

Person(s) Responsible For Policy	The Chairman of Les Franglophones
Responsible Person and Post	Chairmans and Designated Person
Who is governed by this Policy	Chairman, Members of Committee, Teachers and Volunteers or anyone working on behalf of Les Franglophones
Points of Contact	Chairman, Teachers and Chid Services Team

“Les Franglophones” believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard all children and promote their welfare, by a commitment to practice which protect them.

We recognise that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender, racial heritage, belief, sexual orientation or identity, have the right to equal protection for all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

The purpose of the policy:

- To provide protection for the participants who join “Les Franglophones”’s activities including the children of adult members.
- To provide staff/teachers and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or at risk of, harm.

The policy applies to all staff/teachers, volunteers, including members of the committee, students or anyone working with “Les Franglophones”.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures
- Recruiting staff teachers and volunteers safely, ensuring all necessary checks (including DBS checks) are made
- Sharing information about child protection and good practice with children, parents, staff/teachers and volunteers (policy available on website)
- Sharing information about our concerns with agencies who need to know
- Providing effective management for staff/teachers and volunteers through supervision, support and training
- The designated person and teachers must receive training or refresher course every year in child protection. Training is available via e-learning on www.kwango.com (the programme takes about 60 minutes).
- We are also committed to reviewing our policy every year.

The Designated Person

Act as a source of support, advice and expertise when deciding whether to make a referral .

- Refers or oversees the referral of cases of suspected abuse or allegations to the relevant investigating agencies
- Liaises with and informs the Chairman of any issues and ongoing investigations and ensures there is always cover for this role.
- Recognises how to identify signs of abuse and when it is appropriate to take advice from or make a referral to another agency
- Ensures each member of staff has access to and understands Child Protection Guidelines
- Ensures that new staff are provided with induction and other training covering child protection

- Reminds staff to keep detailed accurate secure written records of referrals/concerns
- Attends any relevant or refresher training courses every year.

If the designated person receives a disclosure of abuse or suspects that abuse is taking place, she/he will immediately inform the Chairman and report to Social Care:

Forms of child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- inappropriate behaviour displayed by other members of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- Reassure the child that they were not to blame and were right to speak out
- Listen to the child but DO NOT question them
- DO NOT promise to keep it secret
- Give reassurance that the staff member will take action
- Record the incident as soon as possible (see Logging an incident below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

Alleged abuse by Staff, Volunteers or Members of Committee

When an allegation is made against a member of staff/teacher or volunteer, then the allegation must be passed to the Chairman and the designated person for child protection or if the allegation concerns them both to the Local Authority Designated Officer (see details above)

Your designated person for child protection should contact one of the local authority designated officers for consultation

- Local Authority Designated Officer (same details as below)
- The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

Parental Involvement

If they request it, parents/carers will be given information about "Les Franglophones" child protection procedures.

Where possible, concerns should be discussed with parents/carers and the designated person should seek agreement to making a referral, unless to do so would place the child/young person at increased risk of significant harm.

Logging an incident

All information about the suspected abuse or disclosure will be recorded on the Logging a concern form as soon as possible after the event.

The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Designated Person who will decide whether they need to contact Social Care or make a referral.

All referrals to Social Care will be followed up in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

Confidentiality must be maintained and information relating to individual children and young people/families shared on a strictly need to know basis.

Brighton & Hove

Social Care: FDFD 01273 290400 FrontDoorForFamilies@brighton-hove.gcsx.gov.uk [Online Referral Form](#)

To contact someone urgently outside of office hours (9am to 5pm Monday to Thursday and 9am to 4.30pm on Fridays) please call the Emergency Duty Service on 01273 335905.

LADO (Local Authority Designated Officer): Darrel Clews, **Tel:** 01273295643 **Mobile:** 07795335879
email: darrel.clews@brighton-hove.gov.uk

LSCB (Local Safeguarding Children Board): 01273 292379 Police:01273 470101 (ask for Brighton Safeguarding Investigation unit SIU)

NSPCC: 0808 800 500, Doctor: 01273 238703, Nurse: 0770 381421

East Sussex

Duty and Assessment Team - West of county: 01323 747373

Duty and Assessment Team - East of county: 01424 724144

Out of Hours Social Care Service - Children's services: 01273 335905/6

West Sussex

Monday to Friday between 9am-5pm: 01403 229900

At all other times, including nights, weekends and bank holidays, contact the 'out of hours' emergency team: 01903 694422

The Role of the Committee

The designated person for child protection should provide an annual report when there has been a child protection issue in the association

Review

This policy will be reviewed/updated every year.

Approved by Chairman and Committee and Signed (Chairman & Designated Person) :

Chairman: Diana Beverley, Secretary : Gabrielle Ellin, Treasurer : Claire Leroux.

Designated Persons: Diana Beverley

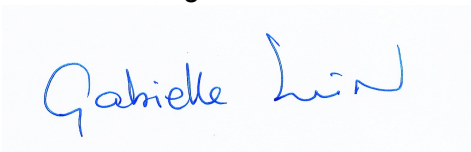
DATE

Name

Signed :

__18/10/24__

Gabrielle Ellin



Diana Beverley

Claire Leroux

Next Review Date: Oct 2025