



LUNAR RACING
EDUCATION THROUGH MOTORSPORT

LUNAR

Child Protection Policy

The Children Act 1989 places a clear responsibility on all those who work with children, young people and vulnerable adults to ensure that they work together to safeguard and promote their safety and welfare. Lunar's Child Protection Policy is designed to work alongside the existing policies of the students' schools, to inform and protect all involved. The procedures aim to ensure that everyone involved has a clear understanding of their responsibility and how the policy should be implemented. Students, Lunar staff, parents/carers and school staff should be made aware of the policy and have access to it.

Lunar staff are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop. Lunar recognises the important role it has in early recognition of the signs and symptoms of abuse and appropriate referral processes. There are four categories of abuse:

Sexual Abuse
Physical Abuse
Emotional Abuse
Neglect

Lunar aims to develop an ethos in which students feel secure and that their viewpoints are valued. They should be encouraged to talk and be reassured that they will be listened to. Lunar will use the curriculum, extracurricular activities and pastoral care system to raise students' awareness of and confidence in accessing information, talking to people who can help and developing strategies that ensure their own protection and the protection of others.

The designated member of staff

The designated member of staff for Child Protection at Lunar is the Centre Co-ordinator.

Centre Co-ordinator Responsibilities include:

- To ensure that Northamptonshire Child Protection procedures are followed within Lunar.
- To ensure that all staff are aware of the procedures.
- To ensure that appropriate support and training are provided.
- To ensure that the Centre Co-ordinator is kept informed of any concerns.
- To develop effective working relationships with the schools that the students attend.
- To ensure that accurate records are produced and kept in a secure place.
- To submit reports to and attend Child Protection meetings, if and when necessary.
- To ensure that the centre effectively monitors students who are identified as being at risk, this information will be supplied to Lunar by the students' school.

Procedures

If any member of staff is concerned about a student, or a student makes a disclosure, he/she must inform the Centre Co-ordinator as soon as possible on the same day. In the absence of the Centre Co-ordinator the report must be made to the designated Child Protection teacher at the students' school. If the concerns involve the Centre Co-ordinator the report must be made directly to the designated Child Protection teacher at the students' school. If the concerns involve the designated teacher at the school, the Centre Co-ordinator will make the report directly to the Headteacher. If the concerns involve the Headteacher then the report will be made to the Head of Education Welfare Service at County Hall.

Information regarding the concerns must be recorded by the member of staff on the same day. The recording must be a clear, precise, factual account of the observations and include detail, times and witnesses. It must be dated and signed by the member of staff making the report. Such information may subsequently be needed for legal purposes. The completed report must be given to the Centre Co-ordinator who will store it in the appropriate secure file. The Centre Co-ordinator will then liaise with the designated teacher for Child Protection at the school/s of the student/s involved. Any information will be treated as strictly confidential and access must be limited to the Centre Co-ordinator and the designated teacher for Child Protection at the students' school. Other staff working closely with the student may be informed on a need to know basis.

Particular attention should be paid to the attendance and development of any student who has been identified as at risk or who has been placed on the Child Protection Register. The Centre Co-ordinator should report any cause for concern to the designated teacher for Child Protection at the students' school.

When the abuser of a student is alleged to be another student, the Child Protection Procedures must be followed in respect to both the victim and the abuser. Abusive behaviour by students must be taken seriously and referred to the appropriate agencies. Young abusers should be assessed then undergo appropriate treatment to dissuade them from committing further abusive acts.

Guidance for staff

All staff must be aware that the overriding consideration is to safeguard the welfare of the student. Any delay in reporting worries or concerns about possible abuse or neglect can increase the risk to the student.

When to be concerned

- Any injury which is not typical to the bumps and scrapes not usually associated with students activities.
- Regular occurrence of unexplained injuries.
- Frequent injuries (even where apparently reasonable explanations are given).
- Confused or conflicting information as to how injuries were sustained.
- Reluctance to explain how the injury was caused.
- Significant change in the student's behaviour/attitude.
- Sexual behaviour which is unusually explicit and/or inappropriate to the student's age.
- A recounting of an experience by a student in which they may have been significantly harmed.

Dealing with a Disclosure

Do not promise confidentiality as you may have a duty to refer what has been disclosed to you. Explain who you have to tell and why. Good practice suggests that at least one other member of staff knows where you are and that you may be dealing with a confidential matter. This will protect you and avoid unexpected interruptions.

Receiving the Information

- Listen to what is being said without expressing shock or disbelief.
- Accept what is said.
- Allow the student to talk freely, do not ask leading questions.
- Stop asking questions when you feel the student has disclosed a possible case of abuse. It is not the responsibility of Lunar to investigate.
- Make a written record of the discussion.
- Refer to the Centre Co-ordinator, who will pass the information onto the designated teacher for Child Protection at the student's school.

Reassure the student

- Reassure the student, but only so far as it is honest and reliable. Do not make promises that you may not be able to keep.
- Reassure the student that what has happened is not their fault.
- Stress to the student that she/he has done the right thing by telling you.

React

- React to the student only so far as is necessary to establish whether or not there is a need to refer the matter. It is not up to you to investigate.
- You may need to ask questions for the purpose of clarification. Questions should be phrased carefully so your own ideas or suggestions are not introduced to the student. Ask open rather than leading questions.
- Do not criticise the perpetrator. The student may love him/her and reconciliations may be possible.
- Explain what you have to do next and who you have to talk to.
- Ask the student what steps they would like to be taken now for their protection.

Recording

Make some very brief notes at the time on any paper which comes to hand and write them up as soon as possible. Do not destroy your original notes in case they are needed in court. Record the date, time, place and any noticeable non-verbal behaviour. Note the exact words used by the student, if they use slang, or sexual swear words record the actual words used, rather than translating them into proper words or acceptable adult terminology.

Draw a diagram, if necessary, to indicate the positions of any bruising or injuries.

Allegations involving Lunar/school staff

Allegations of abuse against Lunar or school staff are subject to the procedures outlined in this policy.

The chances of false allegations being made can be reduced if the following sensible precautions are taken:

1. Physical Restraint

Allegations can occur when the use of physical restraint goes wrong. Staff should be familiar with physical restraint procedures, as outlined in the Lunar Racing Physical Intervention Policy.

2. Alone with a student

If it is necessary to be alone with a student, staff should inform someone, preferably a senior member of staff, of the location, purpose and nature of the activity. Members of staff need to be particularly aware of being alone with a student when:

- Administering medication or First Aid
- Using physical restraint
- The student is on the Child Protection Register
- There are existing behaviour problems

When it is necessary to be alone with a student, staff should avoid secluded parts of the building and doors should be kept open. For some activities it may be appropriate for the presence of a second adult to be sought to act as chaperone. Under no circumstance should staff be alone with students overnight.

3. Reporting problems

Any staff member who, on reflection, feels they have not acted entirely correctly should inform the Centre Co-ordinator. The Centre Co-ordinator will then decide if formal procedures need to be instigated, or whether the matter can be dealt with informally and directly with parents/carers.

Staff appointments (including volunteers)

To ensure the safety of all students, Lunar follows Northamptonshire County Council guidance when appointing new members of staff.

- The employment history of any candidate is carefully scrutinised. Any gaps in employment history must be satisfactorily explained.
- Written references are always sought. Any telephone reference must be followed up with written confirmation.
- A reference is always sought from the candidates last employer.
- If a candidate has had several employers over a short period of time then as many references as possible from all employers will be sought.
- A CRB check on all adults working at Lunar Racing, in a paid or voluntary capacity, will be undertaken. However, it is recognised that not all adults who are a risk to students will have a police record.

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