

CHILD PROTECTION POLICY

Conwy Science Tuition

**Registered Office:
Twr Llewelyn
Woodlands
Conwy
LL32 8LT**

February 2012

Child Protection Policy

Named contact for child protection issues: James Astrop

Conwy Science Tuition believes that a key responsibility of the organisation is to protect children and young people. We recognise that all members of staff, voluntary workers and members of the management committee carry a responsibility towards children and their families, particularly with regard to child protection issues.

We will endeavour to keep children safe from abuse and suspicion of abuse will be promptly and appropriately responded to. We will act in the best interest of the child at all times. To achieve this we will:

- Ensure that all adults working with children, whether paid or voluntary, possess a recent standard or enhanced CRB disclosure certificate, depending on the level of contact with children and/or young people. Disclosure certificates should not be more than 2 years old.
- We will prevent abuse by good practice. Adults will not be left alone for long periods with individual children.

Should a **Conwy Science Tuition** member of staff or volunteer have concerns regarding possible child abuse, they should inform the main contact. Any concerns should be passed on.

Conwy Science Tuition will endeavour to:-

- Seek and supply appropriate training for **Conwy Science Tuition** members of staff and volunteers who are likely to come into direct contact with children within the centre and its boundary, so that signs of physical, emotional and sexual abuse and neglect are recognised.
- Respond appropriately to suspicions of abuse.
- Report changes in children's behaviour, physical condition or appearance.
- Keep private records of any concerns, including names of those involved, time, date, address, and age of child and if possible the exact words spoken by the child.
- Keep all records and concerns of abuse confidential and locked away and shared only with the named contact as above, and relevant professionals.

- Continue to support families and workers should investigations proceed, and continue to welcome the child into the group's activities.

When a child tells a **Conwy Science Tuition** member of staff or volunteer about something that has happened, that person has a duty to:-

- Allow the child to do the talking and allow them to finish.
- Listen to the child without asking leading questions.
- Record the conversation as soon as possible afterwards.
- Share their concerns. **Conwy Science Tuition** does not expect them to handle it alone.
- Tell the child what they are going to do.

Where appropriate, concerns will be referred to one of the following agencies following discussions with the person running the activity and the Chairperson:

- Social Services
- Police child protection team

Conwy Science Tuition has an appropriate insurance policy in place for all its activities, and requests that anyone providing activities for children within the centre also complies with having appropriate insurance and procedures for dealing with child protection issues.

The premises, facilities and equipment used for **Conwy Science Tuition's** activities will be safe, and will comply with the health and safety provisions laid down by the Health & Safety at Work Act, 1974 and subsequent legislation.