



GET SET GIRLS

providing opportunities

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POLICY AND PROCEDURE

Safe Recruitment and Child Protection

THIS POLICY SHOULD BE REVIEWED ANNUALLY

[Safeguarding and Child Protection Policy and vulnerable adults policy](#)

This policy is based on DFE guidance: safeguarding children and safer recruitment in education (2007).

Get Set Girls wants to work with young people, parents and the community to ensure the safety of young people, and to give them the very best start in life.

We aim to create an environment which encourages them to develop a positive self-image, regardless of race, language, religion, culture or home background, which will help them to:

- establish and sustain satisfying relationships within their families, peers, and with other adults
- encourage them to develop a sense of autonomy and independence
- enable them to have the self-confidence and the vocabulary to resist inappropriate approaches

The legal framework for this work is:

- The Rehabilitation of Offenders Act
- The Children Act 1989
- Human Rights Act 1998
- Data Protection Act 1984
- The Protection of Children Act 1999
- The Children (NI) Order
- The Children (Scotland) Order

We introduce key elements of child protection so that young people can develop understanding of why and how to keep safe.

We create within our organisation a culture of value and respect for the individual.

All staff must be trained to understand our Safeguarding Policies and Procedures and ensure that all staff have up to date knowledge of safeguarding issues. Staff should be able to identify, understand and respond appropriately to signs to possible abuse and neglect including (this list is not exhaustive, see below):

- Significant changes in young persons' behaviour
- Deterioration in young persons' general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- young person's comments which give cause for concern
- Any reason to suspect neglect or abuse outside the setting, for example in the home

- Inappropriate behaviour displayed by other members of staff, or any other person working with the young persons. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Mobile phones should not be used at any time whilst interaction with young persons, except for emergencies only.

Principles

- 1 Get Set Girls takes seriously its responsibility to safeguard and promote the welfare of the young people in its care.
 - 1.1 An agreed definition of safeguarding is: 'All agencies take all reasonable measures to ensure that the risks of harm to young persons' welfare are minimised. Where there are concerns, all agencies take action to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies' - Joint Chief Inspectors' report 2002.
 - 1.2 Safeguarding encompasses many aspects of youth group life, wherever a young person's welfare might be compromised; child protection is one very important aspect of safeguarding.
 - 1.3 Promoting welfare involves 'creating opportunities to enable young persons' to have optimum life chances in adulthood' – Framework for the Assessment of Children in Need and their Families (Government guidance 2000)
 - 1.4 The Governing Body will act in accordance with Section 175 of the Education Act 2002 to safeguard and promote the welfare of participants at this organisation.
 - 1.5 All young persons have the right to be safeguarded from harm or exploitation whatever their:
 - race, religion, first language or ethnicity
 - gender or sexuality
 - age
 - health or disability
 - political or immigration status
 - 1.6 Staff, volunteers and governors in Get Set Girls are committed to fostering an ethos which:
 - encourages and supports parents/carers and works in partnership with them.
 - listens to and values learners.
 - ensures all staff and volunteers are aware of signs and symptoms of abuse, know the correct procedure for referring concerns or allegations and receive appropriate training to enable them to carry out these requirements.
 - maintains a safe environment for all participants.
 - exercises their duty to work in partnership with other agencies and to share information with them in accordance with legislation (Children Act 2004)
 - 1.7 We recognise that our staff and volunteers, because of their contact with and knowledge of the children or young people in their care, are well placed to identify abuse and offer support.

- 1.8 Our recruitment and selection procedure includes all checks on staff suitability to have contact with young persons' including CRB (Criminal Records Bureau) enhanced checks in accordance with current legislation and guidance (Safeguarding Children and Safer Recruitment and Selection in Education Settings – DFE 2006). The same recruitment procedures will be adopted for individuals who volunteer for Get Set Girls on a regular basis.
- 1.9 Statements about or allegations of abuse or neglect made by young persons will always be taken seriously and acted upon promptly.
- 1.10 Get Set Girls recognises it is an agent of referral and not of investigation; no action will be taken knowingly which might undermine a criminal Investigation. Investigating agencies are Children's Services, Social Care and the Police.

Procedures for Referral / Principles for Intervention to Protect Children

- 2 All action is taken in line with the following guidance:
- DFE Guidance (2006) – Safeguarding Children and Safer Recruitment in Education
 - Working Together to Safeguard Children 2006 – Guidance published by the Department of Health
 - What to do if you're worried a young person is being abused – Government Guidance – DFE 31553
- 2.1 Any member of staff, volunteer or visitor to this organisation who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the designated senior person for child protection or deputy. The name of the designated senior person(s) for child protection should be clearly displayed in the entrance hall/foyer.
- 2.2 If appropriate, the designated senior person for child protection must inform the Child Care Assessment Team Duty Officer at the local (to the young person's home address) office, unless the young person about whom there are concerns already has an allocated social worker, in which case this person will be contacted without delay.
- 2.3 Telephone referrals to Children's Services Social Care local offices should be confirmed in writing within 24 hours, using an inter-agency referral form.
- 2.4 In general, organisation staff will discuss their concerns with parents/carers and advise them of any referrals to Children's Services Social Care, unless it is considered that to do so will place the young person at risk of harm. Advice will be taken from the investigating agencies if there is any doubt.
- 2.5 The designated senior person for child protection will assist the investigating agencies to make enquiries into concerns of child welfare. This will include ensuring that Get Set Girls is represented at Child Protection Conferences and that information about the young person is provided as required.
- 2.6 The designated senior person for child protection will be responsible for co-ordinating action and liaising with other agencies and support services over child protection and other safeguarding issues.

- 2.7 Confidentiality must be maintained and information relating to individual participants/families shared with staff on a strictly need to know basis. Any information is shared under the guidance of the Area Child Protection Committee.
- 2.8 We understand that concerns about significant harm may arise about young persons who already have an allocated social worker, and we will pass on such concerns without delay.
- 2.9 Every member of staff has an individual responsibility for child protection. Where there is concern about a young person's welfare and the designated senior person is not available, or it is felt that he is not taking the concerns seriously, another person in the organisation management team should refer to the Children's Services Social Care local office.

Concerns About Staff Behaviour Towards Young Persons

- 3 Local procedures plus the Government guidance 'Working Together to Safeguard Children, Appendix 5: Procedures for Managing Allegations against People who Work with Children' and DFE Guidance 'Safeguarding Children and Safer Recruitment in Education, Chapter 5: Dealing with Allegations of Abuse against Teachers and other Staff' will be followed.
- 3.1 All concerns/allegations about adults who work at Get Set Girls will be taken seriously and will be dealt with by the Child Protection Officer. He will contact the Officer for Child Protection (who is the LA Designated Officer (LADO) for schools) for consultation. The LADO will record the consultation and will advise on the appropriate action that needs to be taken, which could include a referral to investigating agencies. (If the LADO is not available, there should be no delay in taking advice or referring to Children's Services Social Care.) Due recognition will be paid to the stress caused by such an allegation and appropriate skills deployed to balance the needs of the young person and support for the member of staff. However, the needs of the young person must take precedence (Children Act 1989, Section 1 (1)(b)).
- 3.2 Where the allegation is against the Child Protection Officer, the Headteacher, will take responsibility for dealing with the issue and in consultation with the Chairman of Governors.
- 3.3 To minimise the risk of harm to children and of accusations being made against staff because of their daily contact with participants, governors should ensure, through the Headteacher, that all staff are aware of safe working practice and follow guidelines on the use of control and physical restraint.
- 3.4 Where a member of staff or a volunteer is dismissed from the organisation or internally disciplined because of misconduct relating to a young person, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Supporting young persons

- 4 We recognise that a young person who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame himself or find it difficult to develop and maintain a sense of self-worth.

- 4.1 We accept that research shows that the behaviour of a young person in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.2 Our organisation will support all participants by:
- encouraging the development of self-esteem and resilience in every aspect of youth group life whilst not condoning aggression or bullying
 - promoting a caring, safe and positive environment
 - liaising and working together with all other agencies
 - ensuring there is a named member of staff for 'Looked After' children

Record Keeping

We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a young person as if it were an allegation of abuse by any other person.

We investigate claims or suspicions with sensitivity. Staff in the organisation take care not to influence the outcome either through the way they speak to young persons or ask questions of them.

Where a young person shows signs and symptoms of 'faltering growth' or neglect, we make appropriate referrals. In extreme cases we will inform local social services or on-call duty social worker.

Where a young person makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the young person.
- listens to the young person; and
- gives reassurance that she or he will act.

The member of staff does not question the young person.

- 5 Any member of staff or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible, noting what was seen or said (recording the participant's own words as far as possible) putting the event into context, and giving the date, time and location. Information should be recorded in non-judgmental, non-emotive terms.

Staff make a record of:

- The young person's name.
- The young person's address.
- The age of the young person.
- The date and time of the observation or the disclosure.
- An objective record of the observation or disclosure.
- The exact words spoken by the young person.
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

All records must be dated and signed.

- 5.1 All hand-written records will be retained, even if they are subsequently typed up in a more formal report.

- 5.2 All records relating to child protection concerns will be kept in a secure place and will remain confidential. They do not form part of the participant's educational records and are not required to be disclosed to parents/carers. Any requests from parents'/carers' solicitors to have records disclosed to them should be passed to one of the county solicitors for advice.
- 5.3 Files relating to concerns about participants will include a chronology of incidents and subsequent actions/outcomes.
- 5.4 Staff must ensure that they monitor closely the welfare, progress and attendance of participants on the Child Protection Register and that they provide information as required by the social worker, the LA Officer for Child Protection and the Education Social Work and Attendance Service. There should be agreement via the protection plan about at what point the social worker or another member of his/her team will be informed if a young person on the Child Protection Register is absent from organisation
- 5.5 If a young person moves from one establishment to another the designated senior person for child protection should inform the receiving educational establishment immediately by telephone that child protection records exist. The original records must be passed on either by hand or sent by recorded delivery. In such cases it would be good practice to retain duplicate records, as recommended by a recent serious case review (conducted when a child dies, and abuse or neglect are known or suspected). These duplicate records should be kept securely for 10 years.
- 5.6 It is recommended that a young person's records are kept for 10 years after she leaves compulsory education.

Parental Involvement

- 6 Get Set Girls is committed to helping parents/carers understand its responsibility for the welfare of all participants.
- 6.1 Parents/carers will be made aware of the organisation's child protection policy via the prospectus and initial meetings with parents of new learners.
- 6.2 As previously stated, where possible, concerns about young persons should be discussed with parents/carers in the first instance and the designated senior person should advise of the need to make referrals to the Children's Services Social Care local office, unless to do so would place the participant at increased risk of significant harm.

Training

- 7 Governors recognise the importance of child protection training for the designated senior person and for all other staff and volunteers.
- 7.1 The designated senior person will be encouraged to attend training events organised by the LA or the Local Safeguarding Children Board. This person must have inter-agency training and receive 'refresher' training at least every two years.
- 7.2 Child protection must be part of induction training for all new staff and volunteers. Staff who do not have lead responsibility for child protection must have 'refresher' training at least every three years.

The Role of the Governing Body

- 8 Governors will ensure that Get Set Girls has identified a designated senior person for child protection, and deputy/is, and consider a nominated governor for safeguarding.
- 8.1 The nominated governor for safeguarding, in liaison with the designated senior person, will ensure that the organisation has an effective child protection policy and clear procedures in place, and that these are known to all members of staff (including supply staff) and volunteers. Newly appointed staff should read copies of the policy and procedures as part of their induction training.
- 8.2 The governors will receive a verbal annual report on changes to the child protection policy or procedures; training undertaken by the designated senior person, other staff, volunteers and governors; the number of child protection incidents/cases (without detail or name); and how safeguarding issues are addressed through the curriculum.
- 8.3 The governors will review and up-date (if appropriate) the child protection policy on an annual basis.
- 8.4 As previously stated, the Chair of Governors will act, according to agreed procedures, where there are allegations against the Head Teacher.

The Curriculum and Safeguarding in Relation to Other Organisation Policies

- 9 This child protection policy should be read in conjunction with the organisation's policies on attendance, complaints, curriculum, discipline (including anti-bullying), health and safety, race equality, risk assessments, special educational needs, staff discipline, conduct and grievance procedures.

Young persons with Special Educational Needs

- 10 Governors recognise that young persons with special educational needs may be especially vulnerable to abuse and expect staff to take extra care to interpret correctly apparent signs of abuse or neglect.
- 10.1 Staff responsible for any intimate care of young persons will always undertake their duties in a professional manner and ensure the young person's dignity is preserved with a high level of privacy, choice and control. There will be close partnership with parents/carers.

Whistle blowing

- 11 We recognise that young people cannot be expected to raise concerns in an environment where staff fail to do so.
- 11.1 All staff and volunteers should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the actions of colleagues. Any such concerns should be raised with the Head Teacher.

- 11.2 Registered providers must inform Ofsted of allegations as soon as is reasonably practical but at the latest within 14 days of the allegation being made.

Extended Hours and Before and After Youth Group Activities

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Where the governing body provides services or activities directly under the supervision or management of organisation staff, the organisation's arrangements for child protection will apply.

- 12.1 Where services or activities are provided by another body, using the organisation as a venue, the governing body will seek assurance that the body concerned has appropriate policies and procedures in place to safeguard young persons and there are arrangements to liaise with the organisation on these matters as appropriate.

Security

We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at Get Set Girls or has access to the young persons.

We take security steps to ensure that we have control over who comes into Get Set Girls so that no unauthorised person has unsupervised access to the young persons.

The Child Protection officer is

Mrs Weiss

Phone No: 02088004719 Ext 2

Email: principal@londonsem.org.uk

Vulnerable Adults Policy

The ethos of GET SET GIRLS is to unlock the potential of all its students.

The aim of this policy is to ensure the safety of vulnerable adults by outlining clear procedures and ensuring that all staff members are clear about their responsibilities.

All members of staff have a responsibility to be aware of this policy and to report any suspicions that they might have concerned adult abuse.

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

Abuse is a violation of an individual's human and civil rights by any other person/persons. It can be physical, such as hitting, pushing, shaking, inappropriate restraint, neglect or abandonment; it can be any activity against a person's will. Abuse can emotional, such as intimidation or humiliation; financial, such as improper pressure to sign over money; neglect or acts of omission; discriminatory, e.g. racial or religious harassment; violation or rights by preventing an individual speaking their thoughts and opinions.

Vulnerable adults have the right to be made aware of this policy; to have alleged incidents recognised and taken seriously; to receive fair and respectful treatment; to be involved in any process as appropriate and to receive information about the outcome.

Reporting Procedures

Any person, whether student, staff, member of the public or service user, making a complaint, allegation or expression of concern will be taken seriously, have the matter treated in confidence, be given immediate protection and offered support.

A member of staff receiving such reporting will immediately inform the principal who will make a written record of the allegation or suspicion and contact appropriate social services. It is not essential to gain consent before making such a report, but it is preferable.

In an emergency, where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted. In the case of a crime the police must be contacted immediately.

Training

All staff working with vulnerable adults will be carefully selected, screened, trained and supervised. Disclosure checks will be made at a level appropriate to their role.

Contacts

Principal: Rabbi B Dunner

Police: 999

Social Services: Union of Orthodox Hebrew Congregations

Reviewed last- September 2025