

Policy or Procedure Title : QDM 19	Safeguarding Children Policy
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Safeguarding Children Policy

Introduction

LAMDA Examinations as a statutory awarding organisation works with children, young people and potentially vulnerable adults. LAMDA Examinations has a responsibility to safeguard and promote the welfare of its learners and this policy provides a clear framework in which this will happen.

LAMDA Examinations is committed to ensuring the safety of children, young people and vulnerable adults.

LAMDA Examinations

- Believes the welfare of the child is paramount
- Values children and their protection
- Believes all participants in LAMDA Examinations without exception have the right to protection from abuse
- Wants to fulfil its duty of care and provide a safe assessment environment
- Would like to give clear direction to staff /external examiners/Centre Co - coordinators/stewards/representatives in situations that may be distressing
- Will strive to ensure all allegations of abuse will be taken seriously and responded to swiftly and appropriately

LAMDA Examinations has adopted the following Safeguarding Children Policy to take all reasonable actions to ensure it does everything in its power to ensure the safety and protection of all learners participating in its examinations.

Definitions

The Children Act 1989 defines a child as "a person under the age of 18" The management of Health and Regulations 1999 regard a child as "a person who is not over the minimum school leaving age" and a young person as "a person who has not yet attained the age of 18" For the purpose of this document, a child is under 16 and a young person is over 16 but under 18.

Section 155 (4) (a) of the Police Act 1997 states that a person can be considered to be vulnerable if he/she is "*substantially dependent upon others in performing basic physical functions, or his ability to communicate with those providing services, or to communicate with others is severely impaired, and as a result, he would be incapable of protecting himself from assault or other physical abuse, or there is potential danger that his will or moral well- being may be subverted or overpowered.*"

Policy Statement

LAMDA Examinations has a duty to take steps to ensure its learners a right to protection and has therefore produced a policy to cover such situations where its staff /external examiners/Centre co- coordinators/stewards/representatives do have contact with children, young persons or vulnerable adults. LAMDA Examinations will ensure as far as is reasonable practicable that it provides an environment which is safe and protects young persons and vulnerable adults involved in its examinations through adherence to the safeguarding children policy it has adopted.

Policy Aims

The aim of LAMDA Examinations Safeguarding Children Policy is to promote best practice by:

- Providing children, young people and vulnerable adults with the appropriate safety protection when engaging in LAMDA Examinations
- Allowing our staff to make informed and confident responses to specific child protection issues

Policy Implementation

LAMDA Examinations Safeguarding Children Policy will be implemented by adhering to the policy guidelines contained within this document. All staff who work with children, young persons or vulnerable adults must comply with this policy in conjunction with LAMDA's code of conduct, failing which disciplinary action may be taken under LAMDA's Disciplinary Procedure.

The guidelines cover the following areas

Policy for LAMDA Examination Staff

Policy for LAMDA Examiners and LAMDA examiners/Centre Co - coordinators/stewards/representatives

Policy and procedures for dealing with allegations or suspicions of child abuse

General information and guidance

Promoting best practice

Practices to be avoided

Practices not sanctioned

Managerial responsibilities of CPO

Accountability for LAMDA Examinations Safeguarding Children policy lies with the Head of Examinations with delegated responsibility to relevant members of the management team.

The Child Protection Officer is the Qualifications Development Manager. Contact details lisa.begley@lamda.org.uk

LAMDA Examinations will ensure that the identity of the Child Protection Officer is made available to all involved in all activities regarding children, young people and vulnerable adults. Copies of the policy will be available in the Guide for Centres and Teachers and on the website.

What is abuse?

Child abuse is defined as

“A term to describe a range of ways in which people, usually adults, harm children. Often the adult is a person who is known and trusted by the child. Child abuse is neglect, physical injury, sexual abuse or emotional abuse inflicted or knowingly not prevented, which causes significant harm or death”

NSPCC 1999

For Staff

LAMDA Examinations recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children

LAMDA Examinations requires that

- All new staff complete a CRB check. The application form will elicit information about applicants past and a self disclosure about any criminal record
- A reference is given from a previous role

All LAMDA Examinations staff will be issued with a copy of the Safeguarding Children policy. Any member of staff found in breach of the guidance will be subject to disciplinary action in accordance with LAMDA's disciplinary policy.

All staff must

- Understand their responsibilities under the Safeguarding Children Policy and report any concerns about suspected poor practice or possible abuse
- Respond to concerns expressed by a child, young person or vulnerable adult
- Work safely and effectively with the child, young person or vulnerable adult

It should be noted that LAMDA Examinations staff are not specifically trained or qualified to deal with situations of abuse, nor do they have the power to decide if abuse has occurred. Appropriate action will be taken by the Child Protection Officer to notify the relevant authorities to any alleged case of abuse.

For LAMDA Examiners and LAMDA Centre coordinators/stewards/representatives

LAMDA Examinations requires that

- LAMDA external examiners/Centre Co - coordinators/stewards/representatives take appropriate responsibility for safeguarding children/young persons or vulnerable adults during LAMDA Examinations activities
- Following successful induction and training, LAMDA Examiners will be required to complete an enhanced Criminal Records Bureau check (CRB).

The will not be able to examine until satisfactory references and CRB returns are made.

- LAMDA Examiners will complete an enhanced CRB check every 3 years
- LAMDA Examiners and LAMDA staff / /Centre Co - coordinators/stewards/representatives representatives will be issued with a copy of the Safeguarding Children policy each academic year if amendments have occurred

This will be in conjunction with adherence to the Code of Conduct in the Guide for Centres and Teachers which includes statutory regulations and health and safety requirements and the Examiners Handbook which provides terms and conditions of the Examiner role.

Use of Child Images in Photographs/Website

As a means of publicising the work of LAMDA Examinations in brochures and on the website or for use as training in DVDS LAMDA Examinations would naturally seek to use images of participants on its qualifications. However, given the current climate of child protection and the misuse of images in child pornography and paedophile websites, this will only be done within the following guidelines:

- Formal permission in writing will be obtained from parents/carers or school for the use of all child images. In the case of children aged 16+ permission will also be sought directly from the young people themselves
- No inappropriate images will be taken
- New permission will be sought for other use of any image

Policy and procedure for dealing with allegations or suspicions of child abuse

There are a number of ways in which abuse becomes apparent:

- A child/young person/vulnerable adult discloses abuse
- Someone else discloses a child/young person/vulnerable adult that he/she strongly believes a child has been or is being abused
- A child/young person/vulnerable adult might show signs of physical injury for which there is no appears to be no satisfactory explanation
- A child /young person/vulnerable adults behaviour might indicate that he/she is being abused
- A member of staff /external examiner/Centre Co - coordinators/stewards/representatives behaviour to a child /young person/vulnerable adult causes concern

Policy for reporting

LAMDA Examinations will not undertake any investigations itself, referring such evidence to the appropriate authorities.

Any disclosure must be clearly recorded regardless of whether or not it will ultimately be passed on to the statutory authorities.

The member of staff/examiner/ centre coordinators/stewards/representatives should not:

- Panic
- Allow their shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions about what has happened
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets

The member of staff/examiner/ centre coordinators/stewards/representatives should:

- Try to react calmly
- Listen carefully and take what the child/young person/vulnerable adult says seriously
- Ask no more question than are necessary to ensure they are clear enough about what has happened to pass the child/young person/vulnerable adults concerns on.
- Make a full written report of what has been said, heard and/or seen as soon as possible to the CPO and/or Head of Examinations.
- Offer reassurance but not promise confidentiality. It should be explained that the child/young person/vulnerable adult will have to speak to someone who can help

LAMDA Examinations will maintain a full record of any reported incidents or suspicions, including the procedures followed, the feedback received and to whom the case was referred. All records will be protected in compliance with the Data Protection Act 1998.

LAMDA Examinations will ensure any information regarding abuse allegations will record:

- name, age, date of birth
- home address and telephone number
- whether the person making the report is expressing their own concerns or those of someone else
- A description of any visible bruising/injuries
- The nature of the allegation. Including dates, times and any special factors or relevant information
- Details of witnesses to the incident/s
- The child/young person/vulnerable adults account if it can be given
- Whether the parents have been contacted(with details)
- If anyone else been consulted(with details)

Procedure for Reporting

It is not the responsibility of LAMDA Examinations to decide whether or not child abuse has taken place.

However there is a responsibility to act on any concerns through contact with the appropriate authorities.

LAMDA Examinations will assure all staff/examiners/centre coordinators/stewards/representatives that it will fully support and protect anyone who in good faith reports his or her concerns that anyone is, or may be, abusing a child/young person or vulnerable adult.

LAMDA Examinations will be aware of what constitutes abuse and what should arouse suspicion by reference to LAMDA Examinations Safeguarding Children Policy document and government documentation.

www.everychildmatters.gov.uk

- If an allegation is to be made the person/s must complete a Child Protection incident report form (Annex A), mark it CONFIDENTIAL and send it to the nominated CPO at LAMDA Examinations.
- The CPO will consider the incident report and take steps as considered necessary to ensure the safety of the child/young person/vulnerable adult in question and any other child who may be at risk. Referring to the Head of Examinations for final consideration prior to any external actions taking place.
- The CPO will inform the member who submitted the form that the person/s has been contacted. The CPO will not discuss the incident any further other than for purpose of clarification
- The CPO will keep all sensitive information secure as in conjunction with the data protection act 1998
- The CPO will refer the allegations to the social service department who may involve the police, or go directly to the police out of hours
- The parents or carers will be contacted as soon as possible according to advice from the social service department

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Child Protection Officer/Head of Examinations
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social Services/Police
- The alleged abuser (and parents if the alleged abuser is a child).

General Information and Guidance

Legislation and Government Guidance

There is a considerable body of legislation designed to ensure that children/young person and vulnerable adults are protected and it is important to understand that

everyone is responsible for the safety of children. These can be accessed to provide further information and guidance.

The main acts include:

- The Children Act 1989
- Working together to Safeguard Children
- Safeguarding Children and Safer Recruitment in Education 2007
- The United Nations Convention of the Rights of the Child
- Rehabilitation of offenders Act 1979
- Health and Safety at Work Act 1979
- Youth Justice and Criminal Evidence Act 1999

Other useful contacts include:

NSPCC Helpline
0800 800 5000
www.nspcc.org.uk

Every Child Matters
www.everychildmatters.gov.uk

ChildLine
0800 1111
www.childline.org.uk

Criminal Records Bureau
www.ncb.org.uk

Ofsted
www.ofsted.gov.uk

Promoting Best Practice

Best Practice means:

- Always putting the welfare of the child /young person//vulnerable adults first
- Treating all children/young people/vulnerable adults with respect and dignity
- Being aware of the effect your words or actions might have
- Keeping a physical and professional distance
- Being an excellent role model
- Always working in an open environment where possible, avoiding private or unobserved situations and encouraging open communication
- Recognising the developmental needs and capacity of young persons and vulnerable adults

Practices to be avoided

- Do not spend excessive amounts of time alone with children/young persons/vulnerable adults and away from others
- Do not say anything that may make the child/young person/vulnerable adult feel uncomfortable or debased

- Do not say anything that might be interpreted as aggressive, hostile or impatient

Practices never to be sanctioned

The following should never be sanctioned.

You should **never**:

- Allow or engage in any form of inappropriate touching
- Make sexually suggestive comments to a child/young person/vulnerable adult
- Reduce a child/young person/vulnerable adult to tears as a form of control
- Promise a child/ young person/vulnerable adult that their confidences will be kept secret
- Allow allegations made by a child/young person/vulnerable adult to go unrecorded or not acted upon
- Invite or allow a child/ young person/vulnerable adult to stay with you at your home unsupervised.

This policy will be reviewed every three years unless an incident occurs where it will be reviewed immediately or when changes occur to the legislation. The next review will take place in June 2012.

ANNEX A: CHILD PROTECTION INCIDENT RECORD FORM

Please complete this form to ensure any allegations of abuse, bullying or misconduct are correctly documented and pass to the Child Protection Officer.
Do not discuss this incident with anyone other than those who need to know.

Your Name:	
Your Position:	
Child/Young Person/Vulnerable adult name:	
Child/Young Person/Vulnerable adult address:	
Parent/Carers name and address:	
Child/Young Person/Vulnerable adult date of birth (if known):	
Date, time and place of alleged incident :	
Your Observations:	

Record exactly what the child/young person/vulnerable adult/person making the allegation said in their own words and any questions you asked if the situation needed clarification: (remember do not lead, only record actual detail. Continue on a separate sheet if necessary).

Action taken:

External agencies contacted (time and date):

Police: Yes / No

If Yes which:

Name and contact details:

Detail of advice received:

Social Services: Yes / No

If Yes which:

Name and contact details:

Detail of advice received:
Signature:
Print name:
Date :

Child Protection Officer NB: If you contact your local Social Services Department regarding the above, a copy of this form should be sent to their Child Protection Team following a telephone report.