



Room To Learn

[www.RoomToLearnUK.org](http://www.RoomToLearnUK.org)

# Safeguarding and Child Protection Policy

## Introduction

The purpose of this policy is to outline the duty and responsibility of staff, volunteers and trustees working on behalf of ROOMTOLEARN Happy Days School Kalimpong in relation to child protection procedures.

The key objectives of this policy are:

To explain the responsibilities ROOMTOLEARN and its staff, volunteers and trustees have in respect of child protection.

To provide staff with an overview of child protection.

To provide a clear procedure that will be implemented where child protection issues arise.

## Context

A child is defined as a person under the age of 18

All children have the right to protection from all forms of abuse including exploitation, neglect, physical and mental abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.

## Legal Framework

This guidance reflects the principles contained within the United Nations Convention on the Rights of the Child (UNCRC) ratified by the United Kingdom in 1991 and the Human Rights Act 1998.

## The role of staff, volunteers and trustees

All staff, volunteers and trustees working on behalf of ROOMTOLEARN have a duty to promote the welfare and safety of children, and monitor children who are at risk.

## **What is Child Abuse?**

Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Children are often abused by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

### **Physical Abuse**

Hitting, shaking, throwing, poisoning, burning or scalding, suffocating, are examples of physical harm to a child.

### **Emotional Abuse**

Telling a child that they are worthless, unloved or inadequate. Bullying, causing children to feel frightened or in danger.

### **Sexual Abuse**

Making a child to take part in sexual activities, including prostitution.

Physical sexual activity of any kind including kissing, fondling, masturbation.

Looking at or be involved in sexual online images and or encouraging children to behave in sexually inappropriate ways.

### **Neglect**

It can include failing to provide adequate food, clothing and shelter, adequate supervision or failing to provide medical help when needed.

## Procedure in the event of a disclosure

It is important that children are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

All disclosures must be immediately reported to RoomToLearnUK  
[secretary@roomtolearnuk.org](mailto:secretary@roomtolearnuk.org) [ceo@roomtolearnuk.org](mailto:ceo@roomtolearnuk.org)

AND to the local Head Teacher

AND to **SISTERS XXXXXXXXXXXXXXXXXXXX**

Give the following information:

Date

Time

Place where the alleged abuse happened

Your name and the names of others present

Name of the complainant and, where different;

Name of the child who has allegedly been abused

Description of the alleged abuse

Description of any injuries observed

What the Child & Complainant said.

## What to do when a child makes an allegation of abuse

Stay calm.

Listen carefully to what is said.

Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.

Tell the child that the matter will only be disclosed to those who need to know about it.

Allow the child to continue at her/his own pace.

Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.

Reassure the child that they have done the right thing in telling you.

Tell them what you will do next, and with whom the information will be shared.

Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated child protection officer.

## Confidentiality

A child may ask that what they say is kept secret. You must tell the child sensitively that you have to pass the information on in order to keep the child safe, but that you will only tell people who need to know.

Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it.

You should tell the child that you will take action to safeguard them, and if you know what action is needed tell them and try to take account of their wishes.

All child protection records should be kept secure.

## The Role of Key Individual Agencies

### Police

The overriding concern of the Police in child protection is the welfare of the child. Their general duties are to investigate crimes as well as a duty to prevent offences being committed and to protect those at risk of harm.

**Details of local police who deal with such cases should be filled in here:**

### Role of designated child protection officer

The role of the designated officer is to deal with all instances involving child protection that arises within ROOMTOLEARN. They will respond to all child protection concerns and enquiries.

The designated Child Protection Officer for ROOMTOLEARN in Kalimpong is **XXXXXXXXXX** (to be reviewed annually) [this should be one of the RTLK Trustees]

Should you have any suspicions or concerns relating to Child Protection Contact:

**XXXXXXXXXXXX**

### Role of Head Teacher

Support the member of staff, trustee or volunteer involved with the incident and to ensure the correct procedures are followed.

Report any incident to Room To Learn (UK)

Ensure that everyone is familiar with this document.

## **Use of photographic/video equipment**

Written consent to take and use images of children should be obtained prior to the taking of photographs and or video footage. Parents/carers should be made aware of when, where and how the images may be used to give their informed consent.

## **Training**

Training will be provided, as appropriate, to ensure that staff are aware of these procedures.

## **Recruitment procedure**

ROOMTOLEARN operates procedures that take account of the need to safeguard and promote the welfare of children and young people, including arrangements for appropriate checks on new staff, volunteers and trustees where applicable.

## **References, internet links and further sources of information**

**Add any Indian help lines / contacts / etc here:**