing would not be classed as Domestic Abuse the children may disclose incidents that are occurring within the family home that may suggest that they are witnesses to Domestic Abuse. These concerns should be passed on in the usual way to enable appropriate support to be provided to the child and the family.

**Other Concerns**

**Mental Health**

All staff and volunteers should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering a form of abuse, neglect or exploitation. Mental health concerns are a safeguarding concern and should be passed on in line with the disclosure guidelines detailed in this policy.

**E-safety**

A high proportion of children have access to a range of internet enabled devices that allow them access to social media, online gaming etc. Whilst providing positive experiences and opportunities children’s use of the internet and smart phones also carries risks. Volunteers should be alert to the potential naivety of young people and the possibility that they may discuss their internet use and, in so doing, raise concerns about grooming, use of inappropriate games and media, online bullying and the use of social media and websites to promote dangerous behaviours. If a volunteer has any concerns about a child’s e-safety, they should pass on any relevant information in line with the disclosure guidelines detailed within this policy.

**Cyber-Bullying**

Cyberbullying, or online bullying, is the use of digital or online technology to bully, harass, or intimidate a person or group. It is the systematic targeting of an individual to cause trauma.

Online bullying can be relatively easy to spot and in the form of abuse and threats on public social media or websites, or more difficult to uncover, such as instances of private messaging or the use of anonymous apps. It can also happen within online gaming, for example, continually being targeted and killed early in the game, often referred to as ‘griefing’ by young people. Another example may involve ‘baiting’ someone to solicit an angry or emotional response.

Sometimes online bullying will take a more indirect form, such as the passing around of gossip and rumours, or isolating people through their online social groups, for example leaving them out of a chat group.

**Radicalisation and PREVENT**

Children and young people are particularly vulnerable to radicalisation. Children can be manipulated and controlled to enable those with extremist views to encourage even the very young to see violence and terrorism as acceptable behaviours in the pursuit of extremist ideologies. Every school is required to have a designated member of staff for PREVENT to ensure that views and behaviours displayed by children, that are a cause for concern can be addressed and challenged in the early stages. Any member of staff or volunteer concerned about a child’s expressed views and opinions should discuss those concerns with school staff and their Passion for Learning Support Worker at the earliest opportunity.

**Exploitation, Forced Marriage, Female Genital Mutilation (FGM)**

Young children can be vulnerable to exploitation by those willing and able to take advantage of circumstances to manipulate children into taking part in sexual acts either against their will or in exchange for gifts or money. Forced marriage can involve very young children as can FGM and volunteers should pass on comments or unusual behaviours or sensitivities that give them cause for concern. Simply listening to children and being alert to anything out of the ordinary or about which a child is unusually anxious can help school staff to identify those children who may be at risk.

**County Lines**

County lines is a form of criminal exploitation whereby gangs and organised criminal networks use children to assist in the movement and storage of drugs, often by using coercion, intimidation, violence (including sexual violence) and weapons.

The forms of abuse described in this policy are not exhaustive and both staff and volunteers should use the disclosure procedure described below to report any behaviours or information that they feel could indicate a concern for safety.

**If you suspect abuse and wish to report your concerns**

It is possible that you may become concerned about a child without them having made a specific disclosure. Children may tell you things about their life and experiences that they think are perfectly normal, but you may feel that there is cause for concern. A child’s behaviour may also be an indication that all is not well, particularly if their mood and demeanour is unusual for that individual.

If you are concerned you should always pass the information on ensuring that you alert the relevant staff within the school/setting and Passion for Learning at the earliest opportunity, if you have a concern for safety, you must pass your concerns on immediately.

If a child tells you something about their lives, then listen, record and report as above. If you pass on any serious concerns to the school, then you should also inform a member of the team at Passion for Learning. If you want to discuss your concerns, then you are welcome to call us for advice at any time. Indications of abuse and neglect often some as pieces of a jigsaw so it is best to pass on anything that doesn’t feel right. It may be nothing, but it could be the missing piece that completes the picture.

**If a child makes a disclosure**:

* Remain calm and listen carefully and supportively but don’t interrupt, allow the individual to talk freely.
* Sit near the child, to put him or her at ease but don’t touch them without permission.
* If you need to respond, mirror the child’s language and avoid words he or she might not understand.
* Don’t press for details or prompt to encourage the child to reveal information they have not offered.
* Honour the child’s method of disclosure if they are making a disguised disclosure (for instance, claiming that the abuse happened to someone else).
* Avoid asking questions.
* Reassure the child, but don’t make unrealistic promises.
* Let the child know what actions will be taken by you, now that you know about the abuse/neglect.
* Reassure the child that you will not share this information with anyone other than a ‘helping person’.
* If the child is aware that they have made a disclosure, tell them what will happen next i.e. that one of their teachers will be speaking to them and offering support.

**When the child has gone you should**:

* Write down exactly what the child has said, as accurately as possible.
* Find the Child Protection Officer or, if they are not available, any member of the teaching staff, unless a disclosure relating to the staff member has been made and provide them with as many details as possible.
* Ask them to photocopy any notes that you made for your own information and to allow you to provide Passion for Learning with the same information.
* Inform staff at Passion for Learning as soon as possible.

**What you should not do**:

* Promise the child that you can keep a secret and not pass the information on to anyone. Even if the child threatens not to proceed you cannot agree to ‘keep a secret’. In practice children will usually proceed with the reassurance that you will only tell a ‘helping person’.
* Fill in the blanks or surmise details that the child did not provide.
* Appear shocked or disgusted.
* Make any judgements about the information that you have been given.
* Expect to be kept informed of any action taken beyond knowing that the school and Passion for Learning will take your concerns seriously and take appropriate action.
* Worry alone – if you are upset and want to talk, staff at Passion for Learning will be available at all times.

**If in doubt – speak out!**

If ANYTHINGthat a child says or does causes you to ask yourself if you should pass your concerns on, then the answer is ALWAYS yes.

**GDPR (General Data Protection Regulation)**

Information about children, including their names and any details about their learning and personal circumstances should not be collected by volunteers and should never be taken from the school premises. Volunteers should only record the child’s first initial on their work or any notes that they might keep, to ensure that the individual cannot be identified by a third party.

Under no circumstances should any details about children be shared with a third party and exchanges by email or any other unsecure medium must not identify children by using their full name.

**Photography and** **Filming**

Volunteers should NEVER take or retain pictures or make films of any activities undertaken whilst supporting the children, whatever the context. This policy is to inform our approach to photography and filming and is in place to guide staff and provide information to volunteers.

**Passion for Learning works with children and families in various settings.**

These include:

* Enrichment Clubs
* 1:1 support sessions
* Day trips
* Gazebo days
* Events
* Additional clubs and opportunities
* Family Play Sessions

**The purpose of this policy statement is to:**

* Outline the principles agreed to by signing our ‘photograph and video permission form’.
* Protect children and young people who take part in Passion for Learning’s services, events and activities, specifically those where photographs and videos may be taken.
* Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities.
* Ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

**We recognise that:**

* The welfare of children and young people taking part in our activities is paramount.
* Children and their parents/carers have a right to decide whether their images are taken and used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
* Consent to take images is only meaningful when the potential risks associated with the use and distribution of these images is fully understood by all concerned.

**There are potential risks associated with sharing images of children online. We will seek to keep children and young people safe by:**

* Always asking for written consent from a child’s parents or carers before taking and using an image of them.
* Only using the first initial of children whose images are being used in published material.
* Never publishing personal information about individual children.
* Making sure children and their parents and carers understand how images of children will be securely stored and for how long (please refer to our privacy statement found at www.passion-for-learning.com).
* Using images that positively reflect young people’s involvement in the activity.
* Reducing the risk of images being used inappropriately by only using images of children engaging in appropriate activities.

**Passion for Learning will ensure that our approach to safeguarding is current, fit for purpose and supportive of volunteers’ crucial role in protecting children from harm.**

* Passion for Learning’s Safeguarding Policy will be reviewed annually or in light of new legislation or changes to the services that we are providing whichever is the sooner.
* All volunteers must undergo full Safeguarding Training before they can be involved with any work with children. As part of initial training all volunteers will receive a full copy of PFL’s Child Protection and Safeguarding Policy which they will be required to read in full and sign.
* Volunteers are required to attend an annual Safeguarding training update.
* Regular safeguarding updates will be provided at every termly meeting and volunteer observation meetings to communicate new concerns, developments and important reminders.
* Our termly newsletter will provide up to date information about new threats to young people and vulnerable adults including those related to e-safety.
* All PFL staff will have refresher training to ensure that their knowledge of safeguarding is fully up to date annually or if there is a change to the legislation.
* Two senior PFL staff will have up to date Level 3 training to ensure that they can train and advise other staff and volunteers and deal appropriately with safeguarding concerns.
* One Passion for Learning trustee will have specific responsibility for the strategic oversight of our Safeguarding Policy.
* Safeguarding will be a standing agenda item in all Trustee meetings.
* Passion for Learning’s Safeguarding Policy will be reviewed to ensure that any new concerns are addressed but, in any case, a full review will take place at the start of each academic year.

**Contact information in the event of a child protection or safeguarding issue**

Diane Clark, Safeguarding Lead and CEO. Tel: 07966 404355 (24 hours)

Sue Hughes, Deputy Safeguarding Lead. Tel: 07752 009 435

Beth McJury, Enrichment Clubs Manager. Tel: 07454 826 252

Louise Parry, Volunteer Support Team Manager. Tel: 07592 503042



**Child Protection and Safeguarding Policy**

I confirm that I have read and understood both the Passion for Learning and Child Protection and Safeguarding Policy and the equivalent policy of the school in which I regularly volunteer (if applicable), and that I understand my responsibilities particularly with regard to the Disclosure Procedure.

Name (PRINT):

Signature:

Date: