



## Safeguarding Children Policy

### Introduction

The Old Post Office Wellbeing Hub is a for-profit venue run for the following purpose:

*The Old Post Office Wellbeing Hub is a purpose-built space designed to be used by groups to enhance the wellbeing of children and young people, parents and carers, and professionals working in education.*

The Old Post Office C.I.C. (the Organisation) is a not-for profit organisation which provides support for children, young people (and their families) who are struggling to attend mainstream education.

The Organisation is based at:

Springlands Farm, London Road, Mountfield, East Sussex. TN32 5LX.

The Organisation has adopted this 'safeguarding children policy' and expects every adult working or helping at The Old Post Office Wellbeing Hub or representing the Organisation to support and comply with it. Consequently, this policy shall apply to all service providers, volunteers and people using or renting the venue.

### Purpose of the Policy

This policy is intended to protect children and young people who receive any support at The Old Post Office Wellbeing Hub, including those who are the children of adults using the facility. Under this policy, the term children shall mean any person under eighteen years of age.

The Organisation believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or users of our premises, to guide our approach to child protection and safeguarding.

### Keeping children safe in education (KCSIE)

Keeping Children Safe in Education is statutory guidance from the Department of Education (DfE) issued under Section 175 of the Education Act 2002 (as amended), the Education (Independent School Standards) Regulations 2014, the Non-Maintained Special Schools (England) regulations 2015 and the Apprentices, Skills, Children and Learning Act 2009 (as amended). Schools and colleges in England **must** have regard to it when carrying out their duties to safeguard and promote the welfare of children.

The DfE published an updated draft version of the statutory safeguarding and children protection guidance for schools in England: Keeping Children Safe in Education (KCSIE) in May 2024 ([https://assets.publishing.service.gov.uk/media/6650a1967b792fff71a83e8/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/6650a1967b792fff71a83e8/Keeping_children_safe_in_education_2024.pdf)). Keeping children safe in education 2024 is currently for information only, pending publication of the final version, which is expected to come into force in September 2024. The guidance

sets out what schools and colleges in England must do to safeguard and promote the welfare of children and young people under the age of 18.

The Old Post Office Wellbeing Hub owner, The Old Post Office C.I.C. director and Designated Safeguarding Lead, Anita Auer, keeps up-to-date with all changes and updates through regular email updates from the NSPCC (CASPAR weekly updates) and Andrew Hall who sends a weekly Safeguarding Briefing by email. Anita shares updates with tutors who represent the Organisation or work within the Old Post Office Wellbeing Hub; she also shares relevant advice and updates with parents and supporters through social media.

Anita leads yearly Safeguarding Training, which anyone who represents the Organisation or works within the Old Post Office Wellbeing Hub is expected to attend. The last training she led took place in August 2024 (see 'AA 3D Safeguarding training August 2024' document) and included all updates to KCSIE 2024.

## KCSIE Updates 2024

- **Exploitation** – 'abuse and neglect' has been updated throughout the document to 'abuse, neglect and exploitation'.
- **Updated definition** – there is a new emphasis on early help and promoting the welfare of children. It is now aligned with the DfE guidance 'Working to Safeguard Children 2023' which was updated in December 2023 ([https://assets.publishing.service.gov.uk/media/65803ff395bf65000d7191a2/Working\\_together\\_to\\_safeguard\\_children\\_2023\\_-\\_summary\\_of\\_changes.pdf](https://assets.publishing.service.gov.uk/media/65803ff395bf65000d7191a2/Working_together_to_safeguard_children_2023_-_summary_of_changes.pdf)). Early help intervention is expanded to reflect the guidance, and schools should be alert to any child with multiple absences or suspensions and how a child is affected by parental offending.
- **Terminology changes** – clarification about school absences and changes in context. The wording 'deliberately missing education' has been changed to '**unexplained and/or persistent absences**'; this shifts the causes from victim blaming to understanding why children are missing from education.
- **Data protection** – clarifying schools' responsibilities regarding the Data Protection Act 2018 regarding 'handling personal information' in compliance with UK GDPR. A reference has been included to use the DfE's 'Data protection in schools' guidance (<https://www.gov.uk/guidance/data-protection-in-schools>) to help them comply with UK GDPR policies and data protection legislation. Schools should refer to this documentation for best practices to prevent data breaches.
- **Domestic Violence** – additional text has been added where domestic violence is referenced to include where children and young people 'see, hear, or experience its effects'.
- **LGBQ** – another change is with children who are lesbian, gay, bisexual or questioning their gender. This has been updated to comply with gender questioning guidance, although this is still under review.

The latest version of KCSIE 2024 can be found here:

[https://www.gov.uk/government/publications/keeping-children-safe-in-education--2?utm\\_medium=email&utm\\_campaign=govuk-notifications-topic&utm\\_source=634dbc5b-7cc4-4569-b318-3ea3aa117fbd&utm\\_content=immediately](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=634dbc5b-7cc4-4569-b318-3ea3aa117fbd&utm_content=immediately)

## The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. Children can be at risk of:

- physical abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)
- grooming and exploitation
- trafficking and modern slavery
- exposure to / or infliction of domestic abuse
- bullying or cyber bullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adult supervision

The causal factors of any such harm and / or abuse can also be wide-ranging; children can be placed at risk by family members or by members of the community.

## Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for our Organisation. We are committed to ensuring that any child who comes into contact with those renting or using our facility is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (e.g. adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging in activities at The Old Post Office Wellbeing Hub
- reporting concerns expeditiously and appropriately, in line with child protections procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any adult and reporting this accordingly
- acting appropriately in the presence of children
- not taking any inappropriate risks
- not smoking, drinking or taking any form of illicit substances on the premises, or in the presence of children

## Designated Safeguarding Officer

Any question, report or concern in relation to the safeguarding of children should be shared with our Designated Safeguarding Officer:

**Name:** Mrs Anita Auer

**Email:** [anita.auer2021@outlook.com](mailto:anita.auer2021@outlook.com)

**Telephone:** 07821629119

If Anita is not available, you can contact our Deputy Designated Safeguarding Officer:

**Name:** Mrs Claire Cavie

Email: [ccavie27@gmail.com](mailto:ccavie27@gmail.com)

Telephone: 07825459488

If Anita and Claire cannot be contacted, you may contact our associate at 3D Recruit:

Name: Amy Gudgeon

Email: [amy@3drecruit.com](mailto:amy@3drecruit.com)

Telephone: 07585132737

## Confidentiality and Data Protection

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection policy which can be located at The Old Post Office Wellbeing Hub or on our website <https://theoldpostofficewellbeinghub.godaddysites.com/>

## Reporting a Safeguarding Concern

Where a child is at immediate risk of serious harm, an adult present should call the police on 999. Thereafter, the Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than at the end of the same day. Any Organisation using The Old Post Office Wellbeing Hub for their own purposes, should follow their own Safeguarding Policies and Procedures but still alert The Old Post Office Wellbeing Hub/Organisation's Safeguarding Officer.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their views are taken seriously.
- provide an appropriate and honest level of reassurance.
- avoid interrogating children and asking probing, intrusive and / or leading questions.
- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse / harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral).
- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided.
- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and but no later than the end of the day.

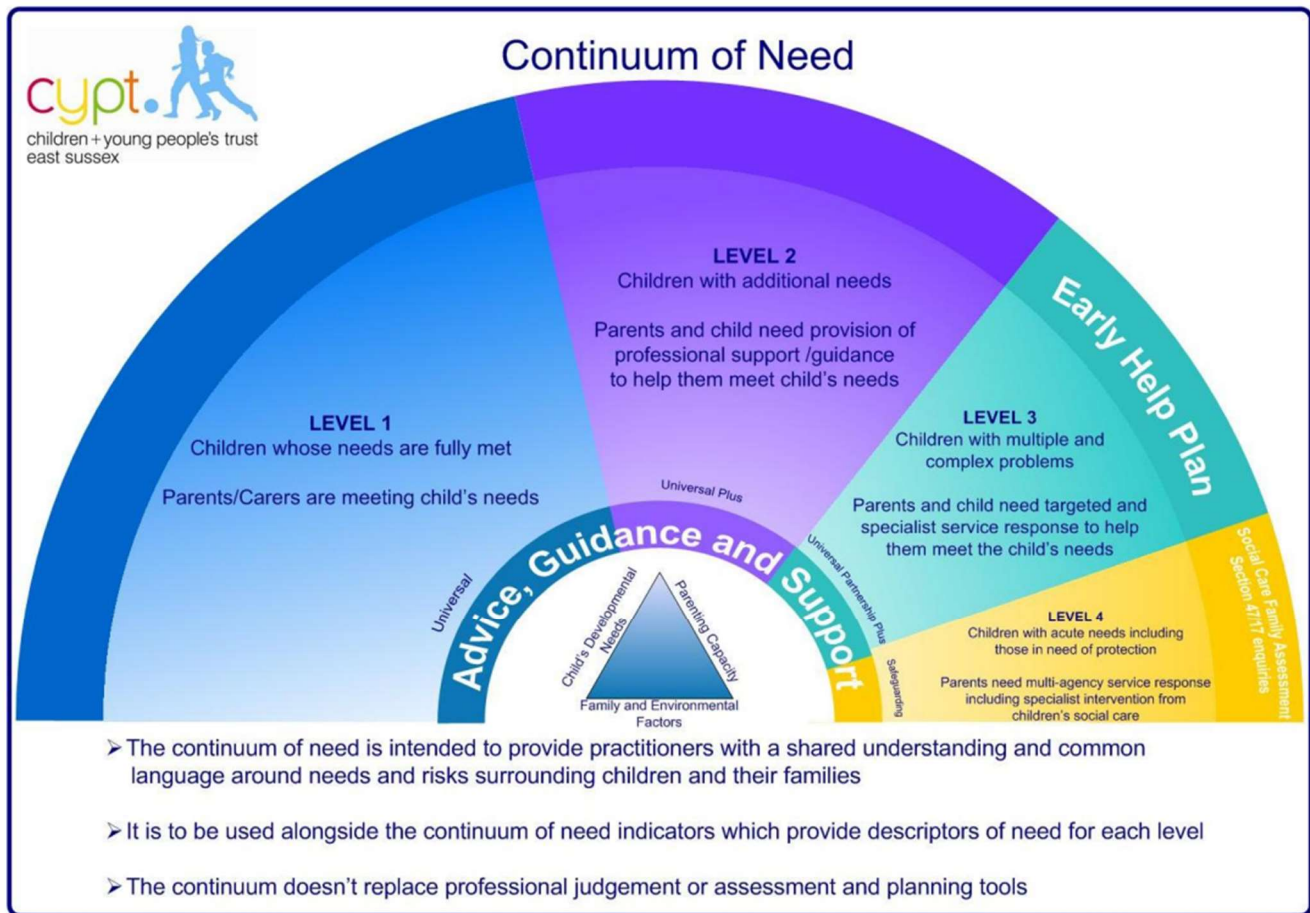
Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department:

SPOA <https://www.eastsussex.gov.uk/children-families/professional-resources/spoa>

If a child is at risk of immediate harm, or has sustained an injury, phone SPOA directly before completing the referral – 01323 464222 (Monday – Thursday 8:30am – 5pm and Friday 8:30am – 4:30pm)

Out of hours, with serious concerns that cannot wait until the following working day contact the Emergency Duty Service – 01273 335906 or 01273 335905

SPoA would not normally offer advice about Level 1 or 2 needs on The Continuum of Need.



## Reporting Concerns about other Adults

Where any person has a concern regarding the conduct of an adult connected to the Organisation in any way, who poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally
- exposing a child to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child

This must be raised in the first instance with the Safeguarding Lead (or where this is not appropriate, with the owner of the property – Paul Auer) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside the person's engagement with the Organisation.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Organisation will either:

- further initial enquiries
- escalate to the applicable Local Authority Children's Service department for assessment and / or the police for investigation (<https://www.eastsussex.gov.uk/children-families/professional-resources/allegations/lado>)

- instigate of a formal investigation processes and suspension of any person concerned from The Old Post Office Wellbeing Hub or representing the Organisation
- refer to the Disclosure and Barring Service, or any other relevant regulatory bodies

Any person within the Organisation who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer, with a third party person who is agreed by all attending. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or Local Authority).

Any person from within the Organisation who has allegations made against them shall be treated fairly. All enquiries, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Organisation who makes a serious allegation against another person within the Organisation shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

### Disclosure and Barring Service (DBS) Checks and Reporting

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are: volunteers, those hiring The Old Post Office Wellbeing Hub to provide services to children and any service providers using The Old Post Office Wellbeing Hub or representing the Organisation.

Wherever we deem it necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

## Safeguarding Children at Events and Activities

### Responsibilities and Planning

Typically, weekly small group activities and 1-1 sessions which could involve children may take place at The Old Post Office Wellbeing Hub. The person renting the facility shall hold ultimate responsibility for the safety and appropriateness of the event and will be expected by this policy to play an active role in ensuring the safety of children at all times. In the case of Alternative Provision organised by the Organisation, the Designated Safeguarding Lead will hold ultimate responsibility.

Any tutors representing the Organisation will have their checks completed by 3D Recruit, Battle to ensure compliance; this will include the directors.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law. It will be the duty of the person renting the facility to ensure they undertake the necessary checks on any person employed by them who may work with children at the facility.

The facility may rent out either their purpose-built classroom or specific parts of the grounds at Springlands Farm, London Road, Mountfield, East Sussex. TN32 5LX. We have carried out a health and safety risk assessment of these locations in reference to its safety and suitability for children.



The fire safety procedure can be found at The Old Post Office Wellbeing Hub.

## First Aid

Any person renting The Old Post Office Wellbeing Hub should make sure they have the relevant first aid training and equipment for the course they are leading. Any accident or injury concerning a child should be recorded in the in 'HSE compliant Accident Report Book ', which is kept in The Old Post Office Wellbeing Hub, and then formerly reported to the Safeguarding Officer.

Sessions providing Alternative Provision for the Organisation will always have at least one trained Paediatric First Aider present.

## Consent Forms

Those using The Old Post Office Wellbeing Hub, or representing the Organisation, should obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent present. Consent forms will include emergency details and will set out any specific safety needs / requirements for the children. All consent forms will be kept secure and stored in accordance with the user's data protection privacy policy.

## Supervision

For most activities and events, our procedure for supervision of children is as follows:

- for groups of children aged 2-3 years, there will be 1 adult to 4 children
- for groups of children aged 4-8 years, there will be 1 adult to 6 children
- for groups of children aged 9-12 years, there will be 1 adult to 8 children
- for groups of children aged 13-18 years, there will be 1 adult to 10 children

where we hold events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that their children are properly supervised.

## Managing Behaviour of Children Generally

Whenever any adult using The Old Post Office Wellbeing Hub, or representing the Organisation, is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint / intervention in order to protect the immediate safety of a person, for example to prevent injury or harm to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure it is reported to the Safeguarding Officer

Further details regarding our procedures for managing behaviour can be located in our Behaviour Policy which can be found on our website: <https://theoldpostofficewellbeinghub.godaddysites.com/>

## Managing Risks Posed by Other Children

It is important for all adults using The Old Post Office Wellbeing Hub, or representing the Organisation, to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and

- has the intention of hurting somebody either physically or emotionally

Bullying can sometimes be motivated by prejudices on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern to possible bullying between children at any event or activity being held at The Old Post Office Wellbeing Hub will usually be dealt with by the person leading the event in the first instance as follows: all children and any relevant staff shall be spoken to individually to ascertain the facts. Where appropriate, children will be given a first warning and relevant support.

Where any behaviour amounting to bullying continues following this, the following steps will be taken: the child or children who have been found to be responsible for persistent behaviour which amounts to bullying of another child will be stopped from attending future events.

All steps in relation to the prevention or management of bullying should be reported to the Safeguarding Officer.

## Photography

On some occasions, photographs may be taken at The Old Post Office Wellbeing Hub, or representing the Organisation, featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on a child's public image as they grow older

In view of these risks, we will ensure those that rent The Old Post Office Wellbeing Hub, or represent the Organisation:

- always ask for written permission from a child and their parent / guardian before taking and sharing any image of them
- always ensure that a child and their parent / guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as far as possible within any published material
- ask that parents, guardians, children and any other person connected to them who may wish to share any of their published images which features other children to refrain from doing so unless they have the permission of the other children and their parent / guardian
- always store photos in accordance with their photos in accordance with our / their data protection policy

## Members of the Public

We do recognise that members of the public may take photographs when they are attending our premises, or attending the events or activities run by those renting The Old Post Office Wellbeing Hub, or representing the Organisation.

We ask that any parents, guardians and other members of the public take the following into consideration when taking photos at our premises, or events or activities run by those renting The Old Post Office Wellbeing Hub, or representing the Organisation:



- images of other children should not be shared on social media without the permission of any children who feature in the images (where ascertainable), together with the permission of the children's parent / guardian.
- images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

Further information is contained in our Photography Policy which can be found on our website:

<https://theoldpostofficewellbeinghub.godaddysites.com/>

## Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Data Protection Policy
- First Aid Policy
- Photography Policy
- Behaviour Policy

This policy is approved and robustly endorsed by The Old Post Office Wellbeing Hub and is due for renewal every year.

Signed \_\_\_\_\_ *Anita Auer* \_\_\_\_\_ Mrs Anita Auer (Safeguarding Officer)

Signed \_\_\_\_\_ *Paul Auer* \_\_\_\_\_ Mr Paul Auer (Director)

Date: 2.9.24

Review date: 1.9.25