



ABRACADEMY

Our Child Protection Policy

This policy applies to all staff, including senior managers, paid staff, volunteers, or anyone working on behalf of Abracademy.

The purpose of this policy:

to protect children and young people who receive Abracademy's services . This includes the children of adults who use our services; to provide staff and volunteers with the overarching principles that guide our approach to child protection;

Abracademy believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

Legal framework

This policy has been drawn up on the basis of laws and regulations relating to the protection of children, including but not limited to:

Children Act 2004

Data Protection Act 1998

Relevant government guidance on safeguarding children

Sexual Offences Act 2003

Our mission is to empower teenagers and young people and therefore we:

Listen, respect and empower young people;

Have as a rule that the welfare of the child is paramount

Recruit staff and volunteers safely, ensuring all necessary checks are made;

Adopt child protection practices through procedures and a code of conduct for staff and volunteers;

Share information about child protection and good practice with children, parents, staff and volunteers

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



Sharing concerns with agencies who need to know, and involving parents and children appropriately.

Duty of staff and volunteers

Every employee of the Abracademy as well as every volunteer who assists the Magic Summer Camp is under a general legal duty:

- to protect children and young people from neglect or abuse;
- to be aware of the Abracademy's child protection procedures and to follow them;
- to know how to access and implement the procedures, independently if necessary;
- to keep a sufficient record of any significant complaint, conversation or event;
- to report any matters of concern.

Whistleblowing:

All staff are required to report to the Magic Summer Camp management any concern or allegations about practices or the behaviour of colleagues which are likely to put students at risk of abuse or other serious harm. In exceptional cases such reports should be made to Ofsted. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

Staff and student relationships: Sexual relationships between staff and students are strictly prohibited and may be a criminal offence under the Sexual Offences Act 2003.

Procedures

Initial complaint: A member of staff suspecting or hearing a complaint of abuse:

- must listen carefully to the child/young person and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place;
- must not ask leading questions, that is, a question which suggests its own answer;
- must reassure the child/young person but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to a member of senior staff who will ensure that the correct action is taken;
- must keep a sufficient written record of the conversation. The record



should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed over to Abracademy management.

Preserving evidence: All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved.

Reporting: All suspicion or complaints of abuse must be reported to the

Magic Summer Camp Trusted Person (to be communicated clearly to all students at the start of the Magic Summer Camp).

Action by Abracademy:

The action to be taken will take into account:

the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to Social Services or the Police without further investigation by Abracademy;

duties of confidentiality, so far as applicable;

the lawful rights and interests of Abracademy as a whole, including its employees and its insurers;

if there is room for doubt as to whether a referral should be made, the Trusted may consult with the Trusted Person or other appropriate professionals on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child or young person may be at risk of significant harm, a referral will be made without delay (and in any event within 24 hours). If the initial referral is made by telephone, Abracademy will confirm the referral in writing to Social Services within 24 hours. If no response or acknowledgment is received within three working days, the Trusted Person will contact Social Services again.

Referral guidelines: A referral to Social Services or the Police will not normally be made where:

the complaint does not involve a serious criminal offence; and
a referral would be contrary to the wishes of a student complainant who is of sufficient maturity and understanding and properly informed, and contrary also to the wishes of the complainant's parents; and



the case is one that can be satisfactorily investigated and dealt with under Abracademy internal procedures, the parents being kept fully informed, as appropriate. However, if during the course of the internal procedures, it appears that the situation is more serious, the Trusted Person will again consider whether a referral should be made.

Secure Magic Summer Camp premises:

Abracademy Magic Summer Camp will take all practicable steps to ensure that the premises are as secure as circumstances permit. There may be occasions where the Magic Summer Camp is held in premises that are open to the public. In this instance, Magic Summer Camp instructors will ensure that children under their care are within eyesight at all times. A Magic Summer Camp staff member will supervise regular trips to the toilet.

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