

Child Protection Policy

ATG Training fully recognises its responsibilities for child protection.

Our policy applies to all staff and associates working for the organisation. There are five main elements to our policy:

- 1) Ensuring we practice safe recruitment in checking the suitability of staff and associates who are working with children.
- 2) Raising awareness of child protection issues and giving children access to information they may need to help keep them safe.
- 3) Developing and then implementing procedures for identifying and reporting cases, and suspected cases, of abuse.
- 4) Supporting learners who have been abused in accordance with his/her agreed child protection plan.
- 5) Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, our staff members are well placed to observe the outward signs of abuse. We will therefore:

- Establish and maintain an environment where learners feel secure, are encouraged to talk, and are listened to.
- Ensure our learners know that there are adults in the organisation whom they can approach if they are worried.
- Display information relating to sources of help should a learner need to access support to stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the DCSF to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated Director responsible for child protection.
- Ensure every member of staff (including temporary staff and consultants) and our board members know the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and associates understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that schools have an understanding of the responsibility placed on the organisation and staff for child protection by setting out its obligations in the ATG Training handbook.

- Notify the school if there are any unexplained absences by a learner who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at case conferences.
- Keep written records of any concerns about learners, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main learner file, and in locked locations.
- Ensure a detailed written report is submitted to the school if a staff member or associate has been obliged to restrain a learner physically.
- Follow the ATG Training Disciplinary procedure where an allegation has been made against a member of staff or associate.
- Ensure safe recruitment practices are always followed.

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. The organisation and their school may be the only stable, secure and predictable elements in the lives of children at risk. When at our organisation their behavior may be challenging and defiant or they may be withdrawn. The organisation will endeavour to support the learner through:

- The content of the course.
- The organisation's ethos which promotes a positive, supportive and secure environment, and gives learners a sense of being valued.
- The organisation's code of conduct which is aimed at supporting all learners.
- Liaison with other agencies that support the learner, such as social services, Child and Adult Mental Health Services, the education welfare service and the educational psychology service, when appropriate.
- Ensuring that, where a learner on the child protection register leaves, their information is transferred to their new college/training provider (if applicable) and that the learner's school is informed.