

**Child Protection Officer for all Safeguarding, Child Protection & Allegation matters is;**

**Nick Broad – Director**  
[nick@broadeducation.co.uk](mailto:nick@broadeducation.co.uk)  
**07900921653**

### **Summary**

Candidates in regular contact with children and young people are in a position to get to know those individuals well, to develop trusting relationships, observe changes in behaviour and may be chosen by the young person to share confidence and concerns. Regrettably, there are occasions where child abuse is alleged or suspected. All such situations must be taken seriously.

It is the policy of Broad Education Staffing to safeguard the welfare of children and all others involved in the activities of the business and its client schools by protecting them from physical, sexual and emotional harm.

It is the responsibility of each adult to ensure that his/her behaviour is appropriate at all times. A Code of Conduct is included in this document to give positive guidance for all adults. It is essential that all representatives of Broad Education Staffing follow the Code of Conduct, whether they work with children, young people or adults. Details of the steps to take if abuse is alleged or suspected are also included in this document.

If there is an allegation or suspicion of abuse then this must be reported immediately to the Child Protection Officer/Coordinator in the school or establishment, whose responsibility it is to refer to the Broad Education Staffing Child Protection Officer/Local Authority Designated Officer/Social Services/Police Service (investigative agencies). At all times the welfare of the young person is paramount. Swift reporting will enable the investigative agencies to give advice and take appropriate action.

It is also the responsibility of the candidate to inform the Child Protection Officer of Broad Education Staffing immediately of any concerns that they become aware of, to enable coordination of investigation.

These procedures exist, not to discourage adults from being involved in the life of schools and children, but to ensure, as far as possible, that people who may abuse children do not get the opportunity to do so.

### **Complying with each School/Establishment's Child Protection Policies**

All representatives of Broad Education Staffing coming into contact with children and young people must comply with the BES Child Protection Policy, the Code of Conduct and the client school's own child protection policies – this should be in line with BES policy – you should ensure that you know who the school Child Protection Officer is and their procedures for reporting concerns.

As one such person, you are required to sign a copy of this document. By signing, you agree to comply with the policy and follow the Code of Conduct.

In all matters of Child Protection, the welfare and safety of the child is the paramount consideration.

**Procedure**

**If you suspect that a child or young person is being abused:**

- Immediately inform the school Child Protection Officer/Headteacher
- Record the known facts and give them to the school CPO/Headteacher
- Also contact Broad Education Staffing Child Protection Officer and pass on the same information ASAP.

**If a child or young person tells you he/she is being abused:**

1. Allow him/her to speak without interruption, accepting what is said.
2. Advise him/her that you will offer support, but that you **MUST** pass information on to the Child Protection Officer/Headteacher in the school.
3. Immediately tell the Child Protection Officer/Headteacher.
4. Record the facts as you know them, including the account given to you by the young person and give a copy to the CPO/Headteacher.

**If you receive an allegation about any adult or about yourself:**

1. Immediately tell the CPO/Headteacher
2. Record the facts as you know them and give a copy to the CPO/Headteacher.

**You must refer. You must not investigate.**

**Code of Conduct**

**Do** treat everyone with respect

**Do** provide an example you wish others to follow

**Do** plan activities so that they involve more than one person or at least are in sight or hearing of others

**Do** respect a young person's right to personal privacy

**Do** provide access for children, young people and adults to feel comfortable enough to point out attitudes or behaviours that they do not like

**Do** remember that someone else might misinterpret your actions, no matter how well intentioned

**Do** act as a trusted and safe professional should act

**Do not** permit abusive youth/peer activities (eg bullying or ridicule)

**Do not** play physical contact games, make inappropriate comments or have inappropriate verbal banter with children or young people

**Do not** jump to conclusions without checking facts

**Do not** make suggestive remarks/gestures or tell sexist/homophobic/racist jokes or engage in any other form of 'politically incorrect' humour.

**Do not** rely on your good name to protect you. It may not be enough – especially when everyone around you may have only known you for one day

**Do not believe it couldn't happen to you. It could.**

**I have read and understood this document and agree to adhere to the Child Protection Policy and the Code of Conduct;**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_