



## **CHILD PROTECTION POLICY**

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### ***Introduction***

This document is the Child Protection Policy for **Le Petit Club Français d'Oxford**, which will be followed by all members of the organisation and followed and promoted by those in the position of leadership within the organisation.

The purpose of the Petit Club Français d'Oxford, which is a not-for-profit organization, is to encourage and enhance the use of the French language for partially or totally French-speaking children.

### ***The purpose of this policy:***

We know that being a young person makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the activities carried out by the organisation are transparent and safeguard and promote the welfare of all young people.

### ***Legal framework***

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

### ***We recognise that:***

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

***We will seek to keep children and young people safe by:***

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks, including DBS checks, are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

*This policy is implemented through the following procedure and will be reviewed and updated on a regular basis, at least annually.*

## **CHILD PROTECTION PROCEDURE**

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### ***Purpose and aim of the procedure***

This procedure applies to everyone who works or volunteers for Le Petit Club Français d'Oxford. Abuse or neglect of a child is caused by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or more rarely by a stranger.

### ***Recognizing signs of abuse***

Signs of abuse can be are physical, emotional, sexual abuse, and neglect.

Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of that organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

These can include:

A child may be experiencing abuse if he or she is:

- frequently dirty, hungry or inadequately dressed
- left in unsafe situations or without medical attention
- constantly "put down", insulted, sworn at or humiliated
- seems afraid of parents or carers
- severely bruised or injured
- displays sexual behaviour which doesn't seem appropriate for their age
- growing up in a home where there is domestic violence
- living with parents or carers involved in serious drug or alcohol abuse.

It is good practice to be as open and honest as possible with parents/carers about any concerns.

### ***How to respond to signs or suspicions of abuse***

Immediate action may be necessary at any stage in involvement with children and families. If any parent or young person/child has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with Dorothee Ward [dorothee.tonnerre@yahoo.co.uk](mailto:dorothee.tonnerre@yahoo.co.uk).

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD/REN ie:

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

### ***How to respond to a child telling you about abuse***

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations you must:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information

- they have shared.
- Reassure the child that:
  - you are glad they have told you;
  - they have not done anything wrong;
  - what you are going to do next.
- Explain that you will need to get help to keep the child safe.
- Do NOT ask the child to repeat his or her account of events to anyone.

### ***Consulting about your concern***

The purpose of consultation is to discuss your concerns in relation to a child and decide what action is necessary.

You may become concerned about a child who has not spoken to you, because of your observations of, or information about that child.

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child you must share your concerns. Initially you should talk to one of the people designated as responsible for child protection within your organisation. In this organisation this person is Dorothee Ward [dorothee.tonnerre@yahoo.co.uk](mailto:dorothee.tonnerre@yahoo.co.uk).

If one of those people is implicated in the concerns you should discuss your concerns directly with Social Services.

You should consult externally with your local Social Services Department in the following circumstances:

- when you remain unsure after internal consultation as to whether child protection concerns exist
- when there is disagreement as to whether child protection concerns exist
- when you are unable to consult promptly or at all with your designated internal contact for child protection
- when the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress.

### ***Making a referral***

A referral involves giving Social Services or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

In certain cases the level of concern will lead straight to a referral without external consultation being necessary.

Parents/carers should be informed if a referral is being made except

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Social Services about how and when the parents should be approached and by whom.

If your concern is about abuse or risk of abuse from someone not known to the child or child's family, you should make a telephone referral directly to the police and consult with the parents.

If your concern is about abuse or risk of abuse from a family member or someone known to the children, you should make a telephone referral to your local Social Services Office.

### ***Information required***

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals' known to be involved with the child/family eg: GP, Health Visitor, School.
- The nature of the concern; and foundation for them.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

### ***Action to be taken following the referral***

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to Social Services following the referral (within 48 hours).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

### ***Confidentiality policy***

The organisation should ensure that any records made in relation to a referral will be kept confidentially and in a secure place.

Information in relation to child protection concerns should be shared on a “need to know” basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child’s need for protection.

Abuse is always wrong and it is never the young person's fault. If you’re worried about a child, please call the [NSPCC Helpline](#) on **0808 800 5000** for advice.

### ***Other practices adopted by Le Petit Club Français d’Oxford***

In order to ensure that children are as safe as possible during their time at our clubs, we also implement the following practices for the various venues where we offer classes/clubs:

- Children are typically supervised by the teachers during the class, some teachers are also supported by an assistant and there is always an adult supervising the children in the playground of Phil and Jim School for the Tuesday classes whilst children wait for their class or are part of the ‘Animation’. These steps aim to prevent situations of unaccompanied child being in contact with an unsupervised adult.
- A ‘signing-in/signing-out’ procedure is being adopted at each venue and children of 8 years old or less are only collected by their custodial parents or persons authorised by such parent.
- Children are also put in group of similar age ranges and the clubs are designed for children until 12-13 years old (I.e no mixing of very young children with much older ones of teenagers).
- We apply the following adult to child supervision ratios at all times:

1) Children under 4 years - Parents/Carers/Guardians present to supervise their own child/children

2) Children aged 4 years - 1:4

3) Children aged 5 years and over - 1:9

- We ensure that all staff and volunteers who have the primary responsibility to work with or who might come into contact with children undergo DBS checks and that, where allowed, such checks are at an ‘Enhanced’ level irrespective of whether or not this is a requirement.
- When we organise events, we emphasize the message that all children need to be accompanied by one parent or guardian and that they are under the responsibility of such adult.

*This policy is implemented through the procedure described above and is reviewed by the Board of Trustees and updated on a regular basis, at least annually.*

September 2015