



CHILD PROTECTION POLICY

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By:	Lawrie Gillespie
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This Policy links to:

- Health and Safety Policy and Procedures
- Safeguarding Policy and Procedures
- Equality + Diversity Policy and Procedures
- Anti-Bullying Policy and Procedures
- Keeping Children Safe in Education 2024
- Online Safety Policy and Procedures
- Working Together to Safeguard Children 2023
- Allegation Against Staff Policy and Procedures



KEY CONTACTS WITHIN THE BRS

CEO

Name: Andrew Braithwaite

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DESIGNATED SAFEGUARDING LEAD

Name: Lawrie Gillespie

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DESIGNATED SAFEGUARDING ALTERNATES

Name: Carol Bramhill

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Name: Sarah Hayde-Salter

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NOMINATED TRUSTEE FOR SAFEGUARDING

Name: Stuart Small

E-mail: stuart.small@brs.org.uk

CHAIR OF THE BOARD OF TRUSTEES

Name: Julia Budd

E-mail: chair@brs.org.uk

KEY CONTACTS WITH LOCAL AUTHORITY

Local Authority Designated Officer : LADO@cambridgeshire.gov.uk or 01223 727967

[Suffolk Multi Agency Safeguarding Hub \(consultation or referral\)](#): 0345 606 1499

REFERRAL INTO CHILDREN AND YOUNG PEOPLE'S SERVICES

Where you have an immediate concern for the safety and welfare of a child or young person all staff can telephone :

Out of Hours Emergency Duty Team Cambridgeshire: 01733 234724 or call your local children's services

For all non-urgent referrals or enquires please contact the DSL or Alternate at the BRS

[In an emergency call Police 999/112](#)

THE DIFFERENCE BETWEEN SAFEGUARDING AND CHILD PROTECTION

Safeguarding applies to all children and young people (trainees) and is part of BRS everyday activities and procedures both at the school and in the workplace. Child Protection applies to children or young people who have experienced or are experiencing abuse in their lives.

CHILD PROTECTION POLICY FOR THE BRS

1. PURPOSE

An effective Child Protection policy is one which provides clear direction to staff about expected behaviour when dealing with child protection issues. It also reiterates the BRS commitment 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 that support the needs of BRS trainees.

2. INTRODUCTION

The BRS child protection policy has three main elements

- **Prevention** through the creation of a positive atmosphere and via the instructional and pastoral support offered to trainees.
- **Protection** by following procedures, following the BRS Code of Conduct which can be found in the appendices attached to our full Safeguarding Policy and ensuring staff receive the appropriate training, so that they can respond caringly and appropriately to any child protection concerns which may arise.
- **Support** for any trainees who may be at risk of abuse, are being abused or have been abused.

This policy applies to all trainees regardless of age, staff, trustees and visitors to the BRS as well as trainees in the workplace.

The BRS recognises it is an agent of referral and not of investigation.

Child protection is the responsibility of all adults and especially those working directly with BRS trainees. The development of appropriate procedures and the monitoring of good practice are the responsibility of Cambridgeshire Safeguarding Partnership: www.safeguardingcambspeterborough.org.uk

3. Procedures for Referral

All action is taken in accordance with the following legislation and guidance:

- In Cambridgeshire refer to Cambridgeshire Safeguarding partnership at: <https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/procedures/managingallegations/>
- In other areas refer to local services
- Working together to safeguard children 2023
- What to do if you are worried a child is being abused 2015
- Keeping Children Safe in Education 2024
- Information Sharing 2024

Any member of BRS staff who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the Designated Safeguarding Lead or, in their absence, to one of the Alternates (see page 2 for contact details). In the unlikely event none of these are available, the matter should be brought to the attention of one of the senior management team.

The DSL will immediately inform Cambridgeshire Children and Young People's Services by contacting: [https: referralcentre.children@cambridgeshire.gov.uk](mailto:referralcentre.children@cambridgeshire.gov.uk)

Essential information will include the trainee's name, address, date of birth, the reason for the referral, whether the trainee's parents are aware of the referral, the name of the person who initially received the disclosure, plus any advice given. This written confirmation will be dated and signed by the referrer.



If the incident/concern has happened out with Cambridgeshire children's services in the local area will be contacted.

If at any time you have reasonable concern that a child or young person has suffered significant harm or may be at immediate risk of suffering significant harm, telephone the Customer Service Centre on 0345 045 5203 or Out of Hours Emergency Duty Team on 01733 234724. **But in emergency contact the police 999/112.**

Confidentiality must be maintained and information relating to individual children or young people /families shared with staff on a strictly "need-to-know" basis.

4. Alleged abuse by a BRS staff member

Any allegation against a BRS staff member must be passed to the Chief Executive Officer of the (Andrew Braithwaite) unless the allegation concerns him, then it must be raised with the Chair of the Board of Trustees (Julia Budd) Contact details can be found on BRS web site.

See also Allegation Against Staff Policy

The CEO or Chair will contact the local authority designated officer at LADO@cambridgeshire.gov.uk

for advice and guidance when it is alleged that a member of BRS staff has:

- behaved in a way that has harmed a trainee, or may have harmed a trainee;
- possibly committed a criminal offence against or related to a trainee;
- behaved towards a trainee/s in a way that indicates he/she would pose a risk of harm to trainees.

Any allegations made against a member of staff who is no longer employed at the BRS, or historical allegations, will be referred to the police.

The BRS will always undertake to inform parents or carers of its intention to refer a trainee to Children and Young Peoples Services, unless to do so could place the trainee at greater risk of harm or impede any criminal investigation. On these occasions, advice will be sought from the appropriate agencies.

5. Workplace Allegations

If you have concerns about an adult working with a trainees (under the age of 18)that you would like to report, please follow this link for the Managing Allegations or Serious Concerns in Respect of any Adult who Works or Volunteers with Children Procedure.

Any allegations reported to DSLs will be forwarded immediately to the appropriate area LADO.

It is essential that any allegation of abuse made against a person who works with trainees including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the trainee, and at the same time supports the person who is the subject of the allegation.

IMPORTANT – The employer must inform the local authority designated officer (LADO) within one working day if an allegation is made and prior to any further investigation taking place.

Local Authority Designated Officers can be contacted for allegations against all staff and volunteers via:

- **Email:**
 - LADO@cambridgeshire.gov.uk
 - Or if out with Cambridgeshire contact the local area LADO

6. Training and Support

All staff will undertake Level 1 Safeguarding training to help them carry out their responsibilities for child protection effectively. This will be regularly updated as required by “Keeping Children Safe in Education” 2024. The BRS will also provide updates, through the DSLs, at regular intervals throughout the year.

The BRS will also ensure that the DSLs undertake training in interagency working (Level 3 Safeguarding) at regular intervals as recommended by “Keeping Children Safe in Education” 2024, to keep them up to date with latest legislation and procedures.

All trustees will receive Trustees Safeguarding training.

Support will be available in the first instance from the DSLs, and from the Senior Management Team, where there are concerns about child protection.

All staff will have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the Code of Conduct, which can be found in both the Staff Handbook and the Safeguarding Policy.

7. Professional Confidentiality

Confidentiality is an issue that needs to be fully understood by all BRS staff, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the young person.

Staff members must never guarantee a trainee confidentiality or promise to keep secrets, as where there is a child protection concern this must be reported to the appropriate person and further investigation may be required by the relevant agencies. It is however expected that staff will observe confidentiality with their colleagues, friends and family as discussing child protection matters could jeopardise any future proceedings.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a strictly “need-to-know” basis. Any information shared with a staff member must be held confidentially to themselves.

8. Records and Monitoring

The BRS understands the need for clear and robust procedures for recording any concerns about trainees and well-kept records are essential to good child protection practices.

Any member of staff who receives a disclosure or notices signs or indicators of abuse, please refer to BRS Safeguarding Policy for guidance, must make an accurate record as soon as possible, noting what was said or seen and giving the date, time and location along with their job title. Rough notes are acceptable but these should be transferred to the BRS LOCKER reporting system (recorded as a Safeguarding concern) which is accessed only by DSLs and SMT or on child protection record form which can be obtained from one of the DSLs or on the BRS server at QF811 . All records will be dated and signed and include the action taken. Any rough notes made should not be destroyed but filed along with forms.

These forms will be held in a confidential file, which is kept separate from other trainee files, and stored in a secure cabinet within the BRS admin office or securely on Locker. Keys to this file will be held by the DSLs only.

Should the trainee leave the BRS to attend another education establishment, these files will be forwarded to the trainee’s new educational setting, marked private and confidential and for the attention of the establishment’s DSL. The BRS will seek confirmation of receipt of these files from the receiving organisation.

9. Attendance at Child Protection Conferences & Core Groups

It is the responsibility of the DSL to ensure that the BRS is represented and a report submitted to any child protection conference called for a trainee on the BRS roll or previously known to them. Whoever attends should be fully briefed on any issues or concerns the BRS has and be prepared to contribute to the discussions at the conference.

If a trainee is or has been made the subject of a child protection plan, it is the DSL’s responsibility to ensure that the trainee is monitored during their stay at BRS and that a meeting is arranged with the trainee’s key worker



before transition to the workplace. If the BRS is part of the core group, it is the DSL's responsibility to ensure that the school is represented at these meetings and that there is a record of the DSL's attendance and all issues discussed. All concerns about the child protection plan and/or the trainee's welfare should be discussed at the core group unless the trainee is at risk of significant harm. In this case, the DSL must inform the trainee's key worker **immediately** and record that they have done so, along with any actions agreed.

10. Supporting Trainees at Risk

The BRS recognises that young people who are or have been abused, or who witness violence, may find it difficult to develop a sense of self-worth or view the world as a positive place. Although the BRS should be viewed as a stable and secure environment, the behaviour of these young people may still be challenging and defiant or they may become withdrawn.

The BRS will endeavour to support trainees through:

- A programme which uses materials and experiences that will encourage the development of essential life skills, self-esteem, self-motivation and protective behaviours.
- The BRS ethos which promotes a supportive and secure environment in which trainees feel safe and valued, and that they will be listened to.
- The implementation of the BRS Code of Conduct.
- A consistent approach agreed by all staff, which will ensure that trainees know that some behaviour is unacceptable whilst still letting them know they are valued.
- A commitment to develop productive and supportive relationships with parents or carers whenever it is in the trainee's best interest to do so.
- Liaison with other professionals and agencies that support the trainees and their families.
- The development and support of a knowledgeable staff group who are trained to respond appropriately in child protection situations.

11. Safe Staff

The BRS recognises it is essential that the same standards of concern and professional responsibility adopted with regard to alleged or suspected abuse by family members (or others) are similarly adopted if a member of staff is accused of abuse.

BRS also recognises that only authorised agencies may investigate child abuse allegations e.g. the police, social care services or NSPCC.

The procedure to be followed in event of an allegation against a member of staff is set out in BRS Safeguarding Policy (Page 19) and in the Allegation Against Staff Policy.

If for any reason it is decided that a referral is not appropriate, matters will be dealt with in house and in accordance with BRS disciplinary procedures.

The BRS recognises it has a duty of care to its employees and as such will provide support for anyone facing an allegation and provide the employee with a named contact if they are suspended. Any allegation made against a member of staff will be dealt with promptly in a fair and consistent way that provides effective protection for the trainee/s and at the same time supports the person who is subject to the allegations.