



Child Protection policy

The SPACE Centre fully recognises its responsibilities for child protection.

A parent, carer or guardian should accompany clients at all times whilst in The SPACE Centre. The staff and volunteers are not responsible.

Our policy applies to all staff, governors and volunteers working in the school. There are three main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Establishing a safe environment in which children can learn and develop.

The SPACE Centre will:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection immediately, who will then inform the relevant authorities.
- Keep confidential written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely and in locked locations.
- Follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed by using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust.

Report of abuse to staff or by staff which requires immediate action:

Report to staff member responsible for referrals immediately. After discussion with staff member, if the adult is deemed in danger Social Services and the Police are to be contacted. If staff member responsible for referrals is not available, contact Social Services and the Police on the following numbers as a referral MUST be made.

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| Preston Police | 01772 203203 |
| Social Services | 0845 0530009 |

Report of abuse causing immediate concern:

Report to staff member responsible for referrals immediately. After discussion with staff member appropriate action will be agreed. The person reporting the abuse will be kept informed of all decisions.

If staff member responsible for referrals is not available, contact Social Services and the Police on the above numbers as a referral MUST be made.

Report of abuse which causes concern:

Report to staff member responsible for referrals at earliest opportunity. This will be followed by a meeting to discuss further action taking circumstances into account.

Report of a staff member abusing:

Report to Chairperson of the Friends of the Willows immediately. After discussion with staff member they will decide on action to be taken.