



Suntrap Forest Education Centre

Child Protection Policy

It is the duty of all adults working with children to ensure they are safe. Further guidance may be found at;

<http://forestnet.lbwf.gov.uk/index/cyps-structure/children-and-families-procedures.htm>

Suntrap Forest Education Centre fully recognises its responsibilities for child protection.

Our policy applies to all staff and volunteers working at the centre. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting children who have been abused (as identified to us by their group leader) in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, Suntrap staff are well placed to observe the outward signs of abuse. The centre will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults on site whom they can approach if they are worried.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education to:

- Ensure every member of staff (including temporary and supply staff and volunteers) knows the name of the designated senior person responsible for child protection and their role. (**The Head of Centre**)

- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Develop effective links with relevant schools, youth groups and other agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer. (The Conduct and Discipline Procedure/Policy of the London Borough of Waltham Forest.)
- Ensure safe recruitment practices are always followed. (See Safe recruitment policy).

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school or youth group they attend may be the only stable, secure and predictable element in the lives of children at risk. When at school or at the youth group their behaviour may be challenging and defiant or they may be withdrawn. Suntrap will endeavour to support the pupil through:

- The content of the curriculum.
- The centre ethos, which promotes a positive, supportive and secure environment and gives children a sense of being valued.
- Supporting the school's or youth group's behaviour policy, aimed at supporting vulnerable children. The centre will ensure that children know that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support children.

Waltham Forest's LADO (Local Authority Designated Officer)
 Juniper House 221 Hoe Street
 London
 E17 9PH
 Phone 020 8496 3646 or 020 8496 6310
 Phone 020 8496 3000 (Out of Hours)

Action to be taken if staff suspect that a child is at risk of harm

Guidance can be found at:

<http://www.walthamforest.gov.uk/pages/services/children-and-young-people-child-protection.aspx?I1=100003&I2=200016>

If you feel that a child is at immediate risk of harm please call the Police on 999 who will be able to provide an immediate response.

Alternatively, you can contact your local police on 101 at any time.

If you don't believe the risk requires immediate action, contact the Waltham Forest multi agency safeguarding hub (MASH) team to discuss your concerns on:

Tel: 020 8496 2310

(Monday to Thursday, 9am-5.15pm and Friday, 9am-5pm)

Tel: 020 8496 3000

(Out of Hours).

You will speak to a social worker who is part of the Waltham Forest MASH team. The social worker will need to gain as much information as possible about the child and the family.

Council staff come into contact with many different situations and may have reason to suspect that a child is at risk of harm. When this happens, take action. Any delay, and the absence of the necessary details, could place a child at greater risk.

All staff of the London Borough of Waltham Forest are required to take the following action whenever they take a call or message about a child's safety (or where their own observations give rise to the same concern):

The following information is to be phoned through to the Waltham Forest MASH team.

- The name of the child
- His or her address
- The nature of the concern

Inform Head of Centre of the action taken.

Responding Appropriately to a Child Making an Allegation of Abuse

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Tell the child that the matter will only be disclosed to those who need to know about it.
- Allow the child to continue at her/his own pace.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.
- Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated child protection person in the organisation.



Suntrap Forest Education Centre

Safe Recruitment Policy

This policy is guided by Safeguarding Children and Safer Recruitment (DfE 2007).

The safer recruitment process includes;

- Time set aside for planning and structure in the process
- Clear job, role and person specifications which include safeguarding references
- Clear messages about safeguarding included in job advert
- Use of application forms, not CVs
- Where possible obtaining references prior to interview – specific background enquiries
- A selection process involving an interview and another selection tool
- Using probing interview questions to explore motives, attitudes and behaviours
- Appropriate use of information surrounding criminal history
- No over-reliance on vetting checks
- An ongoing culture of vigilance within Suntrap.

Pre appointment checks

These check will be jointly managed by the Head of Centre and the Shared Service Centre

- References
- ID
- UK resident/right to work in the UK
- Disclosure Barring Service (DBS) checks
- Overseas criminal record check where necessary
- Medical fitness
- Qualifications
- Professional status

Appointment of volunteers

As they are likely to come into contact with children the following checks should be carried out, by the head of centre, on any new volunteer to the service;

- References
- No concerns raised by other members of Suntrap staff
- Informal interview
- Disclosure Barring Service (DBS) checks

Acceptable behaviour policy

Everyone should be encouraged to care for themselves, others and the environment.

This should include:

- respecting organisms and their environment
- using appropriate language and behaviour
- being quiet and listening at appropriate times
- respecting the building and grounds
- being polite and kind to other people

Everyone has a responsibility to contribute to a positive, enjoyable and safe learning environment for all.

This should include:

- Helping other people
- Listening and following instructions
- Looking after equipment and using it appropriately
- Sensible and safe movement around Suntrap and the forest

Everyone has a right to learn in a safe, inclusive and fair environment.

This should include:

- Following safety rules
- Being ready to learn and allowing others to learn
- Asking questions if you don't understand

Responding Appropriately to Behaviour at Suntrap

If behaviour strays outside what is reasonable and normal it should be quickly controlled to ensure that this does not escalate. Unacceptable behaviour should not be condoned or reinforced by not taking action to control it. Accompanying staff or parents/guardians, instructors and tutors may need to be actively involved in this control.

The aim of the control is to:

- calm the situation
- remove the threat of harm
- return behaviour to that which is viewed as reasonable and normal.

If behaviour cannot be returned to a reasonable and normal level Suntrap staff have the right to:

- Prevent individuals from participating in activities
- Stop any activities
- Return to the building
- Request groups or individuals be removed from site

The above measures are to ensure the safety of everyone on site at Suntrap.

The control exerted should not involve violence or intimidation and should only involve physical contact (which must be the minimum needed) to prevent someone causing harm to themselves or others.

If the situation is anything other than a clearly minor incident it should be reported to the Head of Centre. If deemed necessary a written record should be kept and schools or organisations relating to the individual should be contacted. If in doubt, refer to the Head of Centre.



Email: Suntrapcentre@walthamforest.gov.uk
Website: www.suntrapcentre.weebly.com

Church Road
High Beach
Loughton
Essex IG10 4AJ
Tel 020 8508 0611
Fax 020 8532 1321

I am writing to confirm that Suntrap Forest Education Centre has undertaken appropriate employment checks for all staff that work at the centre. This includes all appropriate employment checks including Disclosure Barring Service (DBS) checks.

All employment checks including DBS checks are undertaken by the HR Transition Team, London Borough of Waltham Forest.

Suntrap's written Safer Recruitment policy states that recruitment of new staff is subject to HRTT services receiving a satisfactory DBS check. Suntrap further requires that all staff are re-checked every three years.

All Suntrap staff are subject to the safeguarding process as outlined above.

If you have any concerns about any staff at Suntrap, with particular regard to safeguarding, please contact Kerry Rolison, Head of Centre on 020 8508 0611 or email kerry.Rolison@walthamforest.gov.uk

Kerry Rolison
Head of Centre

Raising achievement - Outdoors



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