



Cambridge Spanish Centre  
 23 Greenside Waterbeach  
 CB25 9HW – Cambridge  
 +44(0)1223 561 854

[www.cambridgespanishcentre.com](http://www.cambridgespanishcentre.com)

Non-profit organisation 11266958

## Child Protection Policy 2023

***The Cambridge Spanish Centre provides French language lessons and cultural events and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***

We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. This is the responsibility of every adult employed by, or invited to deliver services at the Cambridge Spanish Centre.

### AIM OF THE POLICY

The purpose of the Cambridge Spanish Centre's safeguarding policy is to ensure every child at our organisation is safe and protected from harm.

This means we will always work to:

- Confirm that the children's development is supported in ways that will foster security, confidence and independence;
- Raise the awareness of teachers, non-teaching staff and volunteers of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse;
- Confirm the structured procedure to be followed by all members of the organisation in cases of suspected harm or abuse;
- Emphasise the need for good levels of communication between all members of staff and those with designated responsibility for child protection, health and safety and other safeguarding responsibilities;

- Emphasise the appropriate safeguarding and child protection policies, procedures and arrangements of those service providers who use the school's premises through extended schools or provide any other before and after school activities.

## INTRODUCTION

**At the Cambridge Spanish Centre**, the Director and staff recognise that the safety and protection of all children is of paramount importance and that all staff, including volunteers and anyone who is invited to deliver services with us, have a full and active part to play in protecting children from harm. We believe that the Cambridge Spanish Centre should provide a caring, positive, safe and stimulating environment which promotes all children's social, physical, emotional and moral development.

*Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children. In line with: Working Together 2018 and Keeping Children Safe in Education 2022.*

## NAMED DESIGNATED CHILD PROTECTION OFFICER

The following designated staff are in post;

**Designated Officer: Patricia Dalby**

Telephone Number: +44 (0)1223 561854

**Deputy Designated Officer: Virginie Friend**

Telephone Number: +44 (0)7521 057 308

## CHILD PROTECTION POLICY

The policy reflects current legislation, accepted best practice and complies with the government guidance: **Working Together to Safeguard Children July 2018** and Keeping Children Safe in Education July 2022.

This policy was written and adopted: **Summer 2023**

It is due for review: **Summer 2024** (annually)

## GENERAL PROCEDURES

When new staff or interns join the Cambridge Spanish Centre they will be informed of the safeguarding policy in place and told who our Designated Safeguarding Officer is.

Several measures are observed when a new member of staff joins the Cambridge Spanish Centre, such as: DBS checks, qualifications, interviews, etc. For more information refer to the Recruitment and Selection Policy.

Every new member of staff will have safeguarding training through the Safer Programme or by the Designated Safeguarding Officer, relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality.

All staff will be asked to read this policy yearly after it has been reviewed and updated if necessary. They will sign to say they have read and understood the policy. The same procedure will be applied to the Code of Conduct for All.

## TRAINING

Every member of staff will undertake appropriate safeguarding training through the Safeguarding Children Training by the Safer Programme, every 3 years. They will also be DBS checked by the Cambridge Spanish Centre's director every 3 years. A DSO Training for the Designated Officer is not needed as the Cambridge Spanish Centre is a non-profit organisation.

We encourage all our staff to keep up to date with the most recent local and national safeguarding advice and guidance.

The Designated Officer is to be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation.

## MANAGEMENT OF ALLEGATIONS AGAINST PEOPLE WORKING WITH CHILDREN

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in '*Working Together to Safeguard Children*' (2018).

An allegation may relate to a person who works with children who has:

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

The 4<sup>th</sup> bullet point above recognises circumstances where a member of staff is involved in an incident outside of setting/agency/work place which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At the Cambridge Spanish Centre we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk)

We will take all possible steps to safeguard our children and to ensure that the adults at the Cambridge Spanish Centre are safe to work with children.

Any allegation or concerning information about *any* adult who works/volunteer in our setting which indicates that they may be unsuitable to work/volunteer with children, should be reported immediately to the Director and Designated Officer Patricia Dalby. This includes concerns relating to agency, supply and specialist staff, students and volunteers. If Patricia Dalby is not contactable on that day, the information must be passed to and dealt with by Virginie Friend.

Should an allegation be made against the Designated Officer and Director Patricia Dalby, this will be reported to the Deputy Designated Officer Virginie Friend.

## Cambridge

When concerns arise, we will always ensure that the procedures as stated within the Government guidance [Working Together to Safeguard Children 2018](#) and the Chapter 2.5 of the Cambridgeshire Local Safeguarding Board Procedures, are followed. These should also be used to manage allegations against adults who work or volunteer with children.

If you have concerns about an adult who works or volunteers with children please contact the Local Authority Designated Officer (LADO) for further advice on support.

Email: [LADO@cambridgeshire.gov.uk](mailto:LADO@cambridgeshire.gov.uk)

Telephone: 01223 727 967 (Monday to Friday during office opening hours)

Telephone: 01733 234 724 (Emergency Duty Team – out of hours queries)

## ROLES AND RESPONSIBILITIES OF DSO/SLP

Our Designated Safeguarding Officer will liaise with Children's Services and other agencies where necessary and make referrals using the procedure below.

Any concern for a child's safety or welfare will be recorded in writing and given to the Designated Safeguarding Officer.

The Designated Safeguarding Officer will ensure that all staff has received appropriate Safeguarding information during induction and have been trained by the Safer Programme.

The Designated Safeguarding Officer will ensure that our safeguarding policy is in place and is reviewed annually.

At all times the Designated Safeguarding Officer will ensure that safer recruitment practices are followed.

Our organisation undertakes to remedy without delay any weakness regarding our safeguarding arrangements that are brought to their attention.

## PROCEDURES FOR HANDLING DISCLOSURES

A child may decide to disclose information that may indicate they are suffering from abuse or neglect. A child chooses to speak to an adult because they feel that they

will listen and that they can trust them. The adult must remember several things to properly listen to what the child has to say without influencing them.

It is important that the adult remembers to:

- Stay calm;
- Listen and be supportive;
- Not ask any leading questions, interrogate the child, put ideas in the child's head, or jump to conclusions;
- Not stop or interrupt a child who is recalling significant events;
- Never promise the child confidentiality – it must be explained that information will need to be passed on to help keep them safe;
- Avoid criticising the alleged perpetrator;
- Tell the child what must be done next (the safeguarding process must be followed);
- Record what was said immediately, as well as what was happening just before the child disclosed. Be sure to sign and date the record in ink;
- Contact the designated person immediately;
- Seek support.

We are clear that the Local Authority and Police must lead any investigation into any allegation regarding safeguarding.

## MAKING A REFERRAL TO THE CHILDREN'S ADVICE AND DUTY SERVICE IN CAMBRIDGESHIRE

If we are concerned about the welfare or safety of any child in our organisation we will record our concerns immediately using the [online reporting concern form](#) provided by the Cambridgeshire and Peterborough Safeguarding Partnership Board.

Any information recorded will be kept in a separate name file, in a secure cabinet and not with the child's file. These files will be the responsibility of the DSL and information will only be shared within the organisation on a need-to-know basis for the protection of the child.

Any safeguarding information will be kept in the file and added to. Copies of referrals will be stored in the file.

All information is confidential, however if there is a safeguarding or child protection concern about a child, then information can be shared with other agencies, namely the Police or Children's Services.

Reports of a concern to the DSL must be made in writing and signed and dated by the person with the concern.

## DEFINITIONS OF SAFEGUARDING AND ABUSE FROM WORKING TOGETHER TO SAFEGUARD CHILDREN 2018

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- And taking action to enable all children to have the best outcomes.

Child protection is defined as:

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Abuse and neglect are defined as:

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse is defined as:

A form of abuse which 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.

Emotional abuse is defined as:

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 a child 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 a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the 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.

Sexual abuse is defined as:

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is defined as:

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 inadequate 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.

## OTHER RELEVANT POLICIES

To underpin the values and ethos of our organisation and our intent to ensure our children/young people are appropriately safeguarded the following policies are also included under our safeguarding umbrella;

- Code of Conduct for All



- AFC General – Health and Safety Statement
- Privacy Policy
- Employee Privacy Policy
- Recruitment and Selection Policy
- Disciplinary Procedure
- Information Technology Security Policy
- Online Private Tuition French Courses for Children/Adolescents – Safeguarding Statement

## WORKING TOGETHER TO SAFEGUARD CHILDREN 2018 & KEEPING CHILDREN SAFE IN EDUCATION 2022

### **Statutory duties that apply to all schools**

The Cambridge Spanish Centre has in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

- A clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children;
- A Designated Safeguarding Officer who takes leadership responsibility for the Cambridge Spanish Centre’s safeguarding arrangements;
- A culture of listening to children and taking account of their concerns and feelings and ensuring there are systems in place for children to express their views and wishes and give feedback;
- Ensure that there are procedures in place to handle allegations against other children;
- Arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB);
- A designated professional lead for safeguarding. Their role is to support other members of staff, to recognise the needs of children, including rescue from possible abuse or neglect;
- It is vital to create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people that might abuse children (see page 51-69 Keeping Children Safe in Education 2022);
- All staff members should also receive appropriate child protection training which is regularly updated and designated leads trained every two years;
- Employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
- Staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child’s safety or welfare. The AF should ensure that all staff read at least part one of Keeping Children Safe in Education 2022

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- Ensure there is an effective child protection policy in place together with a staff behaviour policy (code of conduct). Both should be provided to all staff – including temporary staff and volunteers – on induction;
- All professionals should have regular reviews of their own practice to ensure they improve over time.
- The Cambridge Spanish Centre has to be compliant with the requirements of the Cambridgeshire LSCB and the Norfolk Safeguarding Children Partnership Policies and Procedures, this includes regular auditing of child protection procedures.
- Clear policies in line with those from the LSCB for dealing with allegations against people who work with children. An allegation may relate to a person who works with children who 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; or
  - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

## EXTERNAL AGENCY CONTACT INFORMATION

The Cambridge Spanish Centre's points of contact for children who are the focus of concern are as follows:

### General

- Police Emergency – 999
- Police Non-Emergency - 111

### Cambridge

- Cambridgeshire Children and Young People's Services  
Phone: 0300 029 50 50 (9am – 5pm, Monday to Friday)
- Safeguarding services: [ccs-tr.ChildProtection@nhs.net](mailto:ccs-tr.ChildProtection@nhs.net)
- Childline support hotline: 0800 1111
- Cambridgeshire Council's website for child protection  
Website: <https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection>