

RISING SUN ARTS CENTRE CHILD PROTECTION POLICY

Adopted June 2015

Revised July 2026

Date reviewed July 2026. Updated to reflect change in RS staff structure – no paid Centre Manager in post.

DESIGNATED CHILD PROTECTION REPRESENTATIVE

NAME: AMY GIBB

CONTACT NUMBER: 07944 842454

NOMINATED TRUSTEE OVERSEEING CHILD PROTECTION

NAME: TBC

CONTACT NUMBER: TBC

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

REFERRAL TO SOCIAL CARE SERVICES

To make **URGENT** referrals **OUT OF OFFICE HOURS** telephone **01344 786543**

For all **NON – URGENT** referrals and enquiries telephone **0118 9553641**

1. PURPOSE

- 1.1 An effective child protection policy provides clear direction to staff, volunteers and others about expected behaviour when dealing with child protection issues. An effective policy also makes explicit the commitment of the Rising Sun Arts centre to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

2. INTRODUCTION

- 2.1 The Rising Sun Arts Centre takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care.
- 2.2 There are three main elements to our child protection policy;
- a) Prevention through the creation of a positive informed and alert atmosphere within the Centre.
 - b) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
 - c) Support to children and young people who may have been abused.
- 2.3 This policy applies to all Staff, Trustees, Volunteers and other users of the Centre.
- 2.4 This Centre recognises it is an agent of referral and not of investigation.

3. POLICY

- 3.1 We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse.

The Rising Sun Art Centre will therefore:

- a) Establish and maintain an environment where everyone feels safe and secure and are encouraged to talk, and are listened to.
- b) Ensure that children and young people know that there are adults within the Centre and specifically designated adults attached to any project which works with children and or young people who they can approach if they are worried or are in difficulty.

- c) Identify any situations/activities where children are specifically catered for within the centres programme and ensure that a nominated adult is identified within that project who young people can approach with concerns.
- d) Ensure that wherever possible every effort will be made to establish effective working relationships with parents, care staff and colleagues from partner agencies.

4. FRAMEWORK

- 4.1 Child protection is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice is the responsibility of the Rising Sun Arts centre's Board of Trustees.

5. ROLES AND RESPONSIBILITIES

- 5.1 All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within The Organisation and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.
- 5.2 It is the role of the Designated Child Protection Coordinator to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals to Reading Borough Council's Access and Assessment Team in accordance with procedures. Additionally, it is the role of the Designated Child Protection Coordinator to ensure all staff employed by the Rising Sun Arts Centre including temporary staff and volunteers are aware of the centre's internal procedures.
- 5.3 The Board of Trustees are responsible for ensuring that the Centre follows safe recruitment processes and enhanced Disclosure and Barring Service (DBS) checks will be sought on all staff that have substantial and/or unsupervised access to children.
- 5.4 The role of the Nominated Board Member for Child Protection is to ensure that the centre has an effective policy and that the policy guidelines are complied with. Board Members must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.
- 5.5 The Designated Child Protection Co-ordinator and the Nominated Board Member for Child Protection provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and Board Members and other relevant issues.

6. PROCEDURES

- 6.1 All action is taken in line with the following guidance;
 - a) Reading Safeguarding Children Board (RSCB) Guidelines,
<http://www.proceduresonline.com/berks/>

- b) "What to do if you're worried a child is being abused" Every Child Matters best-practice-guidance. <http://www.dcf.gov.uk/everychildmatters/resources-and-practice/igoo182/>

- 6.2 Staff and volunteers are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training.
- 6.3 Any member of staff, volunteer or visitor to the centre who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred **must** report it immediately to the Designated Child Protection Co-ordinator (see cover sheet) or in their absence, the Deputy Designated Child Protection Coordinator (see cover sheet). In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.
- 6.4 The Designated Child Protection Co-ordinator or their Deputy will immediately refer cases of suspected abuse or allegations to Reading Borough Council Access and Assessment Team.
- 6.5 The telephone referral to will be confirmed in writing within 24 hours. Essential information will include the child or young persons name, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral, the name of person who initially received the disclosure plus any advice given. This written confirmation must be signed and dated by the referrer.
- 6.6 The centre will always undertake to share our intention to refer a child to Social Care Services with the parents or carers unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from Reading Social Care Services or Thames Valley Police.
- 6.7 Copies of this child protection policy are available on request.

7. TRAINING AND SUPPORT

- 7.1 All staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at three yearly intervals.
- 7.2 The centre will ensure that the Designated Child Protection Co-ordinator also undertakes training in inter-agency working and refresher training at two yearly intervals to keep knowledge and skills up to date Temporary staff and volunteers who work with children in the centre will be made aware of the centre's arrangements for child protection and their responsibilities.
- 7.3 Support will be available for staff from the Board of Trustees where there are concerns about queries about child protection.
- 7.4 All staff should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction.

8. PROFESSIONAL CONFIDENTIALITY

- 8.1 Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never

guarantee confidentiality to a pupil nor should they agree with a pupil to keep a secret, as where there is a child protection concern this must be reported to the Designated Child Protection Co-ordinator and may require further investigation by appropriate authorities.

- 8.2 Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves.

9. RECORDS AND MONITORING

- 9.1 Well-kept records are essential to good child protection practice. We need to be clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over to other agencies.
- 9.2 Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.
- 9.3 These file notes are kept in a confidential file, which is separate to other files, and stored in a secure place (*STATE WHERE KEPT*). In the same way notes must be kept of any individual who is being monitored for child protection reasons.

10. SUPPORTING CHILDREN AT RISK

- 10.1 Our Centre recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.
- 10.2 Nevertheless, whilst at taking part in activities at the Centre if their behaviour is challenging and a possible threat or disruption to others it may be necessary to prevent their continued attendance at events.
- 10.3 We will endeavour to support children and young people through:
- a) Encouraging self-esteem and self-motivation.
 - b) Promoting a positive, supportive and secure environment which gives all children, young people and adults a sense of being respected and valued.
 - c) The implementation of clear policies on acceptable behaviour.
 - d) A consistent approach agreed by all staff which will endeavour to ensure the Children and young people know that some behaviour is unacceptable but s/he is valued.
 - e) Regular liaison with other professionals and agencies who support the children and their families.
 - f) A commitment to develop productive, supportive relationships with parents and carers, whenever it is in the child's best interest to do so.
 - g) The development and support of a responsive and knowledgeable staff, trained to respond appropriately in child protection situations.
 - h) Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse so staff who work in any capacity with children with

profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.

- 10.4 This policy should be considered alongside other related policies such as policies on protection of vulnerable adults, equal opportunities physical intervention, bullying and health and safety policy. Where some of these policies are not in place. The centre will look at the need for such policies and prioritise their adoption.

11. SAFE STAFF

- 11.1 It is essential that the high standards of concern and professional responsibility are similarly displayed when members of staff are accused of abuse.
- 11.2 Only authorised agencies may investigate child abuse allegations (Social Care Services, the Police or in some areas, the NSPCC). Whilst it is permissible to ask the child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.
- 11.3 Paid staff at the centre should in the first instance contact the Access and Assessment Team or the safeguarding Children Team Through discussion and consultation, a decision will be made whether to make a referral to Reading Social Care Services. Where the allegation is against the Paid Staff, the Board of Trustees will take this action.
- 11.4 If for any reason it is decided that a referral to Reading Social Care Services is not appropriate, it will be necessary to address matters in accordance with the centre's disciplinary procedures.

12. USE OF PREMISES BY OTHER ORGANISATIONS

- 12.1 Where services or activities are provided separately by another body and where that body is working with children or young people or where children and young people may form part of the audience, the centre will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

13. WHISTLEBLOWING

- 13.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 13.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues.

14. POLICY REVIEW

- a) The Board of Trustees is responsible for ensuring the annual review of this policy.
- b) Ensuring that the list of key contacts on the cover sheet is kept up to date

Incident Report Form

Name:

Course:

Address:

Telephone:

Briefly describe what happened (include times and dates):

Names and contacts of witnesses:

Name of person completing form:

Date:

Name of Paid Employee or Trustee responsible for investigation:

Date:

Action taken: