



## CHILD PROTECTION & SAFEGUARDING POLICY

This policy was reviewed on:	2 <sup>nd</sup> November 2021
Date to be reviewed:	2 <sup>nd</sup> November 2022
Signature of person responsible:	M. Wittenberg
Name of signatory:	Michelle Wittenberg
Role of signatory:	Manager



## **POLICY STATEMENT**

KEF KIDS aims to ensure the continuous safety and protection of all children attending KEF KIDS programmes, including residential schemes. All children have a right to protection, and the additional needs of children with disabilities and special needs or those who are particularly vulnerable must be recognised. This policy recognises the obligations and duty of care on organisations working with children and young people as stated in The Children Acts 1989 & 2004, the Childcare Act 2006, Every Child Matters 2006 and Working together to Safeguard Children. All workers, paid staff and volunteers within KEF KIDS will receive safeguarding and child protection training, and must abide by the protocols at all times.

The policy is designed to encourage the development of good practice and to prevent the physical, emotional and sexual abuse of children and young people while they are under the care of KEF KIDS. It stresses the responsibility of all workers and volunteers to be alert to signs of abuse and provides for a prompt and effective reporting procedure should abuse be suspected, disclosed or discovered, regardless of the setting in which the abuse has taken place, or those suspected of being involved. The policy intends 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, enabling KEF KIDS to fulfil their duty of care.

## **THE DUTY OF TRUSTEES**

KEF KIDS's appointed Trustees have a duty of care to safeguard children and vulnerable adults with whom the charity works. They will ensure to act in their best interests, taking all reasonable steps to prevent harm, assess and manage risks, and adhere to the safeguarding policies and procedures, and respond appropriately to allegations of abuse.

## **KEF KIDS'S AIMS FOR CHILD PROTECTION AND SAFEGUARDING**

KEF KIDS aims to:

- Welcome children, young people and staff into a safe and protected environment with a happy and friendly atmosphere
- Support, train to the highest standards, and supervise those working with children and young people
- Recognise that it is the responsibility of its staff to prevent the physical, sexual or emotional abuse of children and young people and to respond in a confidential manner to child protection issues, reporting abuse promptly, whether suspected or confirmed
- Recognise that it is the responsibility of group leaders to prevent the physical, sexual or emotional abuse of staff and to respond in a confidential manner to any issues, reporting abuse promptly, whether suspected or discovered
- Provide all staff with clear guidelines, advice and training for reporting incidents
- Recognise its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse

## **THE VULNERABILITY OF KEF KIDS SERVICE USERS**

Most participants at KEF KIDS have an increased risk of abuse because of their special needs, which is recognised by the Trustees and all management. It is important to understand that this increase in risk may be due more to societal



attitudes and assumptions or child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and a reluctance on the part of some adults to accept that abuse can occur. The responsibility to ensure that those with disabilities or special educational needs are kept safe is thus even greater.

### **RECRUITMENT, TRAINING, INDUCTION AND SUPPORT TO STAFF:**

KEF KIDS recognises that anyone has the potential to abuse children in some way and therefore all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

- All potential KEF KIDS staff must complete a staff application form providing previous experiences and two references which will then be reviewed. Disclosure and Barring Service (DBS) checks will be completed for all staff members. KEF KIDS will verify their mental and physical fitness to carry out their duties.
- Detailed training will take place for new staff, including an overview of the Child Protection Policy.
- An experienced adult leader should be available to debrief and support staff. Staff receive constant supervision and support within their roles to ensure they are managing their responsibilities
- KEF KIDS has the right to redo checks on any existing member of staff should there be a concern regarding their ongoing suitability and forward any relevant information to DBS.
- Regular opportunities will be made for staff to meet to share their experiences, to receive training and to talk about their relationships with the children and young people.
- The job requirements and responsibilities should be clarified.
- Relevant personnel to undergo national first aid training (where necessary).

### **DESIGNATED SAFEGUARDING PERSON**

- A DSP (Designated Safeguarding Person) should be appointed from within KEF KIDS to have responsibility for the co-ordination and implementation of KEF KIDS's Child Protection and Safeguarding Policy and Procedures, and all staff should be aware of who the DSP is/are.
- The DSP will undergo appropriate training and keep the training up to date.
- The current KEF KIDS DSP's are Mrs Michelle Wittenberg and Miss Adina Morris. In addition, several team leaders have undertaken safeguarding training.
- The Trustee responsible for safeguarding is Mr Jehuda Wittenberg.
- Each KEF KIDS residential has a named DSP on site for its duration; all staff are made aware of the person they could turn for help and/or advice. In addition, the local MASH and LADO are identified in advance for each locality in which the residential camp would be based.
- The DSP will act as a source of support, advice and expertise to staff on matters of safety and safeguarding, and when deciding when to make a referral by liaising with relevant agencies.
- The DSP has a responsibility to act on any concerns through contact with the appropriate authorities.
- The DSP will refer relevant concerns and suspicions to Children's Social Care and to the designated Officer for Child Protection Concerns. Should a crime be found to have been committed or suspected, the DSP will immediately



report the relevant staff member to the Disclosure and Barring Service and/or the police. The DSP will also keep the Trustees of KEF KIDS informed.

### **TYPES OF ABUSE**

- Physical - actual or likely physical injury to a child, or failure to prevent physical injury to a child
- Sexual - actual or likely sexual exploitation of a child or adolescent.
- Emotional - actual or likely severe adverse effects on the emotional and behavioural development of a child caused by persistent or severe emotional treatment or rejection.
- Neglect - persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of a child's health or development.

### **REPORTING INCIDENTS :**

Any suspicion that a child or young person has been abused must be reported.

This can be reported to:

- the DSP  
Michelle Wittenberg: [michal@kefkids.org](mailto:michal@kefkids.org) / 07966 672 635  
Adina Morris: [adina@kefkids.org](mailto:adina@kefkids.org) / 07963 582 751
- the Local Authority Designated Officer (details will be available for the LADO in each programme)
- a police officer
- an officer of HMCI (Ofsted - 0300 123 1231)
- NSPCC (020 7825 2500)

Correct procedure is not to confront the person who is alleged to be responsible for the abuse. It is not the responsibility of anyone working for KEF KIDS, to decide whether or not child abuse has taken place.

The following must be reported immediately:

- If you or someone else accidentally hurt a child or young person
- If the child or young person seems unduly distressed
- If you suspect or discover any form of abuse occurring in any of the children and young people i.e. marking on bodies or making of a disclosure
- If you have a gut feeling that behaviour is out of the ordinary

### **IMMEDIATE ACTION**

As soon as an allegation has been reported, steps will be taken to ensure that the child or adult who is the subject of the allegation – and potentially any other children who are at risk, are fully protected.

This includes, depending on the circumstance of the allegation:

- Immediate suspension pending investigation, of the member of staff – or, if the perpetrator is another child or young person – separation of this person from all other potential victims and potentially removing him/her from the scheme completely
- Ensuring that the child and any other potential victims, are not left alone with the alleged perpetrator at any time whilst an investigation takes place



## **REPORTING PROCESS FOR DSP**

The DSP has a responsibility to act on any concerns reported through direct contact with the appropriate authorities. KEF KIDS will assure all staff that it will fully support and protect anyone who in good faith reports his/her concern that a staff member or another caregiver (e.g. parent) is, or may be, abusing a child. It is not the responsibility of staff members to conduct their own investigations into an incident, further than reporting the incident in the correct manner. The staff members should constantly monitor their reporting and challenge if there is no response.

1. Once a staff member approaches the DSP and outlines his/her reasons for concern, the DSP will document the concern/incident reported, and consult with the other DSP.
2. Where relevant, the DSP will refer this complaint to the the LADO in whose area the particular residential scheme will take place and consult with them to determine the route for action to be taken.
3. DSP will cooperate with any requests from the LADO, HMCI, Police, NSPCC to facilitate any investigation – either for an incident reported directly to one of the above-named organisations, or for an incident that the DSP has reported to the LADO.
4. DSP will record all actions taken and monitor them.
5. DSP will notify HMCI (and where relevant, a placing authority) of any investigation and consequent outcome.

## **MONITORING**

Children who are the subject of Child Protection Plans will be monitored, and accurate and secure Child Protection Records will be kept and constantly reviewed and updated.

## **GOOD PRACTICE GUIDELINES**

- Wherever possible, staff should work in an open environment, avoiding private or unobserved situation. If not possible, staff must ensure rooms remain unlocked and accessible.
- Lead staff must minimise situations where the possibility of abuse may occur.
- All children and young adults at KEF KIDS must be treated equally, with respect and dignity.
- The welfare of the child/young adult is paramount
- Should any form of physical or medical support be required, it should be provided with dignity and with at least two members of staff of the same sex as the child or young person the subject of physical or mental support, present or nearby
- Staff training must be kept up to date in technical skills, qualifications and all insurance policies.
- Staff must avoid taking on the responsibility for tasks for which they are not appropriately trained.
- When children have to be supervised in the swimming changing rooms or dormitories, no staff member may be alone with a child at any time and no doors may be locked
- Appropriate ratios of leadership to children must be observed according to age and gender.
- Record must be kept of which children and staff are involved in specific activities, as well as any significant incidents.



- When returning from KEF KIDS programmes, children must always be collected by adults known to have permission to do so. In different circumstances, staff must obtain and verify the identity of the person collecting the child or young person.
- All staff have a duty to act as excellent role models – this includes not smoking or drinking alcohol in the company of children and young people.
- Enthusiastic and constructive feedback rather than negative criticism must always be given.
- The mental and physical capacity of children and young people must be recognised, and staff must avoid excessive physical and mental exertion and not pushing them against their will.
- Parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment, permission in writing must be obtained in advance of any residential camp.
- Any injury that occurs must be reported and documented, along with the details of any treatment given.
- Staff should avoid doing things of a personal nature for children or disabled adults that they can do for themselves. Where this is not possible, guidelines provided in the staff handbook must be followed

### **PRACTICES NEVER TO BE SANCTIONED:**

- Engaging in rough physical or sexually provocative games, including horseplay.
- Allowing or engaging in any form of inappropriate touching.
- Spending time in a room that is locked/ inaccessible to others, alone with a child.
- Allowing children to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child, even in a playful manner.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Using photographic/filming equipment for inappropriate purposes.

### **STAFF DEVELOPMENT**

All staff will be inducted into the contents of this Policy.



### ADDENDUM – COVID-19

This addendum sets out changes to our normal child protection policy in light of coronavirus and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish, and we will keep it under review.

In this addendum, where we refer to measures to protect service users who are accessing KEF programmes from home, this means those who are not attending KEF services for various reasons relating to coronavirus – for example, due to clinical and/or public health advice, such as if they are shielding or if they need to self-isolate for another reason. The majority of the service users of KEF KIDS services are classed as vulnerable and therefore some services can continue to operate in the KEF Centre. Services operate under relevant restrictions as directed by Public Health England and careful assessments are undertaken and frequently reviewed. Alternative remote provision is offered for children who are not attending face-to-face programmes.

Although the principles of safeguarding remain the same, staff have been made aware that it is more challenging to identify child protection concerns and provide appropriate support and that during this challenging time, service users can be even more vulnerable than before as there are potentially less opportunities for the adults in their lives to identify areas of concern – and indeed the possibility of heightened stress and pressure surrounding the child.

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at Kef programmes and those accessing from home. For those children at home, staff and volunteers will look out for warning signs e.g. seems more withdrawn.

The DSPs remain available at all times to deal with relevant concerns from staff, service users and their caregivers, and the same reporting processes still apply. If they cannot be reached, the Trustee responsible for safeguarding is also available.

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children. Recruitment of new staff or volunteers follows a similar process to pre coronavirus, however initial interview take place virtually, as does as much training as possible. Group leaders carefully supervise new recruits.

The need for support is ever greater during this time and service provisions are constantly being monitored and adjusted to ensure maximum help is offered. Staff and volunteers are made aware of the possible effects that this period may have had on children's mental health. They will look out for behavioural signs, including children being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Where staff or volunteers are interacting with children online, they will continue to follow our existing policies and procedures and the information will be provided to



the parents to share with their child to ensure parental consent. Whilst maintaining online contact with children to allow them to access KEF programme, staff ensure that two adults are always present during online lessons as it is best practice. For an adult not to be alone with a child – online or offline. Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately.

Staff are carefully inducted and constantly updated regarding the changing restrictions and guidelines in place from Public Health England regarding social distancing and best practice, and also trained regarding:

1. Potential of increased welfare concerns and reporting process
2. Recognising when additional support is required
3. New ways of working potentially exposing new information about home situations (e.g. income loss, mental health issues, family conflict, hunger)
4. Recording consistent non-attendance including reasons for non-attendance to ensure no underlying safeguarding concern

DSPs have explored options for liaising with multi-agency partners during this time should a family in the care of KEF KIDS need additional support.