

La Jolie Ronde

Child Protection Policy and Procedures

Child Protection Policy Statement.

La Jolie Ronde is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. **La Jolie Ronde** acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

What informs our Policy?

Our policy takes due regard of a number of legislative and statutory guidance documents. These include:

- Keeping Children Safe in Education (Sept 2020)
 - All staff, licensees and tutors to read PART 1 of the Keeping Children Safe in Education Sept 2020)
 - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Children Act 1989 and 2004
- Education Act 2002
- The Sexual Offences Act 2003
- Voyeurism (Offences) Act 2019
- The Protection of Freedoms Act 2012
- Working Together to Safeguard Children 2018
- Prevent Duty Guidance 2015
- FGM Guidance 2016
- Child Care Act 2016

In implementing this child protection policy **La Jolie Ronde will:**

- Ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's *Child Protection Procedures* and work at all times towards maintaining high standards of practice;
- Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection;
- Ensure that the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Social Work);
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- Provide opportunities for all workers to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people;
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's *Complaints Procedure*;
- Ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;

Issue Number:11, Issue Date: Sept 2020, Next Review Date: Sept 2021

- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

Child Protection Procedures

Section 1 – Introduction:

These procedures have been designed to ensure the welfare and protection of any child and/or young person who accesses the language tuition and associated services provided by all individuals and companies operating under Licence to **La Jolie Ronde**. The procedures recognise that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. **La Jolie Ronde** is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

La Jolie Ronde is committed to the fair treatment of its staff, potential staff, licensees or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the staff, licensee and tutor recruitment process.

Section 2 – Recruitment

These procedures apply to staff, licensees and tutors operating under licence to **La Jolie Ronde**.

- Completion of an application form
- Evidence of identity - checked
- Staff, Licensees and tutors in the UK
 - Enhanced disclosure check via DBS or Disclosure Scotland
- Staff, Licensees and tutors in Ireland
 - Garda Vetting check
- Minimum of 2 references
- Confirmation of leave to work in the UK or Ireland as applicable
- If resident in UK or Ireland for less than 5 years, further disclosure checks are sought from the previous country of residence

Section 3 - Recognising the Signs and Symptoms of Abuse

Appendix 1 provides details of indicators of abuse.

All staff and licensees need to familiarise themselves with these definitions.

La Jolie Ronde will ensure that all staff, licensees and tutors whether paid or unpaid, undertake training to gain a basic awareness of the signs and symptoms of child abuse.

Concerns about a child or young person's safety can come to light in many different ways. Some examples are given below:

- a child or young person alleges that abuse has taken place or that they feel unsafe;
- a third party or anonymous allegation is received;
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a report is made regarding the serious misconduct of a worker towards a child or young person.

Section 4 - A Named Person(s) for Child Protection

La Jolie Ronde has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with. The named person for Child Protection within **La Jolie Ronde** is:

Named Person for Child Protection: Mr S.J. Baker

Work telephone number: 01949 839715 ext 26

Mobile number: 07850 963219

Training: NSPCC Introduction to child protection training (England and Wales) & NSPCC Designated senior person for safeguarding children in schools and colleges (England and Wales)

The role and responsibilities of the named person are:

- To ensure that all staff, licensees and tutors are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Section 5 - Stages to Follow if you are Worried about a Child

La Jolie Ronde recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However **La Jolie Ronde** believes that the safety of the child should override any doubts or hesitations. When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance staff will:

Stage 1

- Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? But never use leading questions
- Listen carefully to what the young person has to say and take it seriously;

- Never investigate or take sole responsibility for a situation where a Child/young person makes a disclosure;
- Always explain to children and young people that any information they have given will have to be shared with others.
- Notify the organisation's Named Person for Child Protection.
- Record what was said as soon as possible after any disclosure; The person who receives the allegation or has the concern should complete the pro-forma (see appendix 3) and ensure it is signed and dated.
- Respect confidentiality and file documents securely.

Stage 2

- The Named person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person will contact the police and/or the relevant local authority children's department.
- The named person can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC 24 hour National Child Protection Helpline on 0808 800 5000.
- Specific advice about issues concerning South Asian children can be sought on the NSPCC National Child Protection Asian Helpline on 0800 096 7719.

Section 6 – Managing Allegations made against a member of Staff, a Licensee, a Tutor or Volunteer

Action must be taken where it is alleged that anyone working in the school, including supply teachers and volunteers has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

La Jolie Ronde will ensure that any allegations made against members or a member of staff or a licensee/ tutor will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
- The named person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a director or anyone within the organisation that is in a senior position within the organisation and believed to be independent of the allegations being made).
- The named person should contact the local authority designated officer (LADO - who is based at the Child Protection Unit) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing

the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.

- Regardless of whether a police and/or social services investigation follows, **La Jolie Ronde** will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal / termination of Licence agreement dependent on the nature of the incident.

Section 7 - Recording and managing confidential information.

- A pro-forma for recording concerns/allegations of abuse, harm and neglect is provided at Appendix 3. The person who receives the allegation or has the concern should complete the pro-forma.
- **La Jolie Ronde** is committed to managing confidential information safely. Information relevant to a child protection case will be stored securely either in electronic or hard copy format and will only be shared with the relevant agencies involved in the child protection case.
- La Jolie Ronde supports the rights of children and young people to confidentiality unless it considers they could be at risk of abuse and/or harm.

Section 8 – Disseminating/Reviewing Policies and Procedures

This policy and procedure is made available to staff, licensees, tutors, parents and carers via the **La Jolie Ronde** website – www.lajolieronde.co.uk.

The policy and procedure will be reviewed on an annual basis taking into account legislation changes and feedback from staff, licensees, parents and carers.

The **La Jolie Ronde** management will be responsible for the review of this policy and procedure.

Appendix 1

Indicators of Abuse

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Can include honour based abuse. Possible signs of physical abuse:

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which appears excessive
- Fear of parents being contacted
- Bald patches
- Withdrawal from physical contact
- Arms and legs kept covered in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Chronic running away

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views.

Deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over-protection and limitation of exploration and learning, or preventing a child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Possible signs of emotional abuse:

- Physical, mental and emotional development lags
- Admission of punishment which appears excessive
- over-reaction to mistakes
- sudden speech disorders
- fear of new situations
- inappropriate emotional responses to painful situations

- neurotic behaviour (e.g. rocking. hair-twisting; thumb-sucking)
- self-mutilation
- fear of parents being contacted
- extreme of passivity or aggression
- drug/solvent abuse
- chronic running away
- compulsive stealing
- scavenging for food or clothes

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of adequate care-givers); or
- ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Possible signs of neglect:

- constant hunger
- poor personal hygiene
- constant tiredness
- poor state of clothing
- emaciation
- frequent lateness or non-attendance at school
- untreated medical problems
- destructive tendencies
- low self-esteem
- neurotic behaviour (eg rocking. hair-twisting; thumb-sucking)
- no social relationships
- chronic running away
- compulsive stealing
- scavenging for food or clothes

Sexual abuse

Possible signs of sexual abuse in children **under the age of five**:

- become insecure or cling to parent in a fearful way
- show extreme fear of a particular person
- cry hysterically when their nappy is changed
- become hysterical when clothing is removed, particularly underclothes
- have some physical signs in the genital or anal areas: smell of semen etc
- have soreness or bleeding in the throat, anal or genital areas
- regress to a much younger behavioural pattern

- behave in a way sexually inappropriate to their age, being obsessed with sexual matters as opposed to normal exploration
stare blankly, seem unhappy, confused, sad
become withdrawn. Stop eating, have chronic nightmares, begin wetting again when previously dry
- play out sexual acts in too knowledgeable a way with dolls or other children
- produce drawings of sex organs
- stop enjoying activities with other children, such as stories or games
- seem to be bothered or worried, but won't tell why as if keeping a secret
- change from being happy and active to being withdrawn and fearful
- repeat obscene words or phrases said by the abuser
- say repeatedly that they are bad, dirty or wicked
- become aggressive and hurtful
- act in a sexually inappropriate way towards adults

Possible signs of sexual abuse in children from the **ages of five to twelve**:

- hint about secrets they cannot tell
- say that a friend has a problem
- ask you if you will keep a secret if they tell you something
- begin lying, stealing, blatantly cheating in the hope of being caught
- have unexplained sources of money
- have terrifying dreams
- start wetting themselves
- exhibit sudden inexplicable changes in behaviour, such as becoming aggressive or withdrawn
- stop enjoying previously liked activities, such as music, sports, art, scouts or guides, going to summer camp, gym club
- be reluctant to undress for gym
- become fearful of or refuse to see certain adults for no apparent reason; show dislike of a particular babysitter, relative or other adult
- act in a sexual way inappropriate to their age
- draw sexually explicit pictures depicting some act of abuse
- seem to be keeping secret something which is worrying them
- have urinary infections, bleeding or soreness in the genital or anal areas
- have soreness or bleeding in the throat
- have chronic ailments, such as stomach pains or headaches
- take over the parent role at home, seem old beyond their years (if a victim of incest)
- develop eating disorders, such as anorexia or bulimia
- become severely depressed, even attempt suicide
- have a poor self-image, self-mutilate
- continually run away
- be suicidal
- use drugs or drink
- self-mutilate, show self-hatred
- become pregnant
- experience memory loss
- become anorexic or bulimic
- run away frequently
- be inappropriately seductive

- be fearful about certain people like relatives or friends • assume the role of parents in the house to such an extent that they do all the cooking, cleaning, child-minding and are taking care of everyone's needs except their own
- not be allowed to go out on dates or have friends round
- have soreness/bleeding in the genital or anal areas or in the throat find excuses not to go home or to a particular place
- have recurring nightmares/be afraid of the dark
- be unable to concentrate, seem to be in a world of their own
- have a "friend" who has a problem and then tell about the abuse of the friend
- have chronic ailments such as stomach pains and headaches
- sexually abuse a child, sibling or friend
- exhibit a sudden change in schoolwork habits, become truant
- be withdrawn, isolated, or excessively worried
- have outbursts of anger or irritability
- be fearful of undressing for gym
- have unexplained sums of money
- act in a sexually inappropriate way towards adults
- show discomfort when walking
- revert to babyish behaviour such as thumb-sucking.
- say that they are no good, dirty, rotten
- be wary, watchful
- repeat obscene words or phrases which may have been said during the abuse
- attempt to sexually abuse another child
- talk or write about sexual matters
- find hundreds of excuses not to go home or to a friend's house after school (places where abuse may be happening)
- act in a sexually inappropriate way towards adults

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

- Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity.
- Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.
- In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator.
- The abuse can be perpetrated by individuals or groups, males or females, and children or adults.
- The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.
- Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Mental Health

- All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education.
- If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy and speaking to the designated safeguarding lead or a deputy.

Appendix 2

Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility. You need to ensure that you speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action.

If you have reason to believe that a child is at immediate risk of harm, contact the police on 999.

NSPCC Child Protection Helpline - The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 - Email: help@nspcc.org.uk

The NSPCC Asian Child Protection Helpline is a free, multilingual service for the UK's Asian communities providing counselling, information and advice to ANYONE who is concerned about the welfare of a child, including:

- Parents, carers or relatives who need advice
- Children or young people in need of help and advice
- Education, health and social welfare professionals seeking culturally sensitive advice and information.

Appendix 3

RECORD OF CONCERN

Child's Name :			
Child's DOB :			
Male/Female :	Ethnic Origin :	Disability Y/N :	Religion :
Date and time of concern :			
Your account of the concern : (what was said, observed, reported and by whom)			
Additional information : (your opinion, context of concern/disclosure)			
Your response : (what did you do/say following the concern)			
Your name :			
Your signature :			
Your position :			
Date and time of this recording :			
Action and response of Headteacher / Principal / Nursery Manager / La Jolie Ronde Designated Person (delete as applicable)			
Name:		Date:.....	

Child protection: COVID-19 addendum

La Jolie Ronde Ltd



Contents

Important contacts.....	14
1. Scope and definitions.....	14
2. Core safeguarding principles.....	14
3. Reporting concerns.....	14
4. DSL arrangements.....	15
5. Peer-on-peer abuse.....	15
6. Concerns about a staff member, licensee, tutor or volunteer.....	15
7. Safeguarding all children.....	15
8. Online safety.....	15
9. Recruitment, training and induction.....	15
10. Monitoring arrangements.....	16

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Steven Baker	+44(0)3300162434 (Mon – Fri 0900-1700) +44(0)7850963219 (Anytime)
La Jolie Ronde Head Office		+44(0)1949839715

1. Scope and definitions

This addendum applies for online classes which are being run during the period of school closure due to COVID-19

Unless covered here, our normal child protection policy continues to apply.

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) should be available at all times
- Children should continue to be protected when they are online

3. Reporting concerns

All staff, licensees, tutors and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

Where lessons are being conducted online, and are outside of the school and nursery environment, ALL safeguarding concerns should be reported to the La Jolie Ronde DSL.

4. DSL arrangements

We aim to have a trained DSL available wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

5. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff, licensees, tutors and volunteers should continue to act on any concerns they have immediately.

6. Concerns about a staff member, licensee, tutor or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education. Staff, licensees, tutors and volunteers should continue to act on any concerns they have immediately.

All concerns should be reported to the La Jolie Ronde DSL. Investigations if necessary will be carried out by telephone or video call.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the relevant body (Disclosure and Barring Service (DBS), PVG, Garda Vetting).

7. Safeguarding all children

Staff, licensees, tutors and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff, licensees, tutors and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

For children at home, they will look out for signs like:

- Seeming more withdrawn during video calls

8. Online safety

Most of our online classes will take place using Zoom. To protect children's safety, all classes will be set up with a unique meeting ID. Passwords will be enabled for meeting access and unique passwords will be used. The waiting room function will be enabled, so no children will be in contact with other children until the host has allowed them into the call. Once all the attendees are connected to the lesson, the meeting will be locked.

Where other video call applications are used, similar protections will be put in place.

Parents / carers will be advised that the health and safety of their child(ren) is their responsibility during the lesson.

9. Recruitment, training and induction

9.1 Recruiting new staff, licensees and tutors and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work with La Jolie Ronde are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS, PVG, Access NI or Garda Vetting check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the relevant organisations.

Certified copies of the original documents will be obtained once it is safe and appropriate to do so.

9.2 Safeguarding induction and training

We will make sure staff, licensees, tutors and volunteers are aware of changes to our procedures.

New staff, licensees, tutors and volunteers will continue to receive:

- Safeguarding training
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

10. Monitoring arrangements

This addendum will be reviewed as guidance from the DfE is updated, and as a minimum every two months by Steve Baker (La Jolie Ronde DSL).