

SAFEGUARDING CHILDREN POLICY

Who We Are

We are AWWAL ARABIC LANGUAGE AND MATHS ACADEMY. Our address is:

17 high mead Luton
LU3 1RY

Application of this Policy

We have adopted this safeguarding children policy and we expect every adult working with us or helping us support us to comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working for us.

Purpose of this Policy

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.

We believe that no child or young person should experience abuse or harm and we are committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm to children can cover a wide range of circumstances and behaviours. Examples of risks to children include:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)

- grooming and exploitation
- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyberbullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging in activities without adequate supervision

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

Safeguarding Principles

Safeguarding children from harm and abuse is an important responsibility. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging with us
- reporting concerns expeditiously and appropriately, in line with child protection procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly

- acting appropriately in the presence of children
- not taking any inappropriate risks
- not smoking, drinking or taking any form of illicit substances in the presence of children.

Safeguarding Officer

Any question, report or concern about the welfare of children should be shared with our Safeguarding Officer:

Name: ABBASSIA ALLI

Email: 17 high mead. LU3 1RY. Luton

Telephone: 07846384860

Confidentiality and Data Protection

All personal information we may process relating to children shall be processed and stored in accordance with our data protection privacy policy.

Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Officer should be contacted as soon as reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, to show that their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating children and asking probing, intrusive and/or leading questions

- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)
- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided
- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

Reporting Concerns About Other Adults

If there is a concern that another adult staff is or may be:

- harming a child either physically or emotionally
- exposing a child to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child

this must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with us.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to us will include either:

- further initial enquiries
- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of the individual concerned
- a referral to the Disclosure and Barring Service, or any other relevant regulatory

bodies

Any person working for us who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person who has had allegations made against them shall be treated fairly. All enquiries, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person who makes an allegation against another person shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

Disclosure and Barring Service (DBS) Checks and Reporting

DBS checks under the appropriate legislation should be undertaken wherever required for any position of paid or unpaid work for us.

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in an activity that is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

Safeguarding Children

Responsibilities and Planning

Although the Safeguarding Officer will hold ultimate responsibility for overseeing the safety of children, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Where a certain type of event, activity or trip is taking place, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

Appropriate background checks shall be undertaken in relation to any adult who is engaged by us, wherever we are legally required to do so (see the relevant section above).

Venues

We have carried out a health and safety risk assessment in relation to the premises, in reference to its safety and suitability for children. Where any events, activities or trips are to take place at other locations, we shall also carry out a further risk assessment.

The location for any events, activities and trips which are held by us shall always be risk-assessed properly in reference to the suitability and safety of children. Fire and safety procedures and precautions shall be made clear to all those involved.

First Aid

Any accident or injury concerning a child should:

- be dealt with in accordance with usual first aid procedures
- be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Officer.

Consent Forms

We will always obtain written consent from a parent or guardian where appropriate.

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Supervision

We will always ensure that children are adequately supervised at our events. We will follow all relevant legal provisions and guidelines concerning the matter of supervision.

Managing the Behaviour of Children Generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner

- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example, to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer

Managing Risks Posed by Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example, gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be treated seriously.

We will conduct an investigation into the relevant facts before any conclusions or recommendations can be made.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

Photography

Our Photographs

On some occasions, we may take photographs featuring children. We recognise that

photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on child's public image as they grow older

In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them
- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as far as is possible within any published material
- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which feature other children refrain from doing so unless they have the permission of the other children and their parent/guardian
- always store photos in accordance with our data protection policy.

Members of the Public

We ask that any members of the public attending our premises, events or activities do not take photographs.

Legal Framework

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to us in the jurisdictions we operate within.

This Policy will be reviewed regularly and may be updated from time to time.