

Safeguarding Policy (Condensed)

Section A: Policy Statement

Context

Name of organisation: KKCL

Location(s):

KKCL Harrow - KKCL, 103-105 Greenford Road, Harrow, HA1 3QF.

KKCL St Dom - Mount Park Avenue, Harrow on the Hill, HA1 3HX (Summer Centre)

Ages of child: 8-17

Type of accommodation offered: Homestay, Hotel & Child Residence

Terminology

KKCL has a duty of care to “Safeguard and promote the welfare of children”.

This means:

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

‘Working Together to Safeguard Children’

Statement

We are committed to practices which safeguard children from harm. Staff in this organisation accept and recognise their responsibilities in respect to the issues which cause children harm and we are committed to raising awareness of safeguarding children and vulnerable adults at all times.

This will be achieved by:

- Adopting child protection guidelines through procedures and a staff code of conduct
- Following carefully the procedures for safer recruitment and selection of staff
- Having staff CRB / DBS checked or sign declarations of suitability to work with children and vulnerable adults, and to read and adhere to this policy
- Providing effective management for staff through supervision, support and training in issues relating to child protection
- Taking all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult in contact with KKCL
- To ensure that no member of staff physically, emotionally or sexually abuses any child or vulnerable adult who comes into contact with KKCL
- Taking all reasonable steps to prevent any staff member, person working for us or member of the public from putting any child in a situation where there is unreasonable risk to their health and safety
- Taking all reasonable steps to prevent any staff member, person working for us or member of the public from physically, emotionally or sexually abusing any child or vulnerable adult
- Reporting to the appropriate manager any evidence or reasonable suspicion that a child or vulnerable adult in contact with KKCL has been physically, emotionally or sexually abused
- Sharing information about good practice and child protection with children, parents and carers, staff and

volunteers

- Sharing information about concerns with the relevant agencies and involving parents and children where appropriate
- Implementing this policy in conjunction with the health & safety and anti-bullying and anti-harassment policies
- We are also committed to reviewing our policy at regular intervals (annually)

Aims

The aim of this policy is to promote good practice by:

- Providing children with appropriate safety and protection whilst in the care of KKCL
- Allowing all current staff to make informed and confident responses to specific child protection issues

Under 18's entitlement

Children are defined as anyone under the age of 18. This policy is for all, whatever race, gender etc ,and all children have an entitlement to be protected.

Adult's responsibilities

Promoting Good Practice

Child abuse, particularly sexual 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 judgment about the appropriate action to take.

Abuse can occur within many situations including the home, school and other youth sector environments. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

All suspicious practice shall be reported following the guidelines in this policy.

All Staff must adhere to the Code of Conduct outlined below.

Associated Policies

Please also refer to Guidance for Host Family (Under 18s) and Group Leader Manual.

Policy Review

KKCL is committed to reviewing our policy at regular intervals (annually).

Roles & Responsibilities

Designated Safeguarding Person (DSP) – role and key responsibilities include:

- **Raising Awareness**
- **Own knowledge**
- **Training others**
- **Heightened awareness**
- **Responding to concerns**
- **Confidentiality**
- **Making a referral**
- **Records and reports**
- **Always available**

Designated Safeguarding Lead (DSL) is taking overall responsibility for safeguarding and leading the team of DSPs.

Policy Availability & Formats

Full policy is available on our website. A condensed version would be sent to homestay hosts and group leaders in a way that they could easily understand.

Section B: Code of Conduct

Our Policy and Standards of Behaviour for Staff

1. It is paramount for the member of staff to distance themselves from any potentially inappropriate situation.
2. Childcare clients of KKCL. Staff should not attempt to instigate private contact with a child of any age during or after the course.
3. Staff must not give their personal email/postal addresses or telephone number to child, or ask for theirs, during or after the course.
4. Staff must not add any child to any social networking sites (e.g. Facebook, MySpace, etc), nor allow themselves to be added to any child's social networking site.
5. Staff must use common sense and professional judgement to avoid circumstances which could be perceived to be of an inappropriate nature.
6. Staff must not, by any means or in any circumstances, make, view or access illegal or inappropriate images of children.
7. Staff must not distribute (by any means) images or information about a child of any age. This includes the use of child images or details on blogs, social networking sites, messaging systems or any internet sites.

Section C – Child Protection

Nominated/ designated person

- Designated Safeguarding Lead (DSL): **Janice Cheung**
Job title: Director of Operations
Email: janice.cheung@kkcl.org.uk
Tel: 020 3880 5880
- Designated Safeguarding Lead (DSL): **Emma Lauson**
Job title: Director of Studies
Email: emma.lauson@kkcl.org.uk
Tel: 020 3880 9080
- Designated Safeguarding Person (DSP): **Alexandra Luchian**
Job title: Operations Manager
Email: alexandra.luchian@kkcl.org.uk
Tel: 020 3880 9016

How to respond to concerns

If an adult has a safeguarding concern about a child or vulnerable adult, it is his/her duty to only report the issue,

and not make a diagnosis. Once a concern is raised, it is the DSP's responsibility to respond. The response should be recorded. Responses will depend on the nature of the concern; they could include:

- monitoring, perhaps on a regular basis;
- investigating further and sensitively to gather more information;
- discuss matter with group leader / parent / agent / homestay host / other DSP / management prior to any action.

Recognising symptoms of abuse

Type of abuse and neglect – abuse, physical abuse, emotional abuse, sexual abuse and neglect.

A child telling an adult

Responding to a child making an allegation of abuse

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain it is likely that the information will need to be shared with others – do not promise to keep any secrets.
- Allow the child to continue at their own pace.
- Ask questions for clarification only and always avoid asking leading questions (questions that suggest a particular answer). Do not make assumptions or offer explanations.
- Remember that an allegation of child abuse may lead to a criminal investigation, so **do not attempt to personally investigate any allegations** of abuse.
- Even allegations that appear less serious must be taken seriously and followed up according to procedure.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- **Do not** ask the child to make a written statement.
- Record in writing everything that was said as soon as possible using the child's own words.
- Note date, time, and names of persons to whom the information was given.
- Ensure that the record is signed and dated by these persons.
- Report immediately to the DSP/DSL.
- **Do not** confront any person against whom an allegation has been made.

Policy last reviewed: January 2018

Next review date: January 2019