

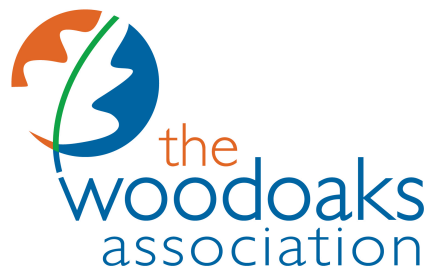
# Child Protection Policy

## Policy Statement

The Woodoaks Association has a duty of care to safeguard all children from harm and abuse whilst participating in prepared activity. All children have the right to protection; within the care of The Woodoaks Association any child will receive exactly that. All needs of SEN and Disabled pupils will also be under this protection act and their individual needs will be taken into account at all times. Within any department of The Woodoaks Association we will ensure the safety and protection of all children through adherence to the child protection guidelines adopted.

The Woodoaks Association, as an organisation, will always put the children and young people first. The Woodoaks Association will ensure that:

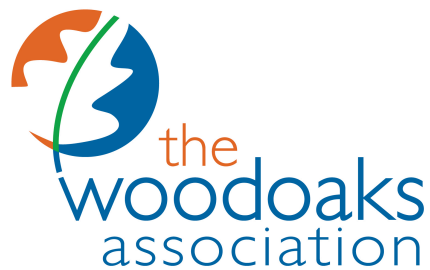
- The Welfare of any child or young person within The Woodoaks Association care is our main priority.
- All children of any age, culture, disability, gender, language, and racial and religious beliefs have the right to participate and protection from abuse.
- All suspicions and allegations of abuse against any staff members, parents, members of the public or pupils will be taken extremely seriously and will be responded to appropriately.
- All employees of The Woodoaks Association and/or contracted workshop leaders (Paid or Un-paid) working with children will be CRB checked and have a responsibility to report any concerns regarding the safeguarding of any pupil within the company to The Woodoaks Association Operations Manager.



## Practice Guidelines

The Woodoaks Association will have full time employees and/or contracted workshop leaders, who will work at all times under The Woodoaks Association Policy and guidelines. Any Member of staff will be highly encouraged to demonstrate exemplary behaviour in order to protect them from false allegations. Below is an example of how we will make the staff members create a positive, enjoyable and safe climate with exceptional teaching practice:

1. Making sure you treat all children, young people and adults with the same respect and dignity.
2. Always work within an open environment, with other staff members or pupils around. Avoid private or unobserved situations.
3. Making every activity and event enjoyable, educational and at all times promoting fair play.
4. Keeping up to date with appropriate technical skills and teaching standards.
5. That you gain any qualification, which involves childcare or interaction.
6. That any full time member of staff (or other if requested) attends monthly childcare meetings held by The Woodoaks Association.
7. That any full time member of staff (or other if requested) attends any staff workshops held by The Woodoaks Association regarding the safeguarding and protection of children and young people.
8. Ensuring that if any form of manual support is required during participation in activities provided by The Woodoaks Association, it is provided openly. If care/protection is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be considered.
9. That every child and young person must have signed confirmation from a parent/guardian regarding their agreement to The Woodoaks Association terms and conditions and to the participation of their child to any activity held by The Woodoaks Association.
10. Keep the parents/carers involved with the pupils activity wherever possible. E.g.: responsibility of children changing clothing, transport drop off/pick up and progress of child.
11. Being an excellent role model. No smoking or poor conduct in the venue or around any young people.
12. Being enthusiastic and constructive within every element of teaching and coaching. Avoid negative comments, but help build upon skills from constructive and appropriate feedback.
13. ALWAYS fully completing a register and keeping a written record of any injury/incident that occurs whilst under the care of The Woodoaks Association with record of any treatment given.



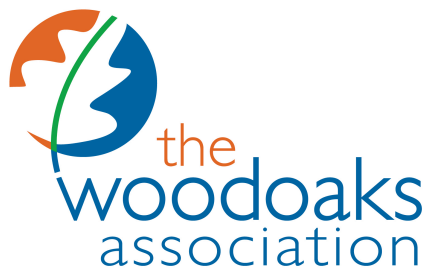
### **Practices never to be authorized**

1. Engage in rough, physical games, including horseplay.
2. Allow children to use inappropriate language unchallenged by a Woodoaks Association contracted employee.
3. Make any type of sexually suggestive comment to a child or young person.
4. Reduce a child to tears as a form of control.
5. Allow allegations made by a child to go unchallenged, unrecorded or not acted upon by an employee or contracted workshop leader for The Woodoaks Association.
6. Do things of a personal nature for disabled children that they can do for themselves.
7. Make contact with pupils on a personal issue, where the possibility of allegations may arise.
8. That employees or contracted employees of The Woodoaks Association cannot give out personal Facebook, Twitter or any social networking accounts to pupils and must not accept any friend requests made by students to employees.

(It may be necessary for The Woodoaks Association employees or contracted workshop leaders to do things of a personal nature for children, particularly if they are very young or disabled. These tasks will only be carried out with the full understanding and consent of parents/guardian. There is a need to be responsive to a person's reactions if a person is fully dependant on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is a physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.)

If any of the following situations occur, you should report this immediately to The Woodoaks Association Operations Manager and record the incident:

- If you accidentally hurt a participant involved in any activity provided by The Woodoaks Association.
- If he/she seems distressed in any manner.
- If a child misunderstands or misinterprets something you have done.



## **Recruitment and Employees**

At The Woodoaks Association we realise that anyone, no matter what their background or face value has the potential to abuse children in some form. That is why at The Woodoaks Association we will take all the reasonable steps to ensure that no unsuitable candidates are successful in their application to the company. The Woodoaks Association will undertake pre-selection checks. They will include:

1. All candidates will have fully filled out application. This will include information about the applicant such as past history and a self-disclosure about any criminal records held.
2. Any Candidate must accept the agreement for The Woodoaks Association to consult information on the candidate if needed from the Criminal Records Bureau.
3. Every applicant must provide at least two confidential references to be taken up and confirmed prior to employment.
4. Evidence of Identity (Passport/photograph driving licence)

Any Successful candidate will be CRB checked by The Woodoaks Association, they would also be first aid and health and safety trained. If we discover any suspicious information during employment it will be investigated and if found accountable their employment contact will be terminated instantly.

## **Response to allegations**

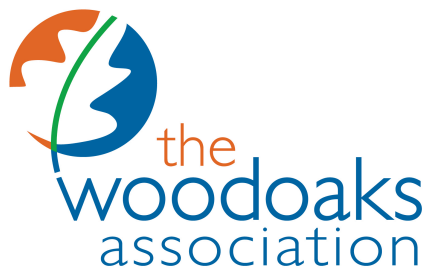
It is not the responsibility of any Woodoaks Association Employee, contactor (paid or unpaid) to take responsibility or to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities by a selected body of The Woodoaks Association is abuse is suspected.

The Woodoaks Association will ensure that all employees and contractors (Paid or Unpaid) that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff or contactor, the following investigation steps will be taken:

1. A criminal Investigation
2. A Child Protection Investigation
3. A disciplinary or misconduct Investigation

The results of the police and child protection investigation may influence the disciplinary investigation.



### **Actions, which will taken in Poor Practice**

If, following consideration, the allegation is clearly about poor practice; The Woodoaks Association Operations Manager will deal with the situation, as it will fall under a misconduct issue.

### **Suspected Abuse**

- For any suspicion that a child has been abused by a Woodoaks Association employee/ contractor the allegation should be made to The Woodoaks Association Operations Manager, who will take appropriate steps as necessary to ensure the safety of the child in question or any other child who may be at risk.
- The Woodoaks Association's Operations Manager will refer the allegations to the Social services Dept. Who may involve the Police, or go directly to the police if out-of-hours.
- The parents/guardians of the child will be contacted as soon as possible, following advice from the Social Services Dept.

### **Confidentiality**

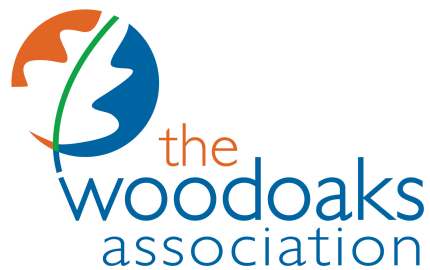
At The Woodoaks Association we will make every effort to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a slightly 'need to know basis'. This will include the following people:

- The Woodoaks Association Operations Manager
- The Parent/Guardian of the pupil who is alleged to have been abused.
- The person/pupil who is making the initial allegation.
- Social Services and Police
- The Person who the allegation is against.

Any information of this situation will be confidential to anyone else within the business and any records of this will be stored in a secure place with limited access to designated people, which will be in line with the data protection laws.

### **Internal Enquiries and Suspension**

The Woodoaks Association Operations manager will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services inquiries. Irrespective of the findings of the Social Services or Police inquiries, The Woodoaks Association Operations Manager will assess all individual cases to decide whether a member of staff can be reinstated and how this can be sensitively handled. In such cases The Woodoaks Association Operations Manager will reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true, then the welfare of the children will always remain paramount.



## **Bullying**

The same procedures are to be followed out, as set in the section regarding response to allegations. There are various methods we set out for our employees to help them protect a Victim and prevent bullying.

- They must take all signs of bullying seriously.
- Investigate all allegations and take appropriate action to ensure the victim is safe.
- Speak with the victim and the bully/bullies separately.
- Reassure the victim that you can be trusted and will help them.
- Explain to both victim and bully/bullies that you will need to tell someone else to get this issue resolved.
- Help promote at all times that The Woodoaks Association has a 100% NO BULLYING POLICY.
- Keep records of anything that is said.
- Report any concerns to The Woodoaks Association Operations Manager. Ask for advice or audience before taking any further actions.
- Talk to the bully/bullies about the situation they have put themselves in. Try and get them to understand the consequences of their behaviour.
- The Operations Manager will inform the bully/bullies parents.
- Any Child/children who is known to be bullying another child/children after following the warning procedure will be automatically removed from The Woodoaks Association membership and classes.



Signed:

Date:

Print Name:

The Woodoaks Association Operations Manager:

Date:

Print Name: