

Child Protection Policy
Spanish Saturday School (Escuelita Cambridge)

Management Committee 2016/17: Rosa Andujar, Maria Godhall and Andrea Medina
Child Protection Coordinator: Alejandra Collazos

1) Policy Statement

The Trustees and Members of the Spanish Saturday School (Escuelita Cambridge) recognise that all children have the right of protection from abuse. THEREFORE, all Teachers, Volunteers and Members of the Spanish Saturday School Escuelita Cambridge have a responsibility to report any concerns against suspected or actual 'significant harm' to the schools' Child Protection Coordinator, the Management Committee, or the local children's social care services, and in emergencies, the police.

2) Policy Aims

The aim of our policy is to ensure good practice in order to:

- provide children with appropriate safety and protection whilst in the care of the teachers and volunteers of our Saturday School;
- and enable all teachers and volunteers to make informed and confident responses to specific child protection issues. (See Appendices A, B, and Appendix A registration students).

3) The Duties of the Child Protection Coordinator

The duties of the Child Protection Coordinator shall be to:

- collect information from DBS checks and keep them in a confidential place, check once a term whether they are up to date;
- keep parents' consent forms (Appendix A registration students, informed consent) for one year (delegated to ?????);
- make vital information accessible to teachers and volunteers;
- respond to any allegations of child abuse from outside or inside the Saturday School along with the Chair, as appropriate.

4) Recruitment of Teachers and Volunteers

The Spanish Saturday School, Escuelita Cambridge, will take all reasonable steps to ensure that unsuitable persons are prevented from working with children.

Our recruitment process will THEREFORE include the following:

- Applicants for teaching positions will be asked for a CV. The CV will provide information about the applicants' work experience and ask for self-disclosure regarding any criminal records.
- The applicant will be interviewed by the Chair and one or two additional members of the Saturday School, and / or will be asked for a teaching sample.
- Teachers will be required to obtain a DBS check as soon as possible. The Spanish Saturday School Cambridge accepts DBS checks from other organizations. We will require a new DBS check every three years.

- Teachers will be asked for the contact details of two personal or professional referees.
- Teachers will be required to consent and sign with an agreement form.
- Volunteers without DBS checks will be allowed to work 2 out of 8 Saturdays or 3 out of 10 per term.
- Volunteers who want to provide assistance more often are required to obtain a DBS. The same rules apply as for Teachers.

5) Responding to Suspicions and Allegations of Child Abuse

If a member, teacher or volunteer has any concerns or suspicions about possible abuse or inappropriate behaviour inside or outside the Spanish Saturday School Cambridge, they have a responsibility to report them. They do not have to decide whether the abuse or inappropriate behaviour has actually taken place. See below for general contacts for advice and reporting.

We have a procedure for managing complaints or allegations against a member of Escuelita Cambridge. Where the concerns are about a Teacher, Volunteer or Member of Spanish Saturday School Cambridge, the following steps will be taken as they are considered necessary to ensure the safety of the child in question, and any other child who may be at risk. DEPENDING on the results of the police and child protection investigations, the Spanish Saturday School Cambridge may dismiss the individual from their position.

The steps are as follows:

1. Concerns reported to the Child Protection Coordinator (or Chair of Trustees);
2. Record made of what has been said or seen. (See Appendix B: How to record concerns);
3. Three confidential copies of the report are then made, one copy residing with the individual reporting, the other with the Saturday School Child Protection Coordinator, and the final one with the Authorities.
4. The Child Protection Coordinator reports to the Chair, and the Child Protection Coordinator or Chair will then refer the allegation to Cambridgeshire County Council at the following number: 0345 045 5203, if between 8am and 6pm Monday to Friday. If it is outside office hours or during the weekend, they will call the Emergency Duty Team on 01733 234724;
5. The Parents or carers of the child will be contacted as soon as possible, following advice from the social services department.

If there are any concerns about a child, confidential and anonymous information can be obtained from the National Society for the Prevention and Cruelty of Children (NSPCC) at 0808 800 5000, or Childline on 0800 11111.

6) Confidentiality

Confidentiality should be maintained for all concerned parties. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- the Child Protection Coordinator and Chair of Trustees;

- the parents or carers of the child who is alleged to have been abused;
- the person making the allegation;
- social services / police;
- the alleged abuser (and parents if the alleged abuser is a child).

All records related to the concerns will be retained in safe storage with the Child Protection Coordinator in accordance with data protection policy and 'need to know' requirements.

6) Guidelines for Use of Photographic or Other Imaging Equipment.

No photographs, film or other images of our children should be taken without parental consent. Each parent will be provided with a parental consent form (Appendix A), which seeks permission for the use of pictures on the Spanish Saturday School Cambridge website www.escuelitacambridge.org. or on printed media like leaflets or newspapers. Teachers will be informed which children can or can not be photographed.

Appendix A: Code of guidance for Teachers, Volunteers and Members on protection of children

Appendix B: How to Record Concerns

Reviewed by Board of Trustees on _____

APPENDIX A
CODE OF GUIDANCE FOR TEACHERS, VOLUNTEERS AND MEMBERS ON
SAFEGUARDING CHILDREN

Original to Spanish Saturday School Cambridge (Child Protection Coordinator)
Copy to Applicant

1) Introduction

Abuse can occur within many situations including the children's private lives or at our Saturday School. As the teachers, members and volunteers of the Spanish Saturday School Cambridge are in regular contact with our children, they are in a position of trust and can be an important link in identifying cases where a child needs protection.

2) Good Practice Guidelines

All Teachers and Volunteers should always keep in mind that their actions and attitudes towards our students and parents will influence the reputation of our Saturday School. Below are some examples of how to create a positive culture and climate within our Saturday School activities:

2.1) Good practice:

- Always work in an open environment.
- Treat all children equally, and with respect and dignity.
- Maintain a safe and appropriate distance with children.
- Involve Parents / Carers wherever possible (e.g. for supervision in school breaks, as second person in the classroom, or organising and helping with extracurricular activities).
- Recognise the developmental needs and capacity of each child.

2.2) Practice to be avoided except in emergencies:

- Leaving one or several children under the sole supervision of a person with no valid DBS;
- Spending excessive amounts of time alone with children away from others;
- Allowing or engaging in any form of inappropriate touching;
- Allowing children to use inappropriate language unchallenged;
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon;
- Doing things of a personal nature for children that they can do for themselves.

If any of the above occur you should report this immediately to the teacher, or Child Protection Coordinator or Chair of Trustees, and record the incident. You should ensure that the Parents or Carers of the child are also told about the following:

- If you accidentally injure or cause discomfort to a child.
- If he / she seems distressed in any manner.
- If a child Appears to be sexually aroused by your actions.

I confirm that I have read, understood and agree with this document.

Signature

Date

Reviewed by Board of Trustees 31/08/16 and updated by RA 08.2016.

**APPENDIX B
HOW TO RECORD CONCERNS**

**Original to Spanish Saturday School Cambridge (Child Protection Coordinator)
Copy to Applicant**

Any information that is passed to the social services or to the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure / concern.

Information should include the Following:

- The name of the child.
- Age of suspected individual, date of birth, home address and telephone number, if known.
- Is the person making the report expressing their own concerns or those of someone else?
- What is the nature of the allegation? Include dates, times, any special factors and any other relevant information. Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Are behavioural signs or indirect signs evident?
- Witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the Parents / Carers been contacted? If so, what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the child making the report, has the concerned individual been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? If yes, record details of the allegation made, including the identity of the alleged abuser, the person making the allegation and the time and date.

Any concerns will be reported to

- Cambridgeshire County Council, 0345 045 5203 between 8am and 6pm Monday to Friday.
- Emergency Duty Team on 01733 234,724 if it is outside office hours or at the weekend.

Confidential and anonymous information and/or advice is available from

- National Society for the Prevention and Cruelty of Children, NSPCC on 0800 800 5000,
- Childline on 0800 1111th
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I confirm that I have read, understood and agree with this document.

Signature

Date

Reviewed by Board of Trustees 31/08/16 and updated by AM / RA 08.2016