

Safeguarding Policy



Creating Value and Making a Difference in the Children of Today so that they Become Effective Leaders of Tomorrow

The policy is designed to encourage the development of good practice in Simoko Trust School campuses to prevent the physical, emotional and sexual abuse of children and young people while they are in the care of the School. The policy is also intended to protect those who work with children and young people from unfounded accusations or from behaving in ways, which may be well intended but inadvisable.

The policy consists of:

1. Policy Statement
2. Procedures
3. Guidelines for the Implementation of the Procedures

1 Policy Statement

“ As one of its major activities, Simoko Trust School seeks to serve the needs of children and young people, promoting a sense of wholeness of life. In doing so it takes seriously the welfare of all children and young people who come into its premises or who are involved in its activities. It wishes to prevent any physical, sexual or emotional abuse of children and young people and to this end recognizes its responsibility to implement, maintain and review the following procedures. ”

2 Procedures

- ❖ To plan the work of the School so as to minimize situations where the abuse of young people or children may occur.
- ❖ To introduce a system whereby young people or children may talk to an independent person. Refer young people and children to specialist agencies where necessary.
- ❖ To give all staff and volunteers clear roles.
- ❖ To give supervision as a means of protecting children.
- ❖ To ask all workers to complete an application form.
- ❖ To explore applicants' experience of working or having contact with children and young people before appointment.
- ❖ To confirm with groups/organizations, who work with children and young people and who wish to hire the premises that they undertake to follow the School Safeguarding Policy.
- ❖ To implement and issue guidelines to all workers with children or young people on how to deal with abuse and to give training on the use of these guidelines. These guidelines and training to include:
 - * A reminder of the worker's duty, both to prevent abuse and to report any abuse discovered or suspected
 - * Guidance on what constitutes abuse and how to recognize it o specific instructions on who to inform if abuse is disclosed or discovered
 - * Where identified, the name and address/number of the contact person in case it should be suspected that the abuser is someone holding a position of responsibility within the School.
 - * Some indication of what might happen if the abuse is reported
 - * guidance on how to support the abused child or young person

3 Guidelines for the Implementation of the Procedures

- ❖ Plan the work of the School so as to minimize situations where the abuse of young people or children may occur.
- ❖ Arrange that, as far as possible, a worker is not left alone with a child or young person where there is little or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open. This good practice can be of as much benefit to the adult as to the child or young person.
- ❖ When meeting with children and young people individually off the premises, workers will take reasonable measures to ensure the safety of the young person and themselves, informing relevant people.
- ❖ Where possible have two workers present with a group.
- ❖ If there is only one activity taking place in the School at least two workers must be present.
- ❖ Never take a group off the School premises with fewer than two adults.
- ❖ Think about the use of School premises. For example, do not expect children or young people to have to walk along a dark, unsupervised path in order to enter the School

- Where children and young people have to be transported by car or minibus arrange, as far as possible, to have more than one passenger in the vehicle.
- Wherever possible staff will deal with incidents and disclosures within the organization. When an incident is more serious a referral or reporting of the information will take place. Such agencies could be local Social Services, the Police, Ministry of Education, etc.
- Give all staff and volunteers clear roles: Abuse of children and young people is most easily concealed where there is confusion amongst adults about roles and responsibilities. Staff should have a job description, which include their responsibilities for the protection of children and young people.
- Volunteers should also have a clear idea of what is expected of them, as outlined in the Volunteer Contract and induction and training.
- Use supervision as a means of protecting children and young people
- Regular opportunities should be made for workers to meet to review and plan their work, to share their experiences, to receive training and to talk about their relationships with the children and young people. Special attention should be paid to any situation in which a child or young person is being either highly favoured or harshly treated as these could be signs of abuse.
- When possible, leaders of groups should take opportunities to observe those for whom they are responsible as they work with children and young people.
- All staff and volunteers need to fully complete a bio-data application form and provide referees. References will be sought, in writing, for all workers. It will be made clear that the person will be working with children and young people and that views on their suitability for this work will be invited. Information about other criminal convictions must also be given, as these may be relevant to the suitability of the person.
- Confirm with groups/organisations, who work with children and young people and who wish to use the premises that they undertake to follow the Home Office code of practice "Safe from Harm".

