

“LES FRANGLOPHONES”

Updated September 2017

Policy Title	Child Protection Policy
Person(s) Responsible For Policy	The Chairman of Les Franglophones

Responsible Person and Post

Chairman, Teacher Coordinator and Designated Person

Who is governed by this Policy

Chairman, Members of Committee, Teachers and Volunteers or anyone working on behalf of Les Franglophones

Point(s) of Contact

Chairman, Teacher Coordinator and Child Services Team

1 Policy

“Les Franglophones” believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard all children and promote their welfare, by a commitment to practice which protect them.

We recognise that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender, racial heritage, belief, sexual orientation or identity, have the right to equal protection for all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

The purpose of the policy:

- To provide protection for the children who receive lessons from “Les Franglophones”, including the children of adult members.
- To provide staff/teachers and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or at risk of, harm.

The policy applies to all staff/teachers, volunteers, including members of the committee, students or anyone working with “Les Franglophones”.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them

- Adopting child protection guidelines through procedures
- Recruiting staff teachers and volunteers safely, ensuring all necessary checks (including DBS checks) are made
- Sharing information about child protection and good practice with children, parents, staff/teachers and volunteers
- Sharing information about our concerns with agencies who need to know
- Providing effective management for staff/teachers and volunteers through supervision, support and training

We are also committed to reviewing our policy every year.

2 Procedures for Referral

2.1 All Action is taken in line with the following legislation/guidance:

- *“Working Together to Safeguard Children” March 2013,*
- *“What to do if You are Worried a Child is Being Abused” 2006,*
- *DfES guidance “Safeguarding Children & Safer Recruiting in Education” 2012 and the*
- *Sussex Child Protection & Safeguarding Procedures (Produced by West Sussex, East Sussex, and Brighton & Hove Local Safeguarding Children Boards).*
- East Sussex County Council Procedures
(<http://www.eastsussex.gov.uk/childrenandfamilies/childprotection/default.htm>)

Any member of staff/teachers or volunteers who receives a disclosure of abuse or suspects that abuse may have occurred **MUST** report it immediately to the designated person for child protection (insert name) or if unavailable the Teacher Coordinator (insert name).

The Designated Person should act as a source of support, advice and expertise when deciding whether to make a referral.

The Designated Person:

1. Refers or oversees the referral of cases of suspected abuse or allegations to the relevant investigating agencies
2. Liaises with and informs the Chairman of any issues and ongoing investigations and ensures there is always cover for this role.
3. Recognises how to identify signs of abuse and when it is appropriate to take advice from or make a referral to another agency
4. Ensures each member of staff has access to and understands the school’s Child Protection Policy Guidelines
5. Ensures that new staff are provided with induction and other training covering child protection

6. Reminds staff to keep detailed accurate secure written records of referrals/concerns
7. Attends any relevant or refresher training courses every three years.

If the designated person receives a disclosure of abuse or suspects that abuse is taking place, she/he will immediately inform the Teacher Coordinator, the Chairman and Children Services Referral Team by telephone:

Brighton & Hove

Social Care: FDFD 01273 290400 FrontDoorForFamilies@brighton-hove.gcsx.gov.uk
[Online Referral Form](#)

To contact someone urgently outside of office hours (9am to 5pm Monday to Thursday and 9am to 4.30pm on Fridays) please call the Emergency Duty Service on 01273 335905.

LADO (Local Authority Designated Officer): Darrel Clews, **Tel:** 01273295643
Mobile: 07795335879

LSCB (Local Safeguarding Children Board): 01273 292379 Police:01273 470101
NSPCC: 0808 800 500

East Sussex

Duty and Assessment Team - West of county: 01323 747373

Duty and Assessment Team - East of county: 01424 724144

Out of Hours Social Care Service - Children's services: 01273 335905/6

West Sussex

Monday to Friday between 9am-5pm: 01403 229900

At all other times, including nights, weekends and bank holidays, contact the 'out of hours' emergency team: 01903 694422

Confidentiality must be maintained and information relating to individual children and young people/families shared on a strictly need to know basis.

3 Alleged abuse by Staff, Volunteers or Members of Committee

- 3.1 When an allegation is made against a member of staff/teacher or volunteer, then the allegation must be passed to the Teacher Coordinator (insert name) and the designated person for child protection (insert name) or if the allegation concerns them both to the Local Authority Designated Officer (see details above)
- 3.2 Your designated person for child protection should contact one of the local authority designated officers for consultation
 - Local Authority Designated Officer (same details as above)
 - The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

4 Record Keeping

- 4.1 Any member of staff/teacher or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records must be dated and signed.
- 4.2 All hand-written records will be retained, even if they are subsequently typed up in a more formal report.
- 4.3 Written records of concerns about children should be kept, even where there is no need to make a referral immediately.
- 4.4 All records relating to child protection concerns will be kept in a secure place and will remain confidential.

5 Parental Involvement

- 5.1 If they request it, parents/carers will be given information about “Les Franglophones” child protection procedures.
- 5.2 Where possible, concerns should be discussed with parents/carers and the designated person should seek agreement to making a referral, unless to do so would place the child/young person at increased risk of significant harm.

6 Training

- 6.1 The designated person and his/her deputy must receive training every 3 years in child protection. Training is available via e-learning on www.kwango.com (the programme takes about 60 minutes) or through the relevant County Council.

6.2 All the documentations mentioned in this policy are available for consultation on demand by any teachers, members of committee or volunteers.

7 The Role of the Committee

The designated person for child protection should provide an annual report when there has been a child protection issue in the association

8 Review

This policy will be reviewed/updated every year.

Approved by Chairman and Committee on (date): _____

Signed (Chairman & Designated Person): _____

Next Review Date: _____