

Project Food

Child Protection Policy

Policy Statement

Project Food is a charitable trust established for the benefit of families with young children. Its core activity is running cookery classes for parents and children, so that they are able to prepare nutritious food. Project Food acknowledges that it has a responsibility for the safety of children attending the classes with their parents. It also recognises that robust child protection policies and procedures are of benefit to everyone involved with Project Food's work, including staff, as they can help protect them from erroneous or malicious allegations.

Project Food is committed to practices which protect children from harm. For the purpose of this policy, Project Food's staff include not only any employees that Project Food may have in the future, but also session staff, volunteers and management committee.

All parents/carers attending classes are the primary carers of their own child(ren) during a class and as such are responsible for the child(ren) in their care.

All Staff who are involved in running classes at which children are present are required to

- recognise and accept their responsibilities;
- develop awareness of the issues which can cause children harm; and
- report concerns following the procedure below.

Project Food will endeavour to safeguard children by:

- a) adopting child protection procedures and a code of practice for all who work on behalf of the organisation;
- b) reporting a child protection suspicion or concern to the authorities;
- c) following carefully procedures for recruitment and selection of staff and volunteers; and
- d) providing effective management for staff and volunteers through support and training for child protection.
- e) adhering to its safer recruitment policy

Project Food is also committed to reviewing its Child Protection Policy and Code of Practice at regular intervals.

It is Project Food's policy that:

1. All staff working on behalf of Project Food accept responsibility for the welfare of children who come into contact with Project Food in connection with its tasks and functions, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.

2. There is a designated child protection person within the Project Food management committee who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.
3. The designated child protection person knows how to make appropriate referrals to child protection agencies.
4. All those who are involved with children on behalf of Project Food should adhere to the Code of Practice in relation to children.
5. Information relating to any allegation or disclosure will be clearly recorded as soon as possible by the witness and will be passed on to the designated child protection person.
6. Information containing records of any concerns of abuse shall be kept confidential and locked away and shared only with the designated child protection person and relevant professionals.
7. Project Food's policy on duty of care to children will be referred to or included in recruitment, training, moderation and policy materials where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.
8. A culture of mutual respect between children and those who represent Project Food in all its activities will be encouraged, with adults modelling good practice in this context.
9. All staff working on behalf of Project Food who come into contact with children or supervise those who do will be checked appropriately and have completed a disclosure application to the Disclosure and Barring Service (DBS). These checks will be re-done every 3 years for project staff, and volunteers, including trustees. Those in direct contact with children, mainly sessional staff, will be re-done annually. Transfers of DBS clearance can be accepted, if less than 3 years old, for project staff and volunteers, but not for those in direct contact with children regularly.
10. Any Project Food staff responsible for putting on any classes will have attended an appropriate training course prior to the start of the classes.
11. It is part of Project Food's acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of Project Food will be supported when they report their concerns in good faith.
12. Project Food will continue to support families and workers should investigations proceed, and continue to welcome the parents and children to classes.

Roles and Responsibilities of the Designated Child Protection Person.

Project Food has appointed a designated child protection person who is responsible for dealing with any concerns about the protection of children.

This person is Mrs Caroline Jefferies contactable by telephone on 07958 388657.

The role of the designated person is to:

1. know which outside child protection agency to contact in the event of a child protection concern coming to the notice of Project Food;
2. provide information and advice on child protection within Project Food;
3. ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover;
4. liaise with local social services and other agencies, as appropriate;

5. keep relevant people within Project Food informed about any action taken and any further action required; for example, disciplinary action against a member of staff;
6. ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence;
7. advise Project Food of child protection training needs.

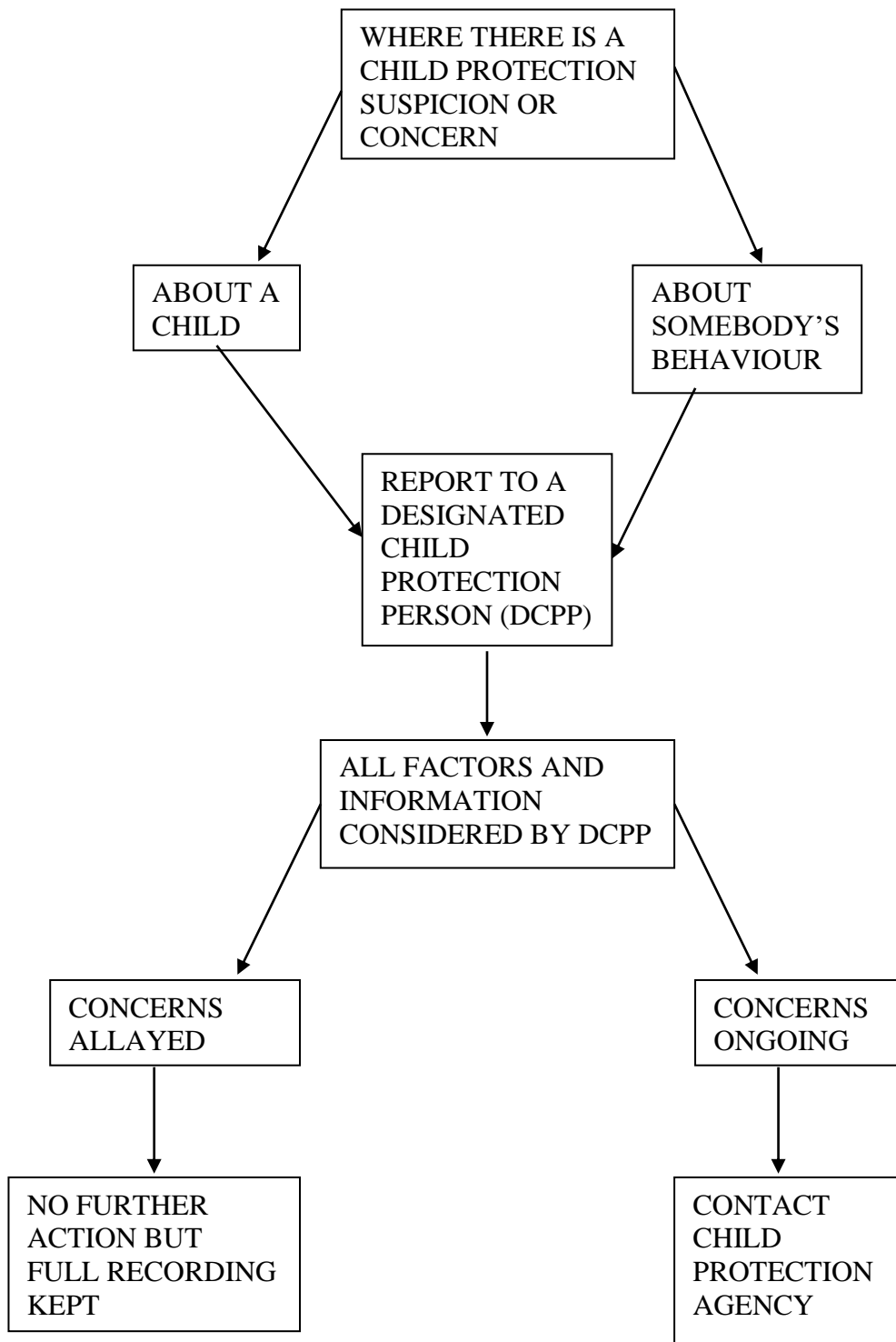
Procedure

When a child tells a member of staff or volunteer about something that has happened, that person has a duty to:-

1. Allow the child to do the talking and allow them to finish
2. Listen to the child without asking leading questions
3. Record the conversation as soon as possible afterwards
4. Refer to the designated child protection person.
5. Share their concerns.
6. Tell the child what they are going to do

Process Flowchart for Reporting Concerns

This flowchart demonstrates the process by which child protection concerns will be addressed by Project Food



Concerns will be referred to one of the following agencies following discussions with the designated child protection person.

- Social Services 01392 384444; emergency duty team 0845 6000388

Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email mashsecure@devon.gcsx.gov.uk

Online resources:

Devon Safeguarding Children Board, Procedures Manual

<http://www.proceduresonline.com/swcpp/devon/index.html>

Department for Education: Working Together to Safeguard Children 2015

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Project Food will have appropriate insurance for its activities.

The premises, facilities and equipment used in the PROJECT Food's activities will be safe and comply with health and safety guidelines.

Reviewed 23rd Feb 2021

This policy will be reviewed on an annual basis.

Safe Recruitment Policy

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees of PROJECT FOOD that aims to:

- ✓ attract the best possible applicants to vacancies;
- ✓ deter prospective applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly;
- ✓ identify and reject applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly.

Statutory Requirements

Where there are some statutory requirements for the appointment of some staff in community and outreach centres, they must always be met, recognising that those requirements will change from time-to-time.

Identification of Recruiters

Subject to the availability of training, PROJECT FOOD will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

Inviting Applications

Promotional material for posts – whether in newspapers, journals or on-line – will include the statement: *“PROJECT FOOD is committed to safeguarding children, young people, vulnerable adults and the elderly. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”*

Prospective applicants will, as a minimum, be supplied with or given access to (eg: on PROJECT FOOD's internet web site) the following:

- ✓ job description and person specification;
- ✓ PROJECT FOOD's safeguarding policies;
- ✓ PROJECT FOOD's safe recruitment policy;
- ✓ the selection procedure for the post.

All applications must be in writing (either on paper or by e-mail).

Short-listing and References

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee.

References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- ✓ the candidate's suitability for working with children, young people, vulnerable adults or the elderly;
- ✓ any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, vulnerable adults or the elderly;
- ✓ the candidate's suitability for this post.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- ✓ to explain satisfactorily any gaps in employment;
- ✓ to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- ✓ to declare any information that is likely to appear on a Criminal Records Bureau disclosure;
- ✓ to demonstrate their capacity to safeguard and protect the welfare of children, young people, vulnerable adults and the elderly .

Employment Checks

All successful applicants are required:

- ✓ to provide proof of identity;
- ✓ to complete a Criminal Records Bureau disclosure application and receive satisfactory clearance;
- ✓ to provide actual certificates of qualifications (where relevant);

Induction

All staff who are new to PROJECT FOOD will receive induction training that will include PROJECT FOOD's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).