



The Gatton Trust Limited

Child Protection Policy and Procedures

This policy was originated by Louise Miller

It was approved by the Trustees on [18 September 2015]

It is next due for re-approval during Autumn 2016

Policy for the protection and safeguarding of children and young people, whatever their age

Procedures to follow for staff & volunteers

The aim of the policy is to protect children and young people from harm, to aid their development and to provide support for those working with them remembering that:

- The child's welfare is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children Act 1989, a child remains subject to child protection regulations until the last Friday in June of the academic year in which they attain the age of 16 years. The academic year runs from the 1st September until 31st August inclusive.

This policy will be implemented by a set of processes, procedures and guidelines to ensure compliance.

The Trustees of Gatton Trust will appoint a Child Person Protection Representative whose role is:

- to ensure that this policy and associated procedures are kept under periodic review
 - to ensure that the associated processes and procedures and guidelines are appropriate
 - to ensure that the procedures are understood and put into practice
 - to receive reports of any concerns or allegations
 - in conjunction with the person in charge to decide on the appropriate action to be taken following any such report.
 - to notify the Chairman of Trustees of all relevant allegations, complaints and their outcome.
1. All those involved in a The Gatton Trust Limited project have a duty to prevent the physical, sexual and emotional abuse of all children and young people under sixteen with whom they come into contact.
 2. All Trustees, Employees and Volunteers will be required to obtain a satisfactory disclosure from the Disclosure and Barring Service.
 3. All those involved in a The Gatton Trust Ltd project should organise work to minimise situations where abuse may occur.
 4. Never work in a one to one situation with a child where you are out of sight or earshot of the rest of the group. If a situation should require privacy eg to administer first aid then ensure that another leader is present.
 5. Where schools and other organisations are involved they must provide suitably qualified adults eg teachers, youth workers, leaders to supervise children.
 6. Parents will supervise children for whom they are responsible.

7. Staff and volunteers will not take direct supervisory responsibility unless absolutely necessary eg for holiday activities when teachers and parents may not be present.
8. A register of all children and young people attending should be kept at all activities. For school visits this will be a list of names only, to be used as a register. For family or children's activities, this should include their names, telephone numbers and the names of parents or the persons with parental responsibility, and allergy or medical information.
9. With the exception of children from the Royal Alexandra and Albert School who are familiar with the site, children will always be supervised by two or more adults and never left without adult supervision. Only in the case of an emergency will children be left with only one adult. This is to be considered when planning the number of adults needed to supervise an activity.
10. Make sure that meeting places are safe (particularly when working off site) and that times for the start and finish of an activity are clear.
11. Children must be collected from an agreed supervised collection point, and prior notice must be given for children to be collected by a different adult to that by whom they were delivered.
12. The Gatton Trust will not pass on details of children.
13. Photographs, films or web-based materials of children or young adults will only be taken with the consent of the parents/guardians/carers and in consultation with the individuals involved.
14. Ensure all Trustees, staff and volunteers are familiar with the Child Protection Policy. Ensure all Trustees, staff and volunteers receive Safeguarding training and that such training is evidenced.
15. Refer any case of concern to the Designated Leader at the Royal Alexandra and Albert School.

The procedures for reporting child abuse are, except in an emergency:

- Do not "interview" the child since undue pressure might affect subsequent legal proceedings.
- Take the child seriously and make notes immediately after listening to the complaint.
- Report the matter immediately to the Child Protection Representative and the Designated Leader at the Royal Alexandra and Albert School. They will be responsible for contacting the Social Services and the Police.

If urgent attention is needed, the emergency services should be called before following the above procedures.