

Safeguarding Policy





Special Kids Bexhill's policy on child protection

Introduction

Within our group activities we aim to keep all participants as safe as possible. At each activity, coach trip or any other event that is laid on and organised by us, it is policy that children will attend these events/activities with a parent/carer over the age of 18 and that all parents/carers remain on the premises and are responsible for their own children at all times throughout. We as an organisation do possess Public Liability Insurance to aid in the safety of our participants should the need arise to use it.

Principles of the child protection policy

We are committed to the safeguarding, care and nurture of the children that attend our activities with their parents/carers.

We insist on parents/carers remaining responsible for their own children at all times during events. All our trustees will have a DBS check carried out within 4 weeks of being appointed and renewed at least every 3 years even though all children are parents/carers responsibility we feel this will make our members feel comfortable to come to us with any concerns. All our trustees will undertake safeguarding training within 4 weeks of being appointed and will renew this training at least every 3 years.

All trustees will receive a handbook within 4 weeks of being appointed containing all relevant procedures, policies and flow charts, this will be updated annually.

We as trustees are here for our members should any of them have concerns about a child whom attends our activities to come to, the trustee will then follow the current relevant procedure to ensure concerns are looked into in the proper way to ensure the safety of all the attending children.

The current named safeguarding officer is **Catherine Hesmer** and she can be contacted by email at safeguardingofficerskb@gmail.com

Details of our local Social Care office are:

In an emergency call 999 or 101

Otherwise contact the Single Point of Advice (SPOA) team:

Phone: 01323 464222

Email: 0-19.SPOA@eastsussex.gov.uk

Policy Statement

Special Kids Bexhill fully accepts, endorses and will implement the principle enshrined in the Children Act 1989, that the welfare of the child is paramount. We will work together to oversee our parents/carers promote the safety and well-being of their children and young people in attendance of our activities. We are committed to acting promptly whenever a concern is raised about a child or young person during our activities and will ensure procedures are followed.

If a concern is raised a Safeguarding Action Form will be filled in and the matter passed to the Named Safeguarding Officer within 24 hours as per our Safeguarding flow chart. These forms will be kept in secure locked box.

All Safeguarding Action Forms along with any other relevant data will be kept indefinitely in a confidential way.

Blank copies of Safeguarding Action Forms and Incident Action Forms will be at all our activities in case they are needed.

Working together to safeguard children 2013

States:

Safeguarding children - the action we take to promote the welfare of children and protect them from harm – is everyone's responsibility.

Organisations should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children.

And use safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a Criminal Record Check.

We at Special Kids Bexhill believe that all children should be protected from harm and we should promote the welfare of children. At our activities and events all children should remain the responsibility of their parents/carers and that they only attend with a parent/carer over the age of 18 at all times. However all our trustees will be CRB checked to ensure their credibility and are approachable should anyone feel the need to raise a concern regarding a child's welfare, procedure will be followed within the guidelines to ensure we uphold information sharing in the appropriate way with regards to the Working together to safeguard children 2013.

Registration

All our members are required to fill in a membership form in order to gain a membership number to be able to access the activities and events we organise. This gives us the relevant information in order to take all children, their abilities and their family's needs into account when organising activities. This membership form is updated annually and when/if a member notifies us of a change in circumstances.

Taking and publishing photographs

Images count as personal data under the Data Protection Act 1998, and therefore the principles of the act apply. It is therefore important that consent of the parents/carers is obtained for the taking and use of photographs/images. There is therefore a part of our membership forms where consent is given for the taking of photos at our events and how/where and if we can use them. This consent is reviewed annually along with the update of our membership forms but can be withdrawn/changed at any time from the parents/carers of the children to our chair person.

Access to internet at our Activities

It is the parents/carers responsibility to ensure their children only access appropriate content on the internet should they use it at our activities.

If a Trustee notices a child accessing inappropriate content while at an activity they will inform the parent that this is not appropriate at our activities and make sure they are aware of E-Safety.

Last review date August 2017