

# Child Protection Policy 2021

***Spanish Speaking Hub (SSH) provides Spanish language lessons and cultural events and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***

We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. This is the responsibility of every adult employed by, or invited to deliver services at Spanish Speaking Hub.

## Child Protection Policy

The policy reflects current legislation, accepted best practice and complies with the government guidance: **Working Together to Safeguard Children July 2015** and Keeping Children Safe in Education July 2015

This policy was written and adopted: **November 2021**

It is due for review: **November 2022**

### **Other policies that Spanish Speaking Hub is aware of are:**

- anti-bullying
- PSHE
- Drugs
- Confidentiality
- Behaviour
- Special Needs
- Health and Safety
- Crisis Intervention
- Social Networking
- Acceptable use of ICT
- Whistleblowing



- Intimate Care
- Staff Conduct Policy (Code of Conduct)
- Medical Needs
- Preventing Radicalisation and Extremism in Schools (under development)

### **Context**

Spanish Speaking Hub recognises its duty to safeguard and promote the welfare of pupils by:

- creating and maintaining a safe learning environment for children and young people;
- identifying where there are child welfare concerns and taking action to address them, in partnership with parents/guardians, and other organisations where appropriate with the aim of helping children develop understanding, awareness, and resilience;
- contributing to a collective approach to Child Protection by developing effective and supportive liaison with staff, volunteers and anyone else invited to deliver services at Spanish Speaking Hub.
- providing clear policy statements for parents/guardians, staff and pupils on this and on positive behaviour policies and SSH's approach to bullying;
- staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare. The Spanish Speaking Hub should ensure that **all staff read at least part one of Keeping Children Safe in Education 2015.**

### **Working Together To Safeguard Children 2015 & Keeping Children Safe in Education 2015**

#### **Statutory duties that apply to all schools**

Spanish Speaking Hub has in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children;
- a senior member of staff to take leadership responsibility for SSH's safeguarding arrangements;
- a culture of listening to children and taking account of their concerns and feelings and ensuring there are systems in place for children to express their views and wishes and give feedback;
- ensure that there are procedures in place to handle allegations against other children;
- arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB)



- a designated professional lead for safeguarding. Their role is to support other members of staff, to recognise the needs of children, including rescue from possible abuse or neglect.
- it is vital to create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people that might abuse children (see page 19 Keeping Children Safe in Education 2015);
- all staff members should also receive appropriate child protection training which is regularly updated and designated leads trained every two years;
- employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
- staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare. SSH should ensure that all staff read at least part one of Keeping Children Safe in Education 2015;
- ensure there is an effective child protection policy in place together with a staff behaviour policy (code of conduct). Both should be provided to all staff – including temporary staff and volunteers – on induction;
- all professionals should have regular reviews of their own practice to ensure they improve over time
- SSH has to be compliant with the requirements of the Cambridgeshire LSCB, this includes regular auditing of child protection procedures
- clear policies in line with those from the LSCB
- for dealing with allegations against people who work with children. An allegation may relate to a person who works with children who has:
  - behaved in a way that has harmed a child, or may have harmed a child;
  - possibly committed a criminal offence against or related to a child; or
  - behaved towards a child or children in a way that indicates they may pose a risk of harm to children.



In addition:

- The Cambridgeshire Local Authority Designated Officer (LADO) to be involved in the management and oversight of individual cases. The LADO should provide advice and guidance to schools, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process;
- any allegation should be reported immediately to SSH's director. The LADO should also be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police; and
- if an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

In addition to this section, which applies to schools, further safeguarding duties are also placed on the above through other statutes. The key duties that fall on schools are set out below.

### ***Schools and colleges***

*Section 175 of the Education Act 2002 places a duty on local authorities (in relation to their education functions and governing bodies of maintained schools and further education institutions, which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children who are pupils at a school, or who are students under 18 years of age attending further education institutions. The same duty applies to independent schools (which include Academies and free schools) by virtue of regulations made under section 157 of the same Act.*

*In order to fulfil their duty under sections 157 and 175 of the Education Act 2002, all educational settings to whom the duty applies should have in place the arrangements as set out above. In addition schools should have regard to specific guidance given by the Secretary of State under sections 157 and 175 of the Education Act 2002 namely, *Safeguarding Children and Safer Recruitment in Education and Dealing with allegations of abuse against teachers and other staff.**

## Introduction

**At Spanish Speaking Hub**, the director and staff recognise that the safety and protection of all pupils is of paramount importance and that all staff, including volunteers and anyone who is invited to deliver services with us, have a full and active part to play in protecting pupils from harm. We believe that SSH should provide a caring, positive, safe and stimulating environment which promotes all pupils' social, physical, emotional and moral development.

*Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children. in line with: Working Together 2015 and Keeping Children Safe in Education 2015.*

### **The aims of this policy are to:**

- confirm that the children's development is supported in ways that will foster security, confidence and independence
- raise the awareness of teachers, non-teaching staff and volunteers of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- confirm the structured procedure to be followed by all members of the school community in cases of suspected harm or abuse
- emphasise the need for good levels of communication between all members of staff and those with designated responsibility for child protection, health and safety and other safeguarding responsibilities
- emphasise the appropriate safeguarding and child protection policies, procedures and arrangements of those service providers who use the school's premises through extended schools or provide any other before and after school activities.

### **External Agency Contact Information**

Cambridge Spanish Centre's points of contact for children who are the focus of concern are as follows:

- [Keeping Children Safe in Education 2021](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf)  
([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1021914/KCSIE\\_2021\\_September\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf))
- Cambridgeshire Council's website for child protection:  
[https://www.cambridgeshire.gov.uk/learntogether/homepage/34/education\\_child\\_protection](https://www.cambridgeshire.gov.uk/learntogether/homepage/34/education_child_protection)
- Local Area Designated Officer (LADO) as well as Local Area Designated Doctor – <http://www.cambridgeshire.gov.uk/lscb/> - Tel: 0345 045 5203 (Monday to Friday, 8am - 6pm.) Email: [ReferralCentre.Children@cambridgeshire.gov.uk](mailto:ReferralCentre.Children@cambridgeshire.gov.uk)
- Further LADO local contacts – [http://cambridgeshirescb.proceduresonline.com/chapters/pr\\_contacts.html](http://cambridgeshirescb.proceduresonline.com/chapters/pr_contacts.html)  
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- Police Emergency – 999
- Police Non-Emergency – 101
- **OFSTED Safeguarding Children**  
08456 404046 (Monday to Friday from 8am to 6pm)  
[Whistleblowing@ofsted.gov.uk](mailto:Whistleblowing@ofsted.gov.uk)

*Other useful contacts*

- **Disclosure and Barring Service**  
PO Box 181, Darlington, DL1 9FA  
Tel: 01325 953795
- **National College for Teaching and Leadership**  
Tel: 0345 609 0009

Spanish Speaking Hub prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting SSH. A copy of this policy is on our website and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with Spanish Speaking Hub. Open communications are essential as for us the interests of the children are of paramount importance. Allegations of child abuse or concerns about the welfare of any child will be dealt with consistently in accordance with this policy.