



DJSCHOOLUK

DJSchoolUK

Safeguarding and Child Protection Policy and Procedure

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DJSchoolUK is now an incorporated Community Interest Company Limited by Guarantee. Contact details can be found at DJSchoolUK.org.uk or by ringing Mr Reiss on: 07949379442.

Policy statement

DJSchoolUK is fully committed to safeguarding the welfare of all young people, by taking all reasonable steps to protect them from neglect, physical, emotional and sexual harm.

DJSchoolUK believes that safeguarding and protecting the welfare of all the young people we work with is the responsibility of everyone, paid staff (full and part-time) voluntary staff, sessional or contractual staff, management committee and young people.

DJSchoolUK staff and volunteers must and will at all time show respect and understanding for the rights of young people, their safety and welfare, and conduct themselves in a way that reflects this.

DJSchoolUK will support anyone, (children, young people, staff, volunteers, parents, key workers) who raises any concerns regarding the welfare or protection of young people. Any concerns raised will be taken seriously. A form (**DJSCHOOLUK SAFEGUARDING CHILDREN AND YOUNG PEOPLE CONCERN FORM**) is available on request and printed below (on page 8 – 10 of this document) by which we request concerns are raised however verbal concerns are treated with equal importance.

DJSchoolUK accepts that the best interests of the young person must be paramount when considering any action concerning matters of child protection and safeguarding the welfare of young people.

Our Child Protection Policy therefore covers a wide range of child-centred service areas, which include:

- Running courses in DJ music technology for participants under the age of 18.
- Work in schools, youth centres and colleges.
- Work with small groups of students.
- Any other organised events that involve children.

DJSchoolUK will review this policy and the relevant procedures regularly; together with all other policies and procedures DJSchoolUK has in place.

DJSchoolUK Definitions:

- **Young people/person:** All safeguarding and child protection legislation and guidance recognises a child or young person as anyone up to the age of 18, this policy is in place to safeguard all the young people that DJSchoolUK works with, which in some cases will be up to the age of 25 years i.e. Vulnerable adult. Some aspects of this policy, such as, **code of conduct and good practise** (pages 18-21 of this document) will be in place to protect all young people, regardless of age.
- **Vulnerable adult:** Someone over the age of 18, who is considered 'vulnerable' for one reason or another. There is no simple definition based on age or disability; not all those with a physical or other disability should be classed as 'vulnerable', some young people may experience periods of vulnerability.
- **DJSchoolUK staff:** This policy applies to all full and part-time paid staff as well as volunteers at DJ Workshops.com DJSchoolUK , any contract or sessional paid staff or volunteers, all committee members and young people. For the purpose of this document any reference to DJSchoolUK staff will include all those mentioned above.

DJSchoolUK will endeavour to safeguard children by:

- Ensuring that all our staff and volunteers are carefully selected trained and supervised. (*Recruitment and Volunteer Policy, pages 22-25 of this document, and Equal Opportunities Policy which is available on request or as a PDF on the downloads page of our website*).
- Assessing all risk carefully and taking all necessary steps to minimise and manage the risk. (*Health and Safety Policy, which is available on request or as a PDF on the downloads page of our website*)
- Letting young people, children, parents and key workers know how to voice concerns or complaints about anything that they may not be happy with. (*Complaints Policy, page 22 and available in full on request or as a PDF from the downloads page of our website*).
- Giving young people, children, parents and key workers information about what we do and what can be expected from us.
- Adopting child protection guidelines through procedures and a code of conduct for employees and volunteers.

DJSchoolUK is committed to regularly reviewing its policy and good practice.

Child Protection Procedures

These procedures seek to ensure that all employees and volunteers have a clear understanding of their responsibilities when working with children and young people.

The aim of these procedures is to ensure that employees:

- Recognise the signs of child abuse and what appropriate course of action should be taken in such circumstances.
- Understand the potential risks to themselves and ensure that good practice is adhered to at all times.
- Recognise signs of improper behaviour from other employees, adults and young people and take appropriate action should this occur.

What is Child Abuse?

There are four main forms of child abuse:

1. Physical Abuse

Physical abuse may involve actions such as hitting, shaking and burning as well as giving children alcohol, inappropriate drugs or poison. Physical abuse as well as being a deliberate act can be caused by an omission or failure to act to protect.

2. Emotional Abuse

Emotional abuse is a persistent lack of love and affection. A child may be constantly shouted at, threatened or taunted. This can make the child nervous and withdrawn. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children although it may occur alone.

3. Sexual Abuse

Sexual abuse involves forcing or enticing the child or young person to take part in sexual activities whether or not the child is aware of, or consents to, what is happening. Sexual abuse can involve penetrative acts such as rape, buggery or

oral sex or non-penetrative acts such as fondling. It may also involve non-contact activities such as showing pornographic material or involvement of producing such material or encouraging children to behave in sexually inappropriate ways.

4. Neglect

Neglect is the persistent failure to meet a child's basic physical and or psychological needs. These needs include, for example, adequate food and warm clothing and also medical care. Children may be left alone unsupervised. Emotional neglect is when children are deprived of love and affection.

Recognising Child Abuse

Recognising child abuse is not easy and it is not the responsibility of employees or volunteers to decide whether or not abuse has taken place or if a child is at significant risk. Employees and volunteers however do have a responsibility to act if they have any concerns.

Indications that a child is being abused:

- Unexplained or suspicious injuries such as bruises, cuts and burns particularly if situated on parts of the body not normally prone to such injuries.
- Injuries for which an explanation seems inconsistent.
- Fear of parents being approached about such injuries.
- Reluctance to get changed e.g. wearing long sleeves in hot weather.
- Flinching when touched or approached.
- A failure to thrive or grow.
- Sudden speech disorders.
- Difficulties in making friends.
- The child is prevented from socialising.
- Sudden or unexplained changes in behaviour.
- Fear of being left with a specific person.
- Sexually explicit behaviour.
- Sexual knowledge beyond their age and developmental level.
- A distrust of adults particularly those with whom a close relationship would normally be expected.
- Constant hunger, sometimes stealing food.
- The child being dirty/smelly and unkempt.
- Loss of weight.
- Inappropriate dress for the conditions.

This list is by no means definitive and it is important to remember that many children will exhibit some of these indicators at some time and the presence of one or more should **not** be taken as proof that abuse is occurring.

There may be other reasons for changes in behaviour such as a death in the family or the birth of a new baby.

It is crucial that this is only a process of observation and that at no point in time should a DJSchoolUK staff member feel that they should be actively seeking out abuse or an abuser.

The responsibility of staff is to ensure that if they have concerns about the welfare of a child they must report it and must never assume that others will do it.

Responding to allegations and suspicions of abuse

1. Responding to a child making an allegation of abuse

Stay calm.

Listen carefully.

Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared. Do not promise to keep secrets.

Allow the child to continue at their own pace.

Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.

Reassure the child that they have done the right thing in telling you.

Tell them what you will do next and with whom the information will be shared.

Record in writing what was said using the child's own words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure that this record is signed and dated.

Relay this information as soon as possible to the Monitoring Officer (who is the designated Child Protection Officer).

Remember that it is important that everyone at DJSchoolUK is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. This is the task of the professional child protection agencies following a referral to them of concern about a child.

12. Responding to signs of suspicions of abuse.

Employees and volunteers who are concerned about an individual child should record these concerns and raise them at the earliest opportunity with the designated child protection officer.

To ensure we safeguard the child/young person in the most effective way there

are two forms to complete depending on the severity of the circumstance:

*** Please note it may be appropriate to complete a CAF (Common Assessment Framework process) on your client, this is also seen an effective method of prevention. This does not in anyway replace the following methods:**

- ∈ Safeguarding C & YP Concern form (page 8-10)
- ∩ Making a referral to Social Care (page 11-13)

If you are unsure which form to complete please speak to your line manager/
Child Protection officer.

**DJSCHOOLUK SAFEGUARDING CHILDREN AND YOUNG PEOPLE
CONCERN FORM.**

If you have any concerns in relation to the welfare or safeguarding of any individuals e.g. A young person who starts to behave in a different manner or becomes withdrawn, possibly alarm bells may be raised over a situation or a warning sign. As a worker you must complete a concern form including as much detail as possible.

Located in the DJ School UK Office, there is a locked cabinet specific to Safeguarding Children. All concerns/referral are to be stored centrally in order to eliminate duplicate concerns on independent sites. Any concerns must be reported to your Line Manager within 24 hours. All Managers need to ensure that information is added and updated centrally within 48hours of the concern.

Date of Concern/Incident:	
Name of child/young person:	
Present Address:	
Post Code:	
Date Of Birth:	
Ethnicity:	
Gender:	
School Name:	
Name of worker: (if appropriate)	

Known to Social Services Yes/No/Don't know

Other key names relevant to this concern e.g.: extended family, neighbour, friend etc.

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.....

Parent/Guardian Name

Nature of concern (please add as much detail as possible about your concern including time and dates) highlight points where possible.

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Please tick as appropriate

Physical	Emotional	Sexual	Neglect	Multiple Concerns

Why are you concerned?
Keep your answers factual e.g. what you heard/saw/said /did?

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Did you speak to the child/young person please give details?

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Did you receive any information from other people or sources?

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At this present time how vulnerable do you think this child/young person is at risk?
(Please circle 0 being low risk and 5 being high risk).

Scale 0 1 2 3 4 5

Signed by Worker

Date of Concern

Actions	Review Actions	Date

Signed by staff member:

Signed by line manager.....

This section is to be completed by Managers only

Name of Manager.....

Date received

Action to be taken/agreed

Signed

**COMMON REFERRAL FORM
FOR CHILDREN LEEDS CONTACT CENTRE**

To make a referral to Children’s Services in Leeds, you need to call 0113 222 4403, or 0113 240 9536 (if outside normal business hours). The referral pathways flowchart takes you through the process for making a referral to Children’s Services. This flowchart is available from www.childrenleeds.org.uk

This form will help you to collect the information that is needed to process your referral. All referrals to Leeds Children’s Services need to be followed up with this form within 48 hours of the call. Please complete all sections as far as possible with any knowledge that you have.

1. Child Information

Surname	Forename	Any other names used
DOB (DD/MM/YY)	Gender	Ethnicity
Is English their first language? Child y/n Parent y/n	If no specify preferred language	
Present School	Preschool	Children’s Centre

Present address	Previous address (if from outside Leeds, or at present address less than 1 year)
Home telephone: Mobile telephone:	

2. Details of request

Please detail why you are requesting a service, **clearly specifying** areas of concern, and the evidence you have to support this.
e.g. parenting capacity, child’s behaviour, environment

Name	Agency
Address	
Email address	Contact number
Signature	Date of referral
Please confirm the referral has been discussed with your Child Protection Lead Officer or line manager Yes /No	Please give their name and title.

4. Additional Information about the child or young person

	Relationship to child	DOB	School /preschool	Does this person hold parental responsibility?
Other significant adults	Relationship to child	DOB	Address	Does this person hold parental responsibility?

GP Name:	GP address:
Health Visitor name (if child 0-5):	Health Visitor address:
Does the child have a disability? Y/ N	If yes, please provide details:

Are you aware of any previous social care involvement ? No/ Yes (if yes, note contact below)

Practitioner name	Job Title	Phone number/contact details
Was this in Leeds? Yes/ No	If no, where was it?	

Please note the details of any workers that you know are currently involved with

the family

Practitioner name	Job Title	Agency	Telephone/contact details
		Social Care	
		Education	
		Youth Offending Service	
		Probation	
		Police	
		Voluntary Sector	
		Health Professional	

5. Consent

Have you informed the parent/carer and/or young person that you are making this referral? Yes/No
Do you have consent for this referral? Yes / No
If no, please tell us why not (information on this can be found in the 'Procedures for the Safeguarding and Protection of Children')
If consent has been given please say who it was from (i.e. parent/carer or young person) and whether this was: Verbal consent? Yes/No Written consent? Yes/No

6. Have you initiated or completed a CAF?

If yes:	If no:
CAF number:	Please identify reasons why not undertaken
Name and contact details of Lead Professional:	

If you have additional information to further support the referral, please provide on an additional sheet.

13. Responding to suspicions that a colleague may be abusing a young person or not following the code of good practice.

Any employee or volunteer who suspects that a colleague may be abusing children should act on their suspicions. Action should also be taken if it is felt that colleagues are not following the codes of conduct set out in this document (pages 17-21). This action will serve not only to protect children but also colleagues from false accusations.

- ! Write down the details of the incident following the guidelines in the section on recording set out in these procedures (page 15).
- ! Pass this report to your line manager or child protection officer at the earliest opportunity.
- ! The manager should then take appropriate action to ensure the safety of the child and of any other children who may be at risk.
- ! The matter should then be discussed with Personnel and if necessary the Child Protection Officer, who will then consider whether the matter is an issue relating to poor practice or to child abuse.
- ! If the matter relates to poor practice, procedures relating to misconduct should be followed. If the matter relates to child abuse the matter should be referred to Social Services who may involve the Police, and the employee suspended pending the outcome of an internal investigation into the allegations.

DJSchoolUK acknowledges that this is an extremely sensitive issue for employees and assures all employees and persons working on its behalf that it will fully support and protect anyone, who in good faith, reports a concern that a colleague is, or may be, abusing a child or behaving inappropriately.

Confidentiality

The legal principle that “the welfare of the child is paramount” means that the considerations of confidentiality that might apply to other situations within the organisation should not be allowed to override the right of the child to be protected from harm. Whilst DJSchoolUK staff will ensure that young peoples rights to privacy and confidence is respected, there may be times when this confidence is breached. If a young person discloses information about him/herself or another young person, which raises child protection concerns, then these concerns will be reported in line with DJSchoolUK reporting concerns procedure (page 15). DJSchoolUK will ensure that the young person is involved, consulted and kept informed about what action, if any, is to be taken, and during each step of the reporting procedure.

Any personal information gathered about a young person will be stored in a safe and confidential place. In the DJSchool UK Office there is a locked Safeguarding Children cabinet for all concerns/referrals to be stored centrally.

Only those who need to know will have access to this information e.g. (designated safeguarding officer and line manager/Director). It may be necessary to pass this information on to the relevant authorities, such as, social services, police, NSPCC, and either parents/guardians or carers (if appropriate). When doing so, DJSchoolUK will ensure that the young person is involved and gives consent in making that decision. The only situation when a referral can and will be made without the consent of the young person will be if that young person is at serious risk of harm (e.g. life threatening, abuse).

Recording Procedure

In all situations, including those in which the cause for concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of **whether** or **not** the concerns are shared with a statutory agency.

An accurate note should be made of:

- 1• The date and time of the incident and disclosure.
- 2• The parties who were involved.
- 3• What was said and done by whom.
 - 1• Any further action taken by DJSchoolUK to investigate the matter
 - 2• Any further action e.g. the suspension of a worker
 - 3• Where relevant, reasons why there was no referral to a statutory agency
 - 4• The full name of the person/s reporting and to who reported.

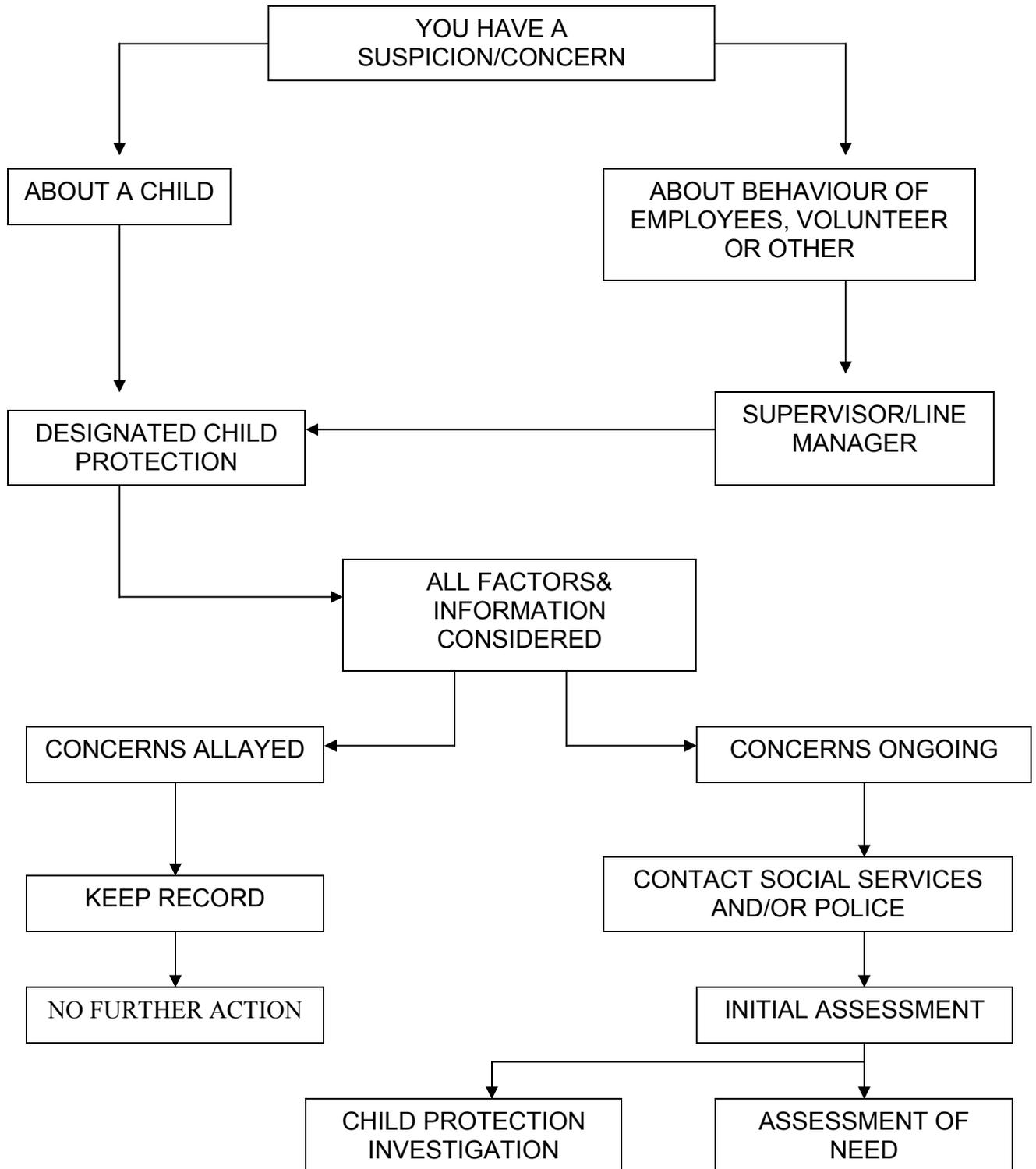
This record should be stored securely and shared only with those who need to know. In accordance with the Leeds Safeguarding Children Board policy all recorded concerns are required to be stored for 7 years. In addition all referral details are required to be kept for 35 years. These procedures not only serve to protect children but also protect staff and the organisation itself.

The importance of good record keeping in this area cannot be over stressed.

24. Reporting Child Protection Concerns – A Summary.

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4(Taken from NSPCC, firstcheck)



Code of Conduct and Good Practice

These guidelines are designed not only to protect children but also to protect staff from positions where false allegations may occur.

Good practice

11. Contact with children

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- ! Do not spend excessive amounts of time alone with children away from others.
- ! Children should only be taken alone on a vehicle journey in an emergency or with parental consent.
- ! Do not take children to your home.
- ! Never meet up with children outside of your work with DJSchoolUK unless it is with the full consent and knowledge of the child's parents / carers and your manager.
- ! Never enter a house when a child is on their own.

12. Relationships

All staff should be aware that they should never:

- ! Engage in rough physical games including horseplay.
- ! Engage in sexually provocative games.
- ! Allow or engage in inappropriate touching of any form.
- ! Allow children to use inappropriate language unchallenged.
- ! Make sexually suggestive comments about or to a child, even in fun.
- ! Let allegations a child makes be ignored or go unrecorded.
- ! Do things of a personal nature for children that they can do themselves.
- ! Tolerate oppressive or bullying behaviour.

13. Intimate Care

It may sometimes be necessary for staff to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the parents and when adequate training has taken place. If an emergency situation arises that requires this type of help then parents should be fully informed as soon as is reasonably possible.

14. Restraint

Restraint is where a child is being held, moved or prevented from moving, against their will because not to do so would result in injury to themselves, or to others or would cause significant damage to property. Restraint must always be used as a last resort, when all other methods of controlling a situation have been tried and failed. Restraint should never be used as a punishment or to bring about compliance (except where there is a risk of injury).

Only staff that are properly trained in restraint techniques should carry it out. A young person should be restrained for the shortest period necessary to bring the situation under control.

All such incidents will be recorded, detailing the facts of the behaviour, witnesses, who restrained the young person and how, what other methods had been tried and what other follow up action took place. This record should then be passed to the designated child protection officer. Parents/Carers should be informed fully if restraint measures were used

Code of Conduct

Staff must:

- ! Treat all children and young people and their possessions with respect.
- ! Provide an example of good conduct you wish others to follow.
- ! Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within the sight or hearing of others.
- ! Respect a young person's right to personal privacy and encourage young people to feel comfortable, being caring enough to point out attitudes or behaviour they do not like.
- ! Remember that someone else might misinterpret your actions, no matter how well intentioned.
- ! Be aware that physical contact with a child or young person may be misinterpreted and be mindful of how and where you touch young people.
- ! Recognise that special caution is required when discussing sensitive issues.
- ! Challenge unacceptable behaviour and report all allegations/suspensions of abuse. Please see Complaints, Behaviour and Disciplinary Policy in our Downloads section.
- ! Be identifiable and wear a name badge at all times.
- ! Keep the child's needs first and performing outcomes second.

Staff must not:

- ! Have inappropriate physical or verbal contact with children or young people.
- ! Make sexually suggestive comments, even in fun.
- ! Make derogatory remarks or gestures in front of children and young people.
- ! Jump to conclusions about others without checking the facts.
- ! Exaggerate or trivialise child abuse issues.
- ! Show favoritism to individuals.
- ! Ask young people to do things that are potentially dangerous, illegal or otherwise unreasonable.
- ! Allow bullying.
- ! Believe that “it could never happen to me”.
- ! Take chances when common sense, policy or practice suggests a more prudent approach.

Supervision of children

Making arrangements for the proper supervision of children is one of the best ways you can minimise the opportunities for children to suffer any harm while in your care.

Our Duty to Care, which is recognised as the standard for good practice, suggests that when you organise journeys, visits or trips, you should follow the guidelines below (please refer to Handbook of educational visits or Ofsted for further details).

Planned activities

When you organise journeys or visits:

- ! You should undertake all relevant pre-site visits and complete appropriate risk assessments and trip forms (see handbook for educational visits).
- ! You should plan and prepare a detailed programme of activities for the children who are involved.
- ! You are responsible for the children’s welfare and safety for the whole time they are away from home.
- ! You should not leave young people to their own devices; for example, in a town for the evening or on shopping expeditions, unless clear approval has been sought from parents/Carers and a full risk assessment has been undertaken relating to age and behaviour of group.
- ! You should ensure that all children are adequately supervised and engaged in suitable activities at all times unless the conditions above are fulfilled.
- ! When your planned activities are disrupted, e.g. because of weather conditions, you should have alternative activities planned.
- ! You should get written parental consent for any children to join an organised trip.
- ! You should give parents full information about the trip, including details of the

programme of events, the planned activities and the supervision ratios (i.e. how many children to each supervising adult).

Supervising children

- If you are a leader in charge, you must be satisfied that the workers and adults who accompany group parties are fully competent to do so.

How to react and what to do

- Children must be supervised at all times.
- Children must not be left unsupervised at any venue, whether it is indoors or outdoors.
- You and the other workers should know at all times where children are, and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Children will be safer if supervised by two or more adults.
- Dangerous behaviour by children should not be allowed.

Adult/child ratios

Supervision must be adequate, whether at the organisation's venue or on a journey or visit. As a leader, when you decide how many adults you will need for supervision, you must consider a range of practical matters.

- The number of participants in the group.
- The nature of the site or venue.
- The activities to be undertaken - if an activity is hazardous, e.g. mountain climbing, there are specific ratios of adults to children that you must follow. You can check these ratios by contacting the relevant sporting bodies or the Handbook for educational visits or Ofsted.
- It is important that each individual supervisor knows his or her responsibilities.
- We recommend that you should not make a journey or visit without at least two adults in attendance, one of whom must be a worker. You should not count bus drivers as supervisors.
- It is up to the leader in charge to decide on the level of supervision, taking into account our guidance as stated above.
- If a party consists of both girls and boys, you should provide both male and female supervision, unless otherwise agreed.
- If an activity involves swimming and the children are under eight years of age, the ratio must be one adult to one child.
- There should always be at least two members of staff supervising any group of children.
- For specialist sports or activities (e.g., canoeing), ratios recommended by the appropriate governing body should be followed.
- Our standard recommended ratios for activities are: (**A rule of Good Practice there should be a minimum of two members of staff on duty at all times)

On site

0-2 years of age - One staff member to three children

2-3 years of age - One staff member to four children

3-7 years of age - One staff member to eight children

8 years and over - Two staff members (preferably one male, one female) for up to 30 children.

There should be one additional staff member for every 15 extra children or young people.

Off site

0-3 years of age - One staff member to two children.

3-7 years of age - One staff member to five children.

8 years and over - One staff member to 10 children.

- The ratio of staff and volunteers to children with disabilities depends on the needs of the individual child.

- ! Any care provided for children aged 8-14 is not allowed to adversely affect the care provided for children under 8 years old.

Administration of Medicine (www.dh.gov.uk)

THE VOLUNTARY ADMINISTRATION OF MEDICINES

- ! Any staff who agree to administer medicines to children & young people do so on an entirely voluntary basis. There is no obligation on staff to volunteer to administer medicines.

- ! DJSchoolUK acknowledges that staff who do agree to administer medicines are acting within the scope of their employment and should seek to undertake appropriate training where necessary.

No medicine should be administered by staff unless clear written instructions to do so have been obtained from the parents or legal guardians and that DJSchoolUK has indicated that it's staff are able to do so.

Complaints procedure

It is important to maintain an open culture where all staff, children or parents feel able to express concerns both about child protection issues and issues of poor practice when dealing with children and vulnerable young people.

DJSchoolUK staff and Users of its services can make complaints by following the Complaints Procedure or the Confidential Reporting Code for Employees or any other appropriate procedure. An easy to follow complaints procedure for members of the public including partners, volunteers and young people is available from all DJSchoolUK Offices on request, or as a download from our website. Those entitled to complain are the child, parents/carers, guardians, anyone else with parental responsibility and any other person that DJSchoolUK considers has sufficient interest in the child's welfare to warrant being heard. The process includes an independent element, i.e. someone who is not an employee or an officer of the organisation in question. Please also see Complaints, Behaviour and Disciplinary procedure document available as a download from our website.

Recruitment Training and Volunteer Policy

Recruitment and selection guidelines for employing staff, who have unavoidable substantial access to children:

manages recruitment on behalf of DJSchoolUK . Before we advertise a position (paid or volunteer posts), we will review the job description. We will decide at this stage if the new recruit will have unavoidable substantial access to children (i.e., anyone under 18).

If the post contains unavoidable substantial access to children – whether permanent, temporary (for more than 10 days), full time or part time, applicants must complete a special application form, which does the following:

- Draws attention to the Rehabilitation of Offenders (Exceptions) (Amendments) Order (NI) 1979 as amended by the Rehabilitation of Offenders (NI) 1987). This Order states that convictions that are 'spent' under the terms of the Rehabilitation of Offenders (NI) Order 1978 must be revealed by an individual if he or she will be working with children or young people. This allows employers to take spent convictions into account in deciding whether to employ the applicant.
- Ask applicants to list any convictions, cautions etc they may have.
- Asks for the applicant's written consent for the police to check the existence and content of any criminal record they may have through an enhanced CRB check to ensure an individual's suitability to work with children.
- Points out that if an applicant refuses to grant consent for such checks, this would be sufficient grounds for us not to consider their application any further.
- Once we have completed the interviews, we will make the relevant checks after the applicants have been recommended for appointment, but before they are appointed to post.

References

We will ask for at least two referees who are not family members. Referees will be informed that the post entails access to children, and be asked directly about the applicant's suitability for work with children.

Identification

We will ask all those applicants who have to complete the CRB check to produce evidence of their identity; e.g. Passport, photo ID or a full birth certificate and evidence of current address. This is important as CRB can only make thorough checks if the person's identity is confirmed.

Agency staff

Any employment agency supplying us with temporary staff to cover posts with unavoidable substantial access to children, must carry out the necessary CRB checks on our behalf to ensure their suitability for working with children.

Volunteers

Where we employ individuals as volunteers to work unpaid in our premises, where there is access to children, we adopt the following procedures:

- Consider the skills needed for the job - is the person suited to the task?
- Ask all volunteers to complete a short application form.
- Confirm their identity (e.g., with Passport/photo ID or birth certificate).
- Ask all volunteers for written references.
- Interview the volunteer, go through the information on their application form, and make sure they are aware of our Child Protection Policy and other induction materials.
- Complete the necessary CRB checks.
- Carry out training and reviews in the same way as we do for paid members of staff.

Work placements: All students being allocated a work placement within DJSchoolUK must be 16 years of age or above. All placements that involve students from schools must be conducted in accordance with Education Leeds Guidelines.

Recruitment

Through its recruitment procedures for all employees and volunteers who work directly with children, DJSchoolUK will:

- Check for convictions for criminal offences against children in accordance with current legislation.
- Explore each applicant's experience of working or contact with children prior to an appointment being made.

- Obtain two references from people who have had experience of the applicants work with children and young people (either on a paid or a voluntary basis).
- Train employees and volunteers, their line managers and supervisors, in the detection of child abuse and in good working practice.

Providing effective management for staff and volunteers through supervision, support and training

Working with children is both worthwhile and fulfilling, but it is also challenging. Once we have recruited our staff and volunteers, we need to ensure that they are all well informed, trained, supervised and supported, so that they are less likely to become involved in actions that can cause harm or be misunderstood.

This process should include the following:

- **Induction:** Our staff and volunteers need clear instructions on the tasks and limits that apply to them as newcomers. They need to be familiar with our Child Protection Policy and Code of Behaviour, as well as other policies such as on health and safety.
- **Probationary or trial period:** We aim to review the development and suitability of new staff and volunteers within six months of their taking up the post. For seasonal posts and short-term contracts, this period is usually reduced.
- **Supervision and support:** This focuses on the work that new staff and volunteers need to do, and how they should do it. Leaders and managers can also comment on any good work that the new recruits have done. Supervision provides an opportunity for new staff and volunteers to share concerns about their working environment. This supervision and support may be on a one-to-one basis, or in a group setting. It may be a regular formal meeting, or an informal discussion, as the need arises. It should provide an opportunity for both parties to discuss issues of importance and identify training needs. We recommend that everyone involved keeps a note of any agreed action points.
- **Training:** As an Investor in People, we recognise the importance of excellent training and development practice. It is our management's responsibility to identify both the individual and common training needs of our staff and volunteers. Training should be an ongoing process, and relevant to the roles that people play in our organisation. All staff and volunteers who work with children and young people will participate in child protection training, which should include:
 - Awareness of abuse.
 - Organisational policy and procedures.
 - Skills training.
 - Health and safety.
- **Performance review:** All our staff will have the opportunity, once a year, to participate in our performance review scheme. For seasonal employees, we will complete a review report at the end of their employment period.

DJSchoolUK recognises that it has a commitment to ensure that all employees have a clear understanding of their roles and responsibilities when working with children and young people. DJSchoolUK training process will help employees to:

- ! Be able to recognise the different signs of abuse and what appropriate course of action should be taken in such circumstances.
- ! Have an understanding of the potential risks to themselves and ensure that good practice is adhered to at all time.
- ! Recognise signs of improper behavior from other employees and take appropriate action should this occur.

All employees and members who work directly or indirectly with children will be required to attend training in the above areas.

Designated Child Protection Officer

The designated safeguarding officer has the following responsibilities:

- ! To ensure that this policy and procedures are disseminated, implemented and adhered to at all times.
- ! To be familiar with and have an understanding of all legislation and guidance relating to safeguarding and child protection.
- ! To receive all information from staff, young people, parents or carers about any child protection concern or issue, to assess this information promptly and take any appropriate actions and maintain records.
- ! To liaise with and be familiar with relevant staff in external child protection agencies, and to make referrals as and when necessary. When making a referral to do so having spoken to the relevant member of DJSchoolUK staff and the young person involved.
- ! To arrange appropriate training and support for all relevant staff.
- ! To provide support during and after incidents involving child protection.
- ! To monitor and maintain records to provide feedback to DJSchoolUK on the number of safeguarding concerns and incidents, and the outcomes of these.

DJSchoolUK designated officer is Jim Reiss contact Number 07949379442.

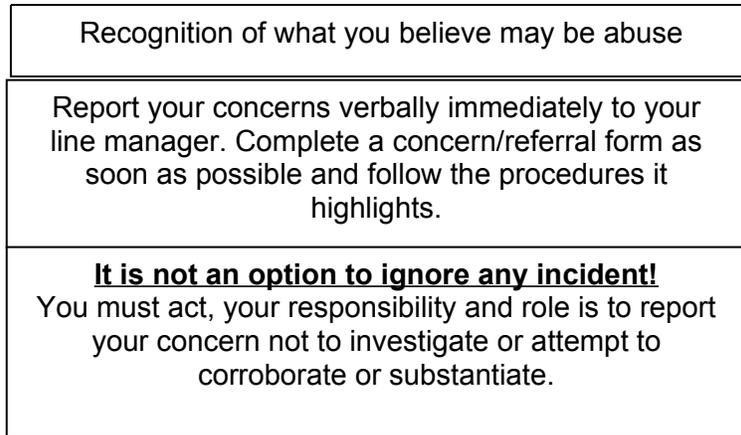
Whistle Blowing Policy & Procedures

Sometimes, concerns arise at work, which are difficult to resolve. People may become aware that other colleagues or superiors are engaged in conduct, which is not acceptable, which may be unlawful or which is not in accord with DJSchoolUK principles. It may be difficult to raise these issues because the concern is only a suspicion or because it may be regarded as disloyal by other colleagues or managers.

Whilst staff should be encouraged to raise concern about malpractice with their immediate superior or manager, it may be that the employee feels unable to do this because the concern arises out the manager's activities. Should this be the case, access should be provided to a designated officer with DJ Workshops.com DJSchoolUK . Individual employees will be advised as to whom that designated officer is. If issues are considered sufficiently serious, the issue can be raised with another person known as "the most senior person". For the purposes of this policy and procedure, the most senior person will be:

DJSchoolUK's independent Whistle-blower is the Leeds City Council Local Authority Designated Officer (LADO) This duty is shared by Claire Ford and Carolyn Hargreaves who can be reached by calling- 01132478652.

Child Protection Flowchart
Action to Take if a Child Protection Issue Arises
Before you Contact Social Care !



Normal working hours:
9.00 – 5.00pm



Contact your line manager or in their absence contact a designated child protection officer.

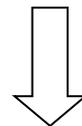


Report verbally and follow up as soon as you can with a concern form. Complete all sections of concern form and take to Chief executive/CPO. Your line manager/CPO or Mark Law will ensure the matter is reported to social services and or legal services.

Out of normal working hours:
After 5.00pm



1, contact line manager 2. If not child protection officer 3. If not member of staff **must act** and make a referral if they feel there is an immediate concern/danger to client.



Confirm who you are, that it is a child protection incident, give your name and contact details and the service that you work for.

The Child protection officer/line manager will assess the situation, give advice and support and if appropriate make a referral to social services. You must still complete a concern form as soon as possible and follow indicated procedures.

Make Full notes of dates, times, include names, designation, and contact number of the person/s to whom the incident has been reported.

Do not ask leading questions of the child or young person just note what is being said to you.

Important numbers to note:

Adult social care: 0113 222 4401

Children and young people social care: 0113 2224403

Approved interpreting service providers

! Only contact with your manager's prior approval.

Language Line

Language Line is a national 24-hour telephone-operated interpreting service.

Language Line should be used in the following circumstances:

If it is the only service you are funded for (see p.3 for details)

When contact is very short (e.g. to confirm details of an appointment)

Speaking to a non English speaking patient by telephone

If a patient requests this service (i.e. this may be to ensure anonymity)

Emergency situations.

Language Line
Swallow House
11-21 Northdown Street
London
N1 9BN
Tel: 0845 3109900
Tel: 0207520 1400 (office)
Fax: 0207520 1450

Leeds Language Link (LLL)

Leeds Language Link is the local NHS interpreting service provider and it provides face to face interpreting

Leeds Language Link
2nd Floor, Stables Block
The General Infirmary at Leeds
Leeds
LS1 3EX
Tel: 0113 392 5114
Fax: 0113 392 5112

Leeds Sign Language Interpreting Service

Leeds Sign Language Interpreting Service offers a sign language interpreting service, deaf/blind communicators and lip speakers for the deaf/blind and hard of hearing community.

Leeds Sign Language Interpreting Service
Centenary House
North Street
Leeds
LS2 8AY
Tel: 0113 2469990

Braille & Large Print Service

Braille & Large Print Service
Shire View
72 Headingley Lane
Leeds
LS6 2DJ
Tel: 0113 214 4540

Safeguarding concerns

This is not yet a child protection issue but something that could be escalated to one.

Record all information on the concern form and follow the procedures indicated within that form.
Ensure that if there is a delay in filing the form with human resources that you are following confidentiality procedures and are storing the form in a secure location.



Actions

Is immediate response required? e.g. ringing police or social care?

If so you must:

- ! Inform your line manager/CPO as soon as possible.
- ! Telephone the CAF team to ascertain whether a CAF has already been initiated. CAF Office: 0113 2476830
- ! Explore options e.g. sign post, make a referral to another agency, look into a Barca solution e.g. an 'in house solution'.



Further Actions Required

- ! Contact manager/CPO (if out of hours working).
- ! Escalate to child protection procedure (follow the child protection flow chart).
- ! Implement a CAF. CAF Office: 0113 2476830
- ! Keep line manager/CPO informed.



No Further Actions Required

- ! Complete all outstanding agreed actions on concern form and file with human resources in the Manor House.
- ! Update relevant management information system
- ! Inform line manager/CPO

Staff Safeguarding Information

In order to ensure that the children and young people of Leeds are fully supported by DJSchoolUK this document is to clarify any issues around safeguarding and child protection issues.

If a child, young person or client you are working with raises an issue or staff identify a concern, you **must** take action.

You must follow procedures as laid out on the child protection/safeguarding flow charts e.g. You must record any concerns that are raised. You must communicate with your line manager and a designated child protection officer. You must fill in a concern form and follow its directions, you must contact the CAF team.

All staff must have attended a minimum of child protection level 1 training and be seeking to attend level 2 as part of their development plans.

All work locations must have copies of the child protection/safeguarding flow charts on display at all times. Whilst it is the responsibility of line managers to make copies of the flow chart available, it is the workers responsibility to ensure they are present and that they are familiar with them.

In the event of a safeguarding issue being identified worker must record the events on a concern form. An outline of the incident detail must be recorded, and the details must also be recorded onto the relevant Management Information System within 24hours.

The Worker must contact the CAF team to ascertain whether a CAF is active. If a CAF is active the worker must contribute the additional information to the CAF process. CAF Office: 0113 2476830

If no CAF is in place then it should be a consideration that this is part of the agreed action to take place as agreed on the concern form. CAF Office: 0113 2476830.

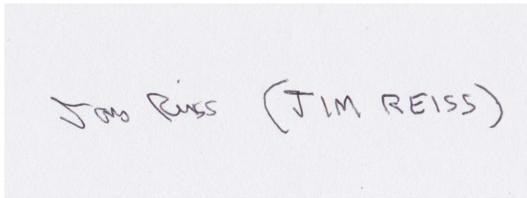
The concern form **must** be communicated to the Designated Child Protection Officer. They will then sign off the concern form once an agreed action has been put into place. The Concern form must then be filed with at the office.

In the event of a child protection concern where possible staff must communicate this to their line manager or a child protection officer. If out of hours and staff cannot contact their line manager or CPO it is their responsibility to act. If you believe there is any immediate danger you must contact social services.

Designated Child protection Officer

! Jim Reiss 07949379442

The information received in this document was provided to me by my line manager and was read in full and understood.

A rectangular box containing a handwritten signature in black ink. The signature reads "Jim Reiss (JIM REISS)".

Signed _____ Date 9-10-2018 _____