

## Safeguarding Children Policy Summary

(Written to comply with DfE Statutory Guidance - *Keeping Children Safe in Education, September 2018*)

**This is a summary policy only – please refer to full Safeguarding Policies for further details of our arrangements for safeguarding.**

The TLG Centre and their staff form part of the wider safeguarding system for children. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.

**Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:**

- **protecting children from maltreatment;**
- **preventing impairment of children’s health or development;**
- **ensuring that children grow up in circumstances consistent with the provision of safe and effective care;**
- **and taking action to enable all children to have the best outcomes.**

### **Staff recruitment, induction and training**

TLG follows a recruitment process that makes sure all appropriate checks are carried out on staff and volunteers, including managers, to ensure they are suitable to work with children and young people. Before beginning any work at TLG where they will have regular and sustained contact with children, all staff and volunteers are checked through the Disclosure and Barring Service (DBS). TLG renews these checks every 3 years. This includes a check of the ‘Children’s Barred List’ to ensure that they have not been barred from working with children and young people and Prohibition Order checks. In addition, all staff have had checks made to confirm their identity, qualifications and right to work in the UK. References are taken which include questions about the person’s suitability to work with children and young people. All visiting staff from other organisations (e.g. drug worker, sports coaches), have also been properly vetted by their employers and confirmation of this is held in TLG records.

All new staff undergo an induction programme, where they become familiar with policies and procedures relating to safeguarding and welfare issues, such as health and safety, first aid, behaviour, bullying and child protection. All staff have read and understood DfE guidance – *Keeping Children Safe in Education (Part 1)*. All TLG staff receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Records of any child protection training undertaken are kept for all staff and managers.

### **Procedure for dealing with allegations of abuse made against staff or volunteers**

TLG has a policy for dealing with allegations of abuse made against staff or volunteers. These procedures comply with DfE statutory guidance and locally agreed inter-agency guidance. Details of how to make a complaint can be found in the TLG Centre’s Client Complaints Procedure.

### **Child Protection policy**

Each TLG Centre has a child protection policy and procedures in place that are in accordance with locally agreed inter-agency procedures. This includes having a **Designated Safeguarding Lead** and deputy, who undertakes training in inter-agency working and other matters as appropriate. The Child Protection Policy outlines the action staff should take if they are concerned that a child or young person is suffering significant harm or is likely to do so, and the action that should be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

### Data sharing

Whilst the General Data Protection Regulation 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information **cannot** be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

### E-Safety and the use of mobile technology

As we increasingly work online it is essential that students are safeguarded from potentially harmful and inappropriate online material. The TLG Centre ensures that appropriate filters and appropriate monitoring systems are in place. Students should not be able to access harmful or inappropriate material from the TLG Centre system.

Our E-Safety Policy provides further details and we require staff, students and parents/carers to read and sign our E-Safety Acceptable Use Agreements each year, or when they (or their children) join TLG.

Students may bring mobile telephones to the TLG Centre but they must be on silent or switched off and handed in to staff at the beginning of the school day. Students may be permitted to have their phones back for a specified period within the lunch-break to check for messages, provided they are then handed back to staff until the end of the day and are used in accordance with the E-Safety Acceptable Use Agreements students have signed.

### Policy review and availability

All of TLG's policies and procedures relating to Safeguarding are reviewed and updated at least annually utilising the experience and expertise of staff. These, and the wider range of policies relating to welfare, health and safety, are available on the TLG Centre website and upon request from any member of staff.

This range of policies includes:

Safeguarding - Child Protection policy	Health and Safety policy
Safeguarding - Staff Code of Conduct	Trips and visits policy
Safeguarding – Selection and recruitment of staff	Incident reporting policy
Safeguarding – Dealing with allegations against staff	First Aid policy
Volunteer recruitment process	Medicines policy
Safeguarding – E-Safety policy	Fire safety policy
E-Safety acceptable use agreements for staff, student and parents/carers	Data protection policy
Safeguarding – Visitors procedure & Agreement	Risk assessment policy
Absconders and Children missing from education or home Policy	Behaviour policy
Working alone or one-to-one policy and procedures	Anti-Bullying policy and charter
Whistleblowing policy	Client complaints procedure