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| Company Name | LTS Group Ltd |
| Policy Number | 4 |
| Policy Name | Child Protection Policy |
| Version Number & Date | v2 September 2020 |

Policy Statement

LTS Group recognises our moral and statutory responsibility to safeguard and promote the welfare of all children and young people and expects all staff and candidates who register with LTS to share our commitment and to be fully aware of the importance of child protection.

The purpose of this policy is to provide staff and candidates the framework they need in order to keep children safe from harm.

The purpose of this Policy

- To provide protection for the children and young people who receive a service from LTS group including teaching and support staff.
- To provide all our candidates with the guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing or be at risk from harm.

LTS Group will see to Safeguard Children by:

- Adopting Child Protection guidelines through procedures and a code of conduct for all LTS Group workers.
- Recruiting candidates through a stringent interviewing, checking and vetting process ensuring all necessary checks are made
- Providing Child Protection training where necessary to ensure all workers receive appropriate training so that our candidates can identify children and young people who are suffering or likely to suffer significant harm. We are committed to ensuring children are kept safe both at home and in their place of education.

Procedures for Referral

All action is taken in line with the following guidance.

DCSF Guidance *Safeguarding Children and Safer Recruitment in Education, January 2007*

Any member of staff or volunteer who receives a disclosure of abuse or suspects that abuse may have occurred, MUST report it immediately to the designated person for Child Protection in the school where they are working. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

All records relating to child protection concerns will be kept in a secure place and will remain confidential.

LTS Group Code of Behaviour

You must:

- Treat all children and young people with respect
- Provide an example of good conduct you wish others to follow
- Ensure you are not placed in a vulnerable situation i.e. more than one adult present during activities with a child or young person, or at least that you are within sight or hearing of others.
- Respect a young person's right to personal privacy
- Remember that someone else might interpret your actions, no matter how well-intentioned.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people
- Operate within the client school's principles and guidance, following their procedures and refer all child protection concerns to the appropriate person
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.

You must NOT:

- Have inappropriate physical or verbal contact with children and young people
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/ make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on your good name or that of the organisation to protect you
- Believe 'it could happen to me'
- Follow your common sense and never ever 'take a chance' when common sense should prevail.

The school will have a duty to assess and reduce any risks to you when working in the school. Risk assessments should be carried out by the school and communicated to candidates prior to working with the child or young person as well as communicating any strategies to manage behaviours etc. so that the risks can be managed.

Communicating this policy

All staff have been informed and the policy is available in Enfield Data (Policies 2020).

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POSITION: CEO

DATE 2ND SEPT 2020

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