



Child Protection Policy

Safeguarding children is the responsibility of us all. **Growing Local is Going Local CIC** recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Acts 1989 and 2004. Under the terms of the Children Act 1989 anyone under the age of 19 is considered to be a child/young person. It is the responsibility of all of us to put the welfare of children and young people first and to recognise indicators in children and behaviours towards children that can mean that a child/young person is at risk.

We aim to create a safe and respectful environment within which children and young people can thrive in the security of support and clear guidance. These guidelines are for the use of all paid staff, volunteers and visitors. We will make them available to the parents and carers of the children and young people to whom we offer a service if requested.

We will endeavour to ensure that:

- Children and young people are listened to, valued and respected
- All paid staff and volunteers are aware of the need to be alert to the signs of abuse and know what to do with their concerns
- All paid staff and volunteers are subject to rigorous recruitment procedures
- All paid staff and volunteers are given appropriate support and training

All child protection concerns will be acted upon immediately. When there is concern that a child might be at risk or is actually suffering abuse, the designated child protection officer will be informed.

In an emergency situation, a social worker will be contacted directly:

In office hours: Children's Service Directorate, Referral and Assessment Team 01432 261628. Out of office hours: The Emergency Duty Team 01905 768020

Growing Local is Going Local will:

Ensure that we practice safe recruitment in checking the suitability of staff and volunteers to work with children

- All prospective workers (paid and unpaid) will complete an application procedure that asks for details of their previous employment and for the names of two referees;
- All prospective workers (paid and unpaid) will have an enhanced DBS (Disclosure and Barring Service) before they start employment or activities with Growing Local is Going Local;
- All prospective workers (paid and unpaid) will be interviewed to establish previous experience of working in an environment where there is contact with children and perceptions of acceptable behaviour;
- All appointments to work with children will be subject to an agreed probationary period;
- New members of staff whether paid or unpaid will be clear about their responsibilities and wherever possible, work to an agreed job description;
- These guidelines will be available to everyone and fully discussed with all prospective workers (paid and unpaid)

Ensure every member of staff (paid and unpaid) knows the name of the designated person for child protection.

Establish a safe environment in which children can learn and develop.

- All staff will be responsible for children/young people whilst they are engaged in activities provided by Growing Local is Going Local or on Farm premises whilst under the care of Growing Local is Going Local, and must make sure that health and safety guidelines are adhered to.
- Where possible there will be at least two adults present with a group of children and we will ensure that the ratio of adult to child is adequate to ensure safety at all times.
- At any Farm premises the children will remain within designated areas (e.g. the fenced area at Court Farm allotment). If they need to leave the premises for a reason such as to go to the toilet they will be accompanied by a member of staff.
- All vehicles hired for transporting children will be insured, roadworthy and fitted with seatbelts. All drivers will travel with at least one escort. Drivers and escorts will have up to date DBS checks and been subject to appropriate recruitment procedures. Roll call will be taken at the start of a journey and again before commencing the return journey
- If a child goes missing staff will instigate an immediate search. If the child cannot be found within half an hour, the appropriate security staff and the police will be notified;
- All visitors will be accompanied by Growing Local is Going Local staff when children and young people are present

Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to. The following instructions will be given to all paid and unpaid members of staff:

- Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help.
- Talk explicitly to children and young people about their right to be kept safe from harm including health and safety issues on Farm premises.
- Listen to children and young people and take every opportunity to raise their self-esteem.
- Work as a team with your co-workers/volunteers. Agree with them what behaviour is expected from young people and be consistent in enforcing it.
- If you have to speak to a child/young person about their behaviour remember you are challenging 'what they did' not 'who they are'.
- Never behave in a way that frightens or demeans any child or young person
- Never invite a young person to your home or arrange to see them outside the set activity times

Develop and follow procedures where an allegation is made against a member of staff or volunteer. The following procedure will be ensured:

- The child in question will be kept safe and away from the person alleged to have abused the child
- The Referral and Assessment Team will be contacted.
- The parents or carers of the child will be contacted if advised to do so by the social worker/police officer in charge of allegations.