

# Child Protection Policy

The Children Act 1989 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation. Statutory guidance on making arrangements to safeguard and promote the welfare of children under Section 11 of the Children Act 2004 was published in August 2005.

This includes:

- Senior management commitment to the importance of safeguarding and promoting children's welfare;
- A clear statement of the A1 Group's responsibilities to children, made available to staff;
- Clear lines of accountability for work on safeguarding and promoting well-being;
- Safe recruitment procedures for those coming into contact with children and young people;
- Appropriate training for staff;
- Effective working relations within A1 Group and with other businesses to safeguard and promote well-being, and to share information effectively.

## Child Protection and Safeguarding Children Policy Statement

The A1 Group recognises that all children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief or sexual orientation or identity have the right to protection from harm and abuse. The Company shall take all steps that are reasonably practicable; to comply with the Criminal Justice and Court Services Act 2000 and all other relevant Acts and Regulations.

The Company shall monitor the conduct of staff to identify any inappropriate behaviour and shall act accordingly and, if necessary, in accordance with its disciplinary procedures.

This policy shall be monitored for effectiveness and shall be reviewed when:

- There has been an incident, whether the allegation is proved or not
- There is a change in the legislation
- There is a major company re-organisation

The company will ensure that all staff having contact with children, young people and vulnerable adults are made aware of, understand, and act on this policy and are familiar with the accompanying guidelines.

This policy will be reviewed annually, or as required in accordance with Government legislation.

## Scope

This Policy, its related procedures and guidance apply to all employees working on behalf of A1 Group whose work involves contact with children and young people under the age of 18 and vulnerable adults.

Contractors and/or those providing a service on behalf of A1 Group unless bound to comply with their own Child Protection and Safeguarding Children Policy and Procedures (which shall be no less onerous than that of A1 Group), shall comply with the terms of this policy and procedure and shall ensure that employees and sub-contractors do likewise throughout the duration of the contract.

## Accountability

Accountability for ensuring that A1 Group fulfils its child protection and safeguarding children responsibilities falls to the Managing Director. However, responsibility is delegated to the Operations Director who will be suitably trained in child protection and will be responsible for:

- The actions set out within the Child Protection and Safeguarding Children Policy and Procedures
- The Company shall keep a dedicated log of all written and oral statements, along with a record of relevant telephone conversations, in the event of an incident or allegation under this policy. In the case of a child, young person and vulnerable adult on work experience or training this information will be immediately passed on to the learner's Educational Institution or primary carer as appropriate
- The Company and staff shall treat all incidents with absolute confidentiality
- The Company shall comply with the Data Protection Act 1998 for the safe and secure storage of all information relating to children's personal details, or details resulting from any incident or allegation arising within the scope of this policy
- Consulting with the relevant statutory agencies regarding any child protection concerns raised
- Making formal referrals to relevant statutory agencies regarding any child protection concerns

All employees have a responsibility for ensuring that the activities that they are involved in during the course of their work are carried out in accordance with this policy and procedures relating to it.

Managers are responsible for ensuring that the activities and services they provide have adequate procedures to protect and safeguard young people. Managers are responsible for ensuring that procedures are followed by their employees.

## Recruitment

All A1 Group employees will be appointed in line with A1 Group's recruitment and selection policies and procedures to ensure that all necessary checks are carried out on individuals expected to work with children and young people.

Any pre selection checks required as part of an employee's role must include the following:



- Completion of an application form including a self-disclosure about criminal records
- Consent to obtain information from the Disclosure and Barring Service to check for convictions for criminal offences against children in accordance with current legislation
- Receipt of two references in accordance with A1 Group recruitment and selection procedures
- Verification of qualifications
- Verification of identity

Screening by the Disclosure and Barring Service will be undertaken on all staff and volunteers that are required to work with children and vulnerable adults as part of their normal duties.

The A1 Group is not able to carry out Electronic Criminal Records Bureau (eCRB) checks without individual consent. If any employee feels that they should have an eCRB check due to their duties, please contact the Operations Director.

A register of designated posts, which are subject to eCRB checks is maintained by the Operations Director who will ensure that renewals of eCRBs are made when required.

### **Guidance on Child Protection**

This simple guidance below will help our company provide all children, young people and vulnerable adults with a safe, secure and protective environment. This will include those on work experience and training schemes.

The Company shall have on file copies of “What to do if You’re Worried a Child is being Abused” (available from the Department for Children, Schools and Families web site) for staff reference.

We must:

- Protect children, young people and vulnerable persons from harm
- Manage them as if they are our staff with regard to health and safety
- Assess risks to their health, safety and welfare

To facilitate this we will:

- Fully adopt the Child Protection Policy as stated above
- Hold an induction/introduction into the company culture, procedures and behaviour requirements
- Ensure that Job competent mentors of mature attitude are available to support them
- Ensure all mentors/staff are reassuring, supportive and will avoid being over familiar
- Thoroughly brief all staff on key aspects of working with young people

### **One to One Working**



One to one working in closed or isolated environments should be avoided wherever possible.

### **Physical Contact**

Should only be used when guidance for a specific work task cannot be given without it.

### **Travel Arrangements**

Travel arrangements must be clearly detailed and include details of contact persons and telephone numbers.

### **Confidential Information**

Confidential Information given by a young person and which causes concern for their safety and welfare must be reported immediately to their school or college. Employees shall not give any assurances of secrecy to the young person but should encourage them to be open and provide as much detail as possible.

### **Employees who are Disqualified from Working with Children**

Staff required to take responsibility for young people must make a declaration to their line manager if they are disqualified from working with children, young people or vulnerable adults in accordance with their duty under the Criminal Justice and Court Services Act 2000.

### **Any Other Concerns**

If staff have any concerns about a particular child, young people or a vulnerable adult or a particular work situation they should contact their manager in the first instance.

This document is intended for guidance only and A1 Group disclaims all liability in connection with its use by any third party.