

SUBRANG ATS

Registered Charity 1162694

CHILD PROTECTION POLICY & PROCEDURES

"The Welfare Of The Child Is Paramount"

This Policy has been adopted by Subrang Arts through the Management Committee who remain responsible for its review on an annual basis.

Name: LATA.DESAI
(Chair of Management Committee)

Name: HARSHA AMIN
(Designated Person for Child Protection)

SUBRANG ARTS

CHILD PROTECTION POLICY & PROCEDURE "The Welfare Of The Child Is Paramount"

At Subrang Arts we believe that the safety and welfare of our children & young people is of the utmost importance. It is the duty of all our staff & volunteers to protect each child from abuse and to be alert to the possibility of abuse.

The following Policy & Procedures has been adopted by the Management Committee of Subrang Arts and has been set up in accordance with the Sutton and Merton Area Child Protection Committee (ACPC) Guidance and The London Child Protection Procedures .

DEFINITION

Child protection relates to any child (under 18) who has suffered from, or may be at risk of physical injury, neglect, and emotional or sexual abuse. A full list of definitions is attached as **appendix 1**.

RECOGNITION

The first indication of concern about a child's welfare is not necessarily the presence of an injury.

Concerns may be aroused by:

- Bruises, bite marks, burns/scalds, scars or fractures on a child's body;
- Remarks made by the child, another child, a parent or another adult;
- Observations of the child's behaviour or reactions;
- Unexplained changes in the child's behaviour or personality;
- Evidence of disturbance or explicit detail in a child's play, drawing or writing;
- Neglect - where lack of due care for a child is creating significant risk to their health & well being.

DESIGNATED PERSON FOR CHILD PROTECTION

MRS HARSHA AMIN has the designated responsibility for child protection, as appointed by the PCC. Anyone who has a concern about a child should contact this person on 0208 405 4325 immediately. If that person is not available you should contact the deputy **LATA DESAI** on 0208 763 8216

The Designated Person Will:

- Liase with the Youth Service, Learning for Life (Education Department), LBS Child Protection Team, The Sutton Police Child Protection Team and any other agencies on individual cases of suspected or identified child abuse;
- Be responsible for co-ordinating action within Subrang Arts on child protection issues;
- Ensure that all staff & volunteers are familiar with this Policy and Procedures;
- Raise awareness about child protection and arrange training as appropriate.

SAFE RECRUITMENT PROCEDURES

Subrang Arts recruitment policy stipulates that all staff (paid or voluntary) will have to complete an application form, detailing past work history and references. Individuals are then interviewed and references requested. Only on receipt of satisfactory references will a formal offer of employment or placement be made.

All staff and volunteers working directly with children (under 18 yrs) and any vulnerable adults, are required to have an enhanced check through the Disclosure Service .

Staff members (voluntary or paid) are thus required to fill out a DBS form and produce evidence as to their identity, in accordance with the Disclosure Service Guidelines. This information is then witnessed by the Designated Person responsible for child protection and signed as an acknowledgement of information produced.

Copies of all returned DBS checks and documentation pertaining to any child protection issues will be kept confidentially .

Staff can undergo training and induction whilst waiting for the checks to clear, but cannot undertake any unsupervised face-to-face work until satisfactory checks have been received. **This training will include mandatory child protection awareness.**

THE ROLE OF INDIVIDUAL (STAFF / VOLUNTEERS)

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All staff & volunteers working for Subrang Arts must be aware that a child may be the victim of abuse. Concern about a child or young person must be discussed with the Designated Person immediately so that if necessary, a referral can be made without delay. In urgent situations, referral must not be delayed.

Individual staff or volunteers should not investigate concerns. This is the role of the statutory agencies. However, if a child does say something, it is vital to listen carefully, so that it can be reported accurately.

CONFIDENTIALITY

Our children & young people have the right to expect that all staff and volunteers will deal sensitively and sympathetically with their situation. It is important that information remains confidential and that only those with a 'need to know' should be privy to it.

WHAT TO DO:

Concern may arise from observations of the child (e.g. injury, behaviour, appearance and nature of play or work produced) **or** as a result of something said by the child, another child **or** an adult.

DO NOT DELAY

Tell a **Designated Person** as soon as you can. See emergency contact numbers on page 7.

Early referral gives more time to help the child and family before the situation becomes severe or serious. When necessary, early referral gives more time for others to protect the child.

The Designated Person may consult the Youth Service, Learning for Life (Education Department), The Bishop of Croydon's Child Protection Advisor (via St Matthews House) or Social Services (Community Services Department). A flow chart of what to do and who to contact is explained further in a Referral Flow Chart (**appendix 2**).

MAKE WRITTEN NOTES

As soon as you can, write down your concerns and record the facts accurately on the Child Protection Incident Form, available from admin office (**appendix 3**). Be clear when you are expressing an opinion and what your opinion is based on.

These notes must be given to the Designated Person immediately and will help to ensure accuracy in recalling events.

CONCERN ABOUT WHAT THE CHILD OR SOMEONE ELSE SAYS

Listen - do not ask questions or interrogate.

Remain calm - If you are shocked, upset or angry the child will sense this and this may prevent them from talking further.

Reassure - The child has done nothing wrong - tell her / him it is all right to talk.

Do not promise to keep it secret - Tell the child that what they have said cannot be kept secret and that you will tell someone who can help.

REMEMBER

If in doubt, consult with senior staff members or Designated Person. Do not ignore concerns, even if these are vague. **Your first responsibility is to the child.**

CONTACT WITH THE FAMILY.

Before speaking to the child's family, you should talk to the **Designated Person**, who may consult outside the bounds of Subrang Arts.

In cases where a physical injury causes concern, it may be appropriate to discuss this with the parent or carer. If the explanation suggests the injury was non-accidental (or a failure to protect the child from harm), the parent or carer should be informed of the need to refer the matter to Social Services.

In cases of possible neglect or emotional abuse, the concern is likely to have built up over a period of time. There may have been discussion with the family about sources of help (e.g. Social Services, NSPCC).

Where there are suspicions of sexual abuse, the Designated Person will seek immediate advice from the Social Services Department before discussing the matter with the family.

CONCERN ABOUT A MEMBER OF STAFF OR VOLUNTEER

Allegations or concerns about a member of staff or volunteer must immediately be referred to a statutory agency.

REQUESTS FOR ASSISTANCE BY OTHER AGENCIES

Subrang Arts should assist local authority Social Services or the Police when they are making enquiries about the welfare of children. Information about a child must therefore be shared on a 'need to know' basis.

When such requests are received by telephone, **always** maintain security by checking the telephone listing before calling back.

Always advise the designated person of this contact.

GENERAL ISSUES

All staff & volunteers must observe the above policy and procedures at all times and adhere to the Subrang Arts Child Protection Code of Conduct (**appendix 4**).

Parental Consent needs to be sought for all individual children & young people taking part in any on or off site activities/events, using Registration & Parental Consent Form (**appendix 5**).

As part of all overall good practice risk assessments should also be carried out for all on & off site activities, with staff taking full responsibility for using measures to reduce risk for activities within Subrang Arts (**see Subrang Arts Off Site & Risk Assessment Guidelines – separate to this document**).

This policy & procedures will be reviewed annually and/or as required by any stipulation within ACPC Guidance, The London Child Protection Procedures and the Diocese of Southwark's Child Protection Policy.

EMERGENCY CONTACT DETAILS

Referral To Social Services (office hours)

LBS Child Protection Team:	0208-770-4799
Merton Referral & Assessment Team:	0208-545-4227/4232

Referral To Social Services (Emergency Duty Team)

Merton, Kingston & Sutton EDT:	0208-770-5000
Sutton Police Child Protection Team:	0208-649-0875
Croydon Children's Services	0208-726 6400
Childline	0900 1111

NSPCC Child Protection Help line	0808 800 5000
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Appendix 1:

Definitions Of Child Abuse Taken from The London Child Protection Procedures

Child abuse and neglect is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development.

Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm.

Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child.

Working Together to Safeguard Children 1999 sets out definitions and examples of the four broad categories of abuse which are used for the purposes of registration:

- Neglect
- Physical abuse
- Sexual abuse and
- Emotional abuse

These categories overlap and an abused child does frequently suffer more than one type of abuse.

PHYSICAL ABUSE

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness in a child (see 9.1 of London Child Protection Procedures – downloadable from www.alg.gov.uk).

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person;
- Imposing developmentally inappropriate expectations;
- Causing children to feel frightened or in danger - e.g. witnessing domestic violence;
- Exploitation or corruption of children.

Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and includes penetrative (i.e. vaginal or anal rape or buggery) and non-penetrative acts.

It may also include non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

NEGLECT

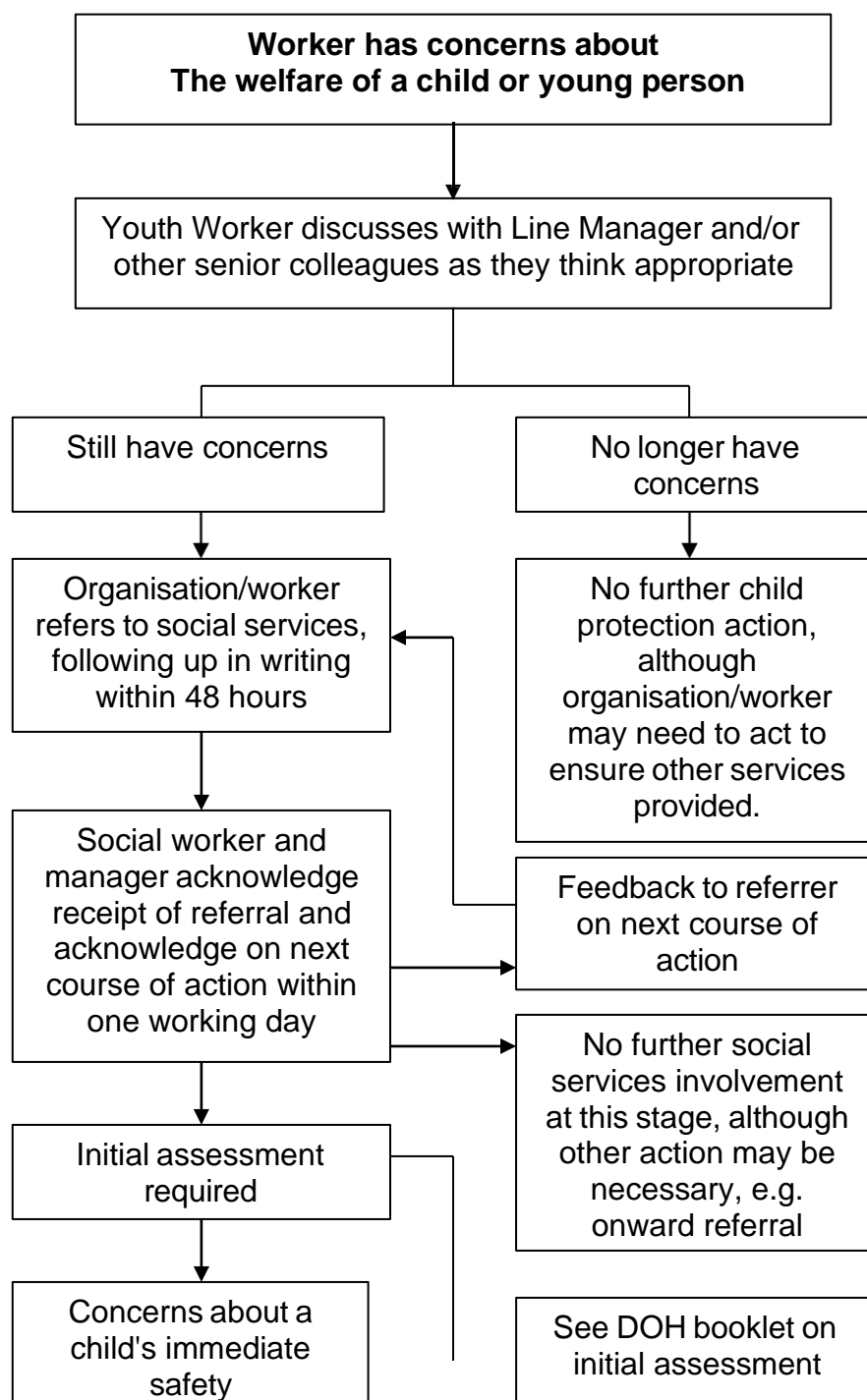
Neglect involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development.

This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.

Appendix 2:

What To Do - A Flow Chart For Referral What to do if you're worried a child is being abused?

A Referral Flow Chart





See DOH booklet on
emergency action

Department of Health et al, 2003

Appendix 3:

Child Protection – Incident Report Form SUBRANG ARTS

"The welfare of the Child is paramount"

CHILD PROTECTION - INCIDENT RECORD FORM

Your Name:
Your Position:
Child's Name:
Child's Address:
Parents/Carers Name and Address:
Child's Date of Birth:
Date and Time of any Incident:
Your Observations:

<p>Exactly what the child said and what you said (Remember; do not lead the child – record actual details. Continue on separate sheet if necessary)</p>	
<p>Action Taken so far:</p>	
<p>External Agencies Contacted (Date & Time)</p>	
<p>POLICE</p> <p>Yes/No</p>	<p>If Yes – Which Station & Officer:</p> <p>Contact Number:</p> <p>Details of Advice Received:</p>

LBS/LBM Child Protection Team /Croydon Child Services Yes/No	Name: Contact Number: Details of Advice Received:
LOCAL AUTHORITY Yes/No	Name: Contact Number: Details of Advice Received:
Other (e.g. NSPCC)	Which: Name: Contact Number: Details of Advice Received:

Reporting Person	
Print Name:	
Signature:	
Date:	

- Remember to maintain confidentiality on a **need to know** basis only if it will protect the child.
- Do not discuss this incident with anyone other than those who need to know.
- A copy of this form should be sent to LBS Child Protection Team after the telephone report and to the Designated Child Protection Officer.

Appendix 3:

Child Protection – Subrang Arts Code of Conduct Subrang Arts

CHILD PROTECTION CODE OF CONDUCT

All children and young people must be treated with equality, dignity and respect. It is expected that any staff member, group or organisation working with children & young people must carry out the following practices as a matter of high importance, both in centre based & off site activities:

Organisational Responsibilities:

1. All groups, volunteer helpers and paid staff are to be given a copy of these guidelines and where appropriate a copy of the Subrang Arts Child Protection Policy. Staff (paid & unpaid) must also follow the Subrang Arts Recruitment Procedures and agree to have a disclosure CRB check carried out.
2. There should always be at least two adults supervising activities, who have been CRB checked or undergoing checks, no matter how small the group. If a child or young person is to be interviewed alone there should be two adults present or door left open in view of another adult. Where possible the gender of the adults, in a working or supervisory position, should reflect that of the group worked with or interview to be carried out.
3. No person under the age of 16 years of age should be left in charge of any children of any age and further more, no child or group of children or young people (under 18) should be left unattended at any time.
4. A register & record of attendance of children or young people attending activities e.g. youth club, Sunday school, crèche or excursions etc. should be kept for each session. Also written consent should be sought for any on or off site activities.

5. Confidentiality about children's, young people and adult's personal Information must be practiced. Children/young people and parents have the right to expect that helpers will deal sensitively and sympathetically with their situation. It is important that information is only available to those who 'need to know' it. All volunteers, paid staff and helpers must respect issues of confidentiality.
6. It is important to keep a check on visitors & guests whether their visit is by invitation or unsolicited. This will ensure the welfare of children to be safeguarded at all times.
7. **A First Aid Kit & staff trained in first aid** should be available at all times, with clear information as to how to access it and where to get help in case of emergency. An **Accident Book** should be kept and any accidents should be recorded immediately in the book. Parents/Guardians are to be made aware of the accident by signing the book at the end of the session. Written permission from the parents/guardians is to be given to administer medication and the name of the medicine and the dosage is to be clearly written in a **Medication Book**. The person administering the medicine is to sign the Medication Book after each time medication is given.
8. All Health & Safety issues should be considered in the room(s) used. This includes all equipment and substances used and a separate risk assessment should be carried out for all activities and reviewed on a regular basis (see separate Off Site Activities & Risk Assessment Guidelines).
9. Photography & videoing events or activities, can only be carried out with the full consent of parents/guardians. If publishing images on a web site or newsletter, names must be kept anonymous.

Staff Responsibilities:

10. Staff should promote activities that are fun, enjoyable and educational, ensuring fair play and challenging any bullying behaviour.
11. Any allegations or disclosure by a child must be treated seriously and dealt with in line with the Subrang Arts Child Protection Policy.
12. An adult should escort all children under the age of 8 years to the toilet. The adult is to wait outside the toilet with the outer door held open. Members of staff should as part of their supervision of activity areas, check the toilet areas from time to time.

13. At no time should any occasional volunteer or helper, who has not yet been CRB cleared, be left alone with or in charge of any children or young people. Furthermore all staff members (paid or unpaid) should avoid being left alone with any child for any significant period and under **no circumstances drive a child home alone**
14. All staff (paid & unpaid) must not involve themselves in rough physical or sexually provocative games and are to avoid inappropriate or intrusive touching of any kind, and are to control and discipline without physical punishment.
15. All staff (paid & unpaid) must not use any foul or abusive language and avoid making sexually suggestive comments to a child or young person, even in fun.
16. The child/young person should always be told why his/her behaviour is not acceptable and the reasons for applying a particular sanction. You must ensure that parents are fully informed and support whatever sanction is applied.
17. Parents/Carers should always be immediately informed if staff or volunteers have had to do things of a personal nature for a child such as changing clothing.
18. The leader in charge must be fully aware of fire safety and evacuation procedures in the event of an emergency and practice them at least once every six months (see fire safety procedures in community centre & individual halls).
19. Children with special needs should always be considered when running events and activities, this includes the adapting of equipment and activities appropriate to their individual needs.
20. Under no circumstances should any child or young person with prior arrangements for being collected by a parent/guardian, be left alone at the end of any session.

Additional Code of Conduct For Off Site & Residential Activities:

21. Planning for any off site activities should follow guidelines set out in the Subrang Arts Off Site & Risk Assessment Policy.
22. Where residential events or courses are organised, males should never enter all female rooms or vice versa.

23. If children/young people are to be taken on excursions, written permission should be obtained from the parents/guardian with parental responsibility. This permission may be obtained for a given time e.g. a term.
24. Parents should always be informed if their children/young people are to be transported in a car or other vehicle. Persons transporting children/young people on this basis need to be aware of insurance & license implications and make sure the correct level of cover is available for the vehicle being used. Drivers should also make sure that seat belts are used at all times.
25. There should always be a copy of all consent forms with information about next of kin of all children/ young people, voluntary helpers, leaders and paid staff; left with an identified emergency contact person from the organisation.
26. An information sheet detailing what to do in the event of an emergency should be provided for parents & young people, for any significant off site activity.
27. When an adult is on the excursion with his/her children and wishes another parent to look after his/her children, written permission must be given to that parent in charge of that child or children.

Appendix 4:

Child Protection Registration & Parental Consent Form

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

SUBRANG ARTS

NAME ;

ADDRESS :

PHONE NO ;

EMAIL ADDRESS ;

CLASS ; BHARATNATYAM.....

GUJARATI

MUSIC

FEES PAID ON.....CASH/CHEQUE.

PERMISSION LETTERS

To: Parents of all children at Subrang Arts

From: Subrang Arts Committee

" Subrang Arts fully recognises its responsibilities for Child Protection and the policy is laid down in Subrang Arts' policy document held by the Secretary of the committee. Our policy applies to all staff, committee members, volunteers working in the school. We have undertaken many projects recently which have involved taking photographs and films of your children. Some of these materials will be used for publicity purposes on our website and other media.

Please sign and return the following slip granting your permission.

I parent of
.....

hereby **grant /do not*** grant permission for using the photos/films for publicity material for any of Subrang Arts' activities.

(* Delete as appropriate)

Signed

Dated.....

PARENTAL CONSENT FORM

**I/We hereby give permission to Subrang Arts
to take my son/daughter on a trip to**

.....
.....

Signed ;

Date :

DECLARATION ;

On behalf of Subrang Arts, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to

Signed *Harsha Amin*

Name ; Harsha Amin

Position ; Child Safeguarding Officer in Charge

Signed ; *L.Desai*

Name ; Lata Desai

Position ; Deputy Child Safeguarding Officers

Date : 20.12.2024

