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## **OUR CORE VALUES**

At Monday's Child (UK) Limited we believe that it is always unacceptable for a child or young person to experience abuse of any kind and we recognise our responsibility to safeguard the welfare of all children and young people by commitment to a practice which protects them.

As an organisation we aim to promote a positive, supportive and secure environment, giving children and young people a feeling of self-worth and a sense of being valued. We intend to provide safe participatory and creative opportunities for all the children and young people who attend our classes and workshops.

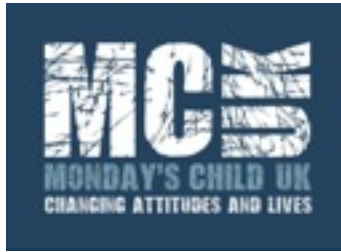
## **OUR KEY TENETS**

- The welfare of the child/young person is paramount.
- All children and young people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with children and young people, their parents, carers and other agencies is essential in promoting their welfare. These agencies might include: Children's Services, Police Child Abuse Investigation Unit, Child and Adolescent Mental Health Services, Education Welfare Service, Educational Psychology Service.

## **THE PURPOSE OF OUR POLICY**

To provide protection for the children and young people who receive services from Monday's Child (UK) Limited and to provide staff, volunteers and trustees with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm. This policy applies to all staff, including senior staff, workshop leaders, assistants, volunteers and trustees or anyone working on behalf of the Monday's Child (UK) Limited.

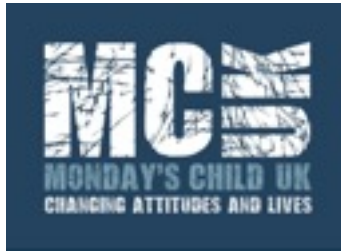
## **THE AIMS OF OUR POLICY**



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- Raising awareness of child protection issues, sharing information about child safeguarding and good practice and equipping children with the skills needed to keep them safe.
  - Adopting child safety guidelines, through procedures and a code of conduct for all parents, staff and volunteers and developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
  - Supporting pupils who have been abused in accordance with his/her agreed child protection plan and sharing information about concerns with agencies that need to know, involving parents and children appropriately.
  - Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
  - Establishing a safe environment in which children can learn and develop while valuing them, listening to and respecting them.
  - Providing effective management for staff and volunteers through supervision and support.
  - We recognise that because of the contact with children, our staff and volunteers can be well placed to observe the outward signs of abuse.

#### **As an organisation we will :**

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the company whom they can approach if they are worried.
- Ensure every member of staff (including temporary staff, volunteers) and the Board of Trustees knows the name of the designated Child Protection Officer responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated Child Protection Officer.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.



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## **OUR BEHAVIOUR POLICY**

Monday's Child (UK) Limited is committed to promoting children's welfare and expects all staff and volunteers to demonstrate exemplary behaviour by adhering to our behaviour policy.

### **AS AN ORGANISATION WE WILL ALWAYS ENDEAVOUR TO :**

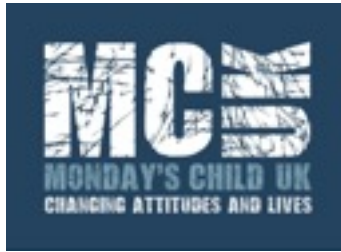
- Treat all children and young people equally and with respect and dignity.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Be excellent role models.
- Recognise the developmental needs and capacities of the children and young people in our care and will not push them against their will.
- Ensure that a culture of openness exists enabling any issues or concerns to be raised and frankly discussed.
- Recognise that thoughtfulness is required, particularly during sensitive moments, such as when discussing bullying, bereavement or abuse.
- Avoid private or unobserved interactions and encourage open communication with no secrets.
- Keep a written record of any injury that occurs, along with details of any treatment given.

### **AS AN ORGANISATION WE WILL NEVER :**

- Discriminate against, show preferential treatment, or favour particular children to the exclusion of others.
- Use language which is inappropriate, offensive or abusive.
- Allow young people to use inappropriate language unchallenged (e.g. swearing, racial/sexual taunts).
- Condone, or participate in, behaviour of children which is illegal, unsafe or abusive.
- Permit abusive behaviour or activities.
- Fail to act upon and record any allegations made by a child.

## **OUR RECRUITMENT POLICY**

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At Monday's Child (UK) Limited we recognise that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

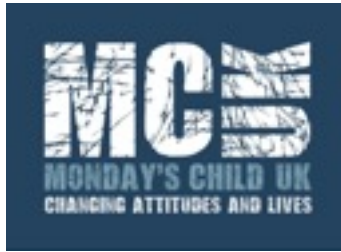
- The job requirements and responsibilities should be clarified with each individual.
- Child protection procedures must be explained and training needs identified before contact with children commences.
- All volunteers and staff who will be working closely with children must have a valid Disclosure and Barring Service check (DBS) / Criminal Record Bureau disclosure (CRB) no more than 3 years old.
- Monday's Child (UK) Limited will accept DBS / CRB clearance forms procured by other organisations provided a copy is provided for inspection.
- Copies of all DBS / CRB forms must be retained for the duration of the period that the individual will be working with children.
- Where an individual who is hoping to work with Monday's Child (UK) Limited does not have a valid DBS / CRB disclosure, Monday's Child (UK) Limited will request a disclosure at the earliest opportunity.

## **RESPONDING TO ALLEGATIONS OR SUSPICIONS**

Monday's Child (UK) Limited acknowledges it has a responsibility to act on any concerns or suspicions of abuse by reporting these to the appropriate authorities.

If a member of staff or volunteer suspects a child in our care is being abused then they should:-

- Always refer the case to the Child Protection Officer, never investigate personally.
- Never approach a suspected abuser.
- Ensure the child has the opportunity to talk freely and is listened to without interruption. Never ask leading questions about what you may suspect.
- Write the details down, as heard on the Child Protection Report Form. Accept what the child says at face value and try to use their own words as much as possible.
- Try to alleviate any fears or feelings of guilt and make it clear you can offer support but that you must pass the information on.



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If a member of staff or volunteer receives an allegation of child abuse by an adult then they should:-

- Contact the Child Protection Officer. All information, however trivial it may appear, must be shared.
- Record the nature of the allegations in detail.
- Do not try to resolve the issue yourself; follow the reporting procedures and use the form provided.
- Staff or volunteers who hear an allegation of abuse against another representative of Monday's Child (UK) Limited (e.g. staff, volunteers, trustees), or indeed themselves, should report the matter immediately to the Child Protection Officer.

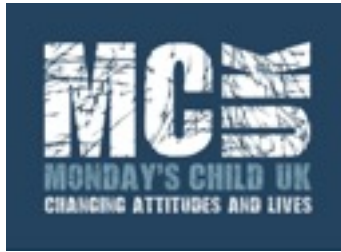
## **REPORTING PROCEDURES**

- All incidents should be written up within one hour. Legally they must be recorded within 24 hours.
- All relevant material should be attached to the report sheets.
- Reports and records should be passed to the Child Protection Officer who will then be accountable for the safe storage and processing of the information.
- The Child Protection Officer will refer the allegation to the social services department who may involve the police.
- The parent/guardian/carer of the child will be contacted as soon as possible following advice from the social services department.
- If, following consideration, the allegation is clearly about poor practice; Child Protection Officer will deal with it as a misconduct issue.
- The results of the police and child protection investigation may well influence and inform any disciplinary investigation into such misconduct, but all available information will be used to reach a decision.

## **INFORMATION FOR SOCIAL SERVICES OR THE POLICE ABOUT SUSPECTED ABUSE**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.



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- Whether or not the person making the report is expressing their own concerns or those of someone else.
  - The nature of the allegation. Include dates, times, any special factors and other relevant information.
  - Clear distinction between what is fact, opinion or hearsay.
  - A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
  - Details of witnesses to the incidents.
  - The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
  - Details of any contact with the child's parents on the issue.
  - Details of any consultation on the issue with anyone else.
  - Whether the child has reported the incident, and if not, whether the child has been spoken to, and details of any such conversation.
  - Details of the alleged abuser, if any allegations have been made.
  - Name of contact who took referral of the incident at the police or social services. (Where possible referral to the police or social services should be confirmed in writing within 24 hours.)

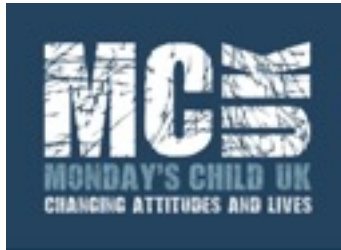
## **CONFIDENTIALITY**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Child Protection Officer
- The parent/guardian of the person who is alleged to have been abused
- The person making the allegation
- Social services/police

Seek the advice of social services on who should approach the alleged abuser (or the parents of the alleged abuser if the alleged abuser is a child). Information should be stored in a secure place with access available to designated people only; in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

At Monday's Child (UK) Limited we recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame.



**As an organisation we will endeavour to support the pupil through :**

- The content of the curriculum.
- The Company ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The Company behaviour policy which is aimed at supporting vulnerable pupils in the Company.

We are also committed to reviewing our policy and good practice.