

Home Ed Hub

CHILD PROTECTION and SAFEGUARDING POLICY

The government has put safeguarding legislation and guidance into place to support those working with and caring for children.

Safeguarding includes everything an organisation can do to keep children and young people safe, including minimising the risk of harm and accidents and acting to tackle safety concerns. It also includes child protection - specifically about protecting children and young people from suspected abuse and neglect.

By law, Home Ed Hub must have regard to the Government's statutory guidance document [Working Together to Safeguard Children \(July 2018\)](#) and if there are concerns about a child's safety or welfare, we must respond quickly and appropriately to concerns or allegations to obtain help for the child concerned.

If abuse is suspected or disclosed

If a child makes a disclosure about abuse, neglect or mistreatment they are suffering, we will

- Listen calmly and reassuringly
- Let them freely recall what is important to them
- Avoid asking questions
- Assure them that we believe them
- Make a note of the discussion, when and where it happened, who was present and what the child said
- Inform you if we make a referral to Children's Services, unless doing so would place your child at increased risk of significant harm.

If a member of staff witnesses or suspects abuse, neglect or mistreatment they will record the matter straightaway using the "Logging a Concern" form.

If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not

do so, we will explain that Home Ed Hub is therefore obliged to and the incident will be logged accordingly.

If a parent or guardian arrives to collect a child and it is deemed that they are intoxicated with either drugs or alcohol - or in any other way deemed to pose a danger to the child - the manager will telephone the emergency contact and make arrangements for the child to be collected by them. If the parent/guardian becomes abusive the police may be called as well as social services. At all times, our priority will be to keep the children and ourselves safe.

Injuries

Significant injuries noticed on children arriving at the setting will be recorded, discussed and action decided upon. Parents / carers will be given the opportunity to comment regarding the cause and nature of the injury and sign and date the appropriate form.

Injuries which occur during the session will be dealt with, recorded and reported to parents / carers on collection of their child unless the injury requires we contact parent / carer immediately.

Where concerns arise outside the skills or knowledge of our staff, the advice of outside agencies will be sought.

Staff and Volunteers

All staff and volunteers having access to children will have their identity checked and recorded. Enhanced DBS checks will also be obtained on each one to ensure their suitability for working with children. They will not be allowed unsupervised access without it.

Part of safeguarding is also for staff and volunteers to protect themselves from allegations and to ensure that their actions are not misinterpreted.

For example:

- They will never carry out a personal task for a child that they can do for themselves (for example assisting with toileting).

- They will avoid being alone with a child, but where this is impractical or unavoidable all doors will be kept open.
- They will not take photos or videos of the children other than in line with our photography policy:

“From time to time we take photographs at our Home Ed Hub activities that may be used for marketing and promotional purposes. Photographs of children enjoying our activities add interest to articles, and also enable parents to ‘see’ what their children have been doing. Names and locations will not be divulged, so no unauthorised person would be able to identify the children or their whereabouts. If you would rather your child was not included in any photographs, we must be informed in writing either at the time of booking by selecting to opt out of this option or in writing before the start of the activity.”

Visitors

All visitors must have a valid and legitimate reason for their visit. Visitors will never have unsupervised access to areas where children are present.

We are committed to reviewing our policy and good practise annually.

This policy was last reviewed on 9 November 2019.