

## **CREW© CHILD SAFEGUARDING POLICY**

The welfare and safety of the children attending a CREW Summer Camp is paramount at all times.

- The MD will work closely with both Social Services and the Local Safeguarding Children's Board with regard to child protection issues.
- CREW has a duty to report any suspicions of abuse to the Local Authority, who will advise of the next steps to be taken.
- Team members observe the children and know their normal behaviour patterns, any significant change to previous patterns of behaviour and development will be noted and brought to the prompt attention of MD.
- Written documentation of conversations and observations will be made, in the event of suspected abuse. This information will be stored in a locked cabinet and will only be accessible to as few people as need to know.
- A record of conversations with parents relating to explanations for injuries received away from the Summer camp will be documented on the Child Injury Explanation Form.
- CREW will appoint a designated member of senior staff who will undertake lead responsibility for all Safeguarding issues. This includes liaison with other professional bodies should an abuse situation be disclosed or suspected. The Managing Director holds overall responsibility for child Safeguarding issues.
- If an allegation of abuse is made against a team member of CREW, the following procedure will apply:
  - The team member will be suspended for the duration of the investigation. Confidentiality will be maintained during the investigation as far as is practicable.
  - The Managing Director will notify the Social Services Duty Officer of the abuse allegation and team member details.
  - The investigation into the allegation will be undertaken by the Police and the Safeguarding Children Unit, with full cooperation of the Managing

Director. Access to written documentation relevant to the child and the allegation, will be made available to the relevant investigating bodies.

- Should the investigation outcome result in the allegation being unfounded, the employee will be reinstated.
- Should the investigation outcome result in a charge being made, an internal disciplinary hearing will be held following which, the employee will be formally dismissed.

If a member of the team suspects that a Parent/Carer is under the influence of alcohol or drugs, an attempt will be made to establish if they were intending to drive home. If this is believed to be the case then the supervisor will be notified. The supervisor will then discuss this with the parent and if the parent refuses to find an alternative mode of transport CREW reserve the right to contact the Police.