



Child Protection Policy

Review date : July 2021

Reviewed by: Phil Parker

Designated Safeguarding Lead: Phil Parker

Date DSL Training Attended: 22/01/2020

Deputy Safeguarding Lead: Kieran Fletcher

Date DSL Training Attended: 22/01/2020

Prevent Lead: Phil Parker

Date Prevent/Wrap Training Attended: 6/2/2020

Roles & Responsibilities

All adults, including volunteers, working in or on behalf of FUNDA will:

- Demonstrate an understanding that safeguarding is everyone's responsibility
- Maintain and demonstrate a mind set of "it could happen here"
- Do all they can within the capacity of their role, to keep ensure that children are protected from harm
- Do all they can within the capacity of their role, to ensure that children grow up in circumstances consistent with safe and effective care
- Do all they can within the capacity of their role, to ensure that children have the best outcomes
- Report cases of suspected abuse to the DSL. This will be done as soon as possible using FUNDA's agreed format
- Report lower level concerns to the DSL using FUNDA's agreed format
- Monitor all pupils, particularly those that are deemed vulnerable
- Report any concerns regarding adults conduct to the DSL or Company Founder & Creative Director Kieran Fletcher

The DSLs will:

- take lead responsibility for safeguarding and child protection
- manage referrals to Children's Social Care, Police and other agencies
- work with others in order to improve outcomes for children
- attend DSL training every 2 years
- undertake Prevent awareness training
- update their skills and knowledge on a regular basis, but at least annually
- raise awareness of safeguarding throughout FUNDA
- ensure that this policy is reviewed annually and is available publicly
- maintain, update and amend FUNDA's safeguarding portfolio regularly
- ensure that parents are aware of FUNDA's responsibilities regarding safeguarding and child protection
- maintain accurate safeguarding records that are stored securely
- be available during FUNDA working hours
- be provided with appropriate support and supervision in order to carry out the role safely and effectively

Record Keeping:

- There is an agreed format for reporting all matters relating to child wellbeing, from an early help requirement or "niggle", to a disclosure of abuse
- ALL staff use the agreed format for passing on concerns
- concerns should be factual and evidence based
- concerns should be logged immediately and if something needs actioned immediately then the DSL should be informed in person as well.
- concerns should be passed directly to the DSL
- ALL concern logs will be kept either in FUNDA whole safeguarding files or in an individual pupil safeguarding file
- a pupil will have an individual safeguarding file when there has been a number of concerns, an offer of Early Help or the family is, or has been at Level 2 or above on the Continuum of Need
- DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the child's records
- DSLs will record evidence of child's wishes, professional challenge, offers of early help and multi-agency working
- when individual pupils are discussed during staff meetings, such as supervision, staff updates or risk assessments etc. pupil information should be stored in a secure manner

- all safeguarding records will be stored securely in a locked room/cabinet
- only DSLs and other named staff will have access to safeguarding records
- advice will be sought from legal services and/or Schools Safeguarding Officer if any staff are unclear about any aspects of safeguarding record keeping

Allegations:

FUNDA understands that when an allegation is made against a member of staff, set procedures must be followed. We therefore ensure that:

- all staff are aware of the requirement to, and process of referring allegations against staff to the DSL
- all staff are aware of the requirement to, and process of referring allegations against the DSL to FUNDA Founder & Creative Director Kieran Fletcher
- all staff remember that the welfare of the child is paramount and that they have a duty to inform the DSL if any adult's conduct gives cause for concern
- all concerns of poor practice or possible child abuse by colleagues should be reported to the DSL
- complaints about the DSL should be reported to FUNDA Founder & Creative Director Kieran Fletcher
- all staff are aware of the FUNDA's Whistleblowing Policy which enables staff to raise concerns
- will report any concerns to the local LADO Local Authority Designated Officers when necessary

Mobile Phones, Cameras and Devices:

FUNDA is committed to keeping pupils safe by ensuring that electronic devices such as cameras, phones and tablets are used in an appropriate manner. FUNDA will therefore ensure that:

- parental consent is obtained to take and use photographs and/or videos of children
- parental consent is obtained for photographs to be taken by the media for use in relation to promoting or publishing the school
- separate parental consent is obtained if any other agency requests to take photographs of any child
- parental consent will be valid for 5 years but may be sought more regularly at the discretion of FUNDA Founder & Creative Director Kieran Fletcher
- images will be uploaded to, and stored in a secure place for a relevant amount of time, this may be for longer than the child is at FUNDA if appropriate
- photographs and videos of children are only taken to provide evidence of their achievements for developmental records or for other FUNDA related purposes
- visitors, volunteers and students do not use their own mobile phones to take or record any images of children
- staff, volunteers and visitors will not use mobile phones in toilet or changing areas