

CASPARI FOUNDATION SAFEGUARDING AND CHILD PROTECTION POLICY

1. SCOPE OF POLICY

- 1.1 This policy updates previous Safeguarding and Child Protection Policies and reflects the situation in March 2025.
- 1.2 All Caspari Foundation staff must be aware of the Safeguarding Policy and Procedures of the setting in which they are working and in particular the name and location of the Designated Safeguarding Officer and the Local Authority Designated Officer (LADO).
- 1.3 In the context of the overarching principle of the Children Act 1989 (amended 2004 and 2023), that the welfare of the child is paramount, all Caspari Foundation staff, students and volunteers will ensure that the welfare of children is safeguarded and promoted at all times.
- 1.4 There will be times when Caspari Foundation staff, students and volunteers may, in the course of their work, encounter vulnerable adults. In all circumstances when this is the case, the principles of good safeguarding practice as set out in the Safeguarding Policy will be observed.
- 1.5 All Caspari Foundation employees working directly with children either as direct employees, consultants or subcontractors are required to have a current criminal record check (DBS enhanced status). Caspari Foundation employees who do not work directly with children are required to have a standard DBS check.
- 1.6 All Caspari Foundation staff, trustees, students and volunteers are required to attend appropriate safeguarding training to ensure that they are aware of all relevant legislation, regulations and good practice guidance. The Caspari Foundation will ensure that this training is attended on a two-yearly basis by maintaining a register of the dates and course titles of all training attended by staff, students and volunteers. Staff, students and volunteers will be expected to provide proof of attendance at appropriate training on request by the Caspari Designated Safeguarding Lead* who is the designated person responsible for this monitoring.

2. DEFINITION AND CATEGORIES OF ABUSE

- 2.1 **Emotional abuse** - Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.
- 2.2 **Physical abuse** - where beatings, assaults, poisonings, etc. inflict or may inflict actual bodily harm.

- 2.3 **Sexual abuse** - involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative acts or non-penetrative acts. It may include non-contact activities, such as involving children looking at, or participating in the production of, pornographic material or watching sexual activity, or encouraging children to behave in sexually inappropriate ways.
- 2.4 **Neglect** - is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- 2.5 **Child sexual exploitation** - Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
- 2.6 **Harmful sexual behaviour** - Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour displayed by children and young people which is harmful or abusive.
- 2.7 **Domestic abuse** - a child who sees or hears, or experiences the effects of, domestic abuse and is related to or under parental responsibility of the person being abused or the perpetrator is also to be regarded as a victim of domestic abuse.
- 2.8 **Bullying and cyberbullying** - Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.
- 2.9 **Child trafficking** - the action or practice of illegally procuring and relocating children, typically for the purposes of forced labour or sexual exploitation.
- 2.10 **Female genital mutilation** - Female genital mutilation (FGM) comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons.
- 2.11 **All Caspari staff:**
- will be alert to known and potential vulnerabilities in children
 - will undertake all reasonable steps to safeguard children

- will take any necessary and reasonable steps to avert preventable harm
- will work in partnership with other specialist agencies and ensure regular communication is maintained at all times
- will work within the procedures set out by the host school or other organisation within whose location the Caspari Foundation is contracted to deliver services and will be aware of this policy and its procedures and attend appropriate training as required

2.12 The DfE Guidance Document '[Working Together to Safeguard Children](#)' (DfE Updated **December 2023**) emphasises the responsibility of all professionals working with children to use their professional judgment when considering situations of potential child abuse. In this context, Caspari Foundation staff must hold in mind at all times:

- the welfare of the child is paramount
- some children will have been abused (or might be abused in the future)
- abuse can occur anywhere, including within a school
- abuse can be perpetrated by young people or by adult authority figures
- any suspicion must be reported to inform a possible investigation
- any allegation must be taken seriously and correct procedures followed at all times
- that they must be familiar with local safeguarding procedures applicable to the setting in which they are working and know the contact details for the Designated Safeguarding Lead. In circumstances where this is not possible or appropriate, staff should be aware of the contact details for the Local Authority Designated Officer (LADO) of the local authority in which they are working.

3. ARRANGEMENTS FOR THE PROTECTION OF CHILDREN

3.1 “Effective safeguarding is achieved by putting children at the centre of the system and by every individual and agency playing their full part. A child centred approach is fundamental to safeguarding and promoting the welfare of every child. A child centred approach means keeping the child in focus when making decisions about their lives and working in partnership with them and their families.”

Working Together to Safeguard Children (DfE Updated December 2023)

3.2 Reporting allegations of abuse or neglect

- 3.2.1 Wherever a member of staff working for the Caspari Foundation suspects child abuse, it is their duty to report the matter to the **Designated Safeguarding Lead** in the school or other setting in which they are working. Where this is not possible or appropriate, then contact should be made with the appropriate **Local Authority Designated Officer**.
- 3.2.2 Investigation is the responsibility and duty (where there are reasonable grounds for suspicion) of the local authority where the abuse is suspected of having occurred. Following a strategy meeting, the police may be involved in

a joint investigation with the local authority if the case is deemed serious enough.

3.2.3 ***Working Together to Safeguard Children*** (DfE Updated December 2023) states; “Practitioners should always follow up their concerns if they are not satisfied with the local authority children’s social care response and should escalate their concerns if they remain dissatisfied.” The Department for Education (DfE) published an updated version of the statutory safeguarding and child protection guidance for schools in England, ‘Keeping children safe in education (KCSIE)’ in September 2024.¹This version replaces previous editions of the guidance. It was initially published for information only in May 2024.

3.2.4 Educational Psychotherapists employed by the Caspari Foundation must inform the Designated Safeguarding Lead, of any instances of reported child abuse and what, if any, follow-up action is being taken. After the initial report the Designated Safeguarding Lead will enter the details of the incident and action taken into a confidential record to be kept safely in the Caspari Foundation offices.

3.2.5 **Role of Caspari Designated Safeguarding Officer:**

- to be fully conversant with the latest London Child Protection Procedures
- to be available to all staff, students and volunteers at the Caspari Foundation for consultation on safeguarding concerns with appropriate follow-up consultations where necessary
- to ensure that correct action is taken by the Caspari Foundation staff, students and volunteers and that procedures are followed in all cases of actual or suspected child abuse
- to take part where appropriate in Child Protection conferences or reviews and where this is not possible to provide a report to the conference from the Caspari Foundation
- to follow procedures in cases where allegations are made against staff, students or volunteers

3.2.6 To ensure that there is always a prompt response to any urgent safeguarding issue in the event of the Designated Safeguarding Officer not being available, the Chair of the Board of Trustees should be informed.

3.3 **Allegations against Caspari Foundation staff, students or volunteers**

3.3.1 Where an allegation is made against a Caspari Foundation staff member, student or volunteer, the Designated Safeguarding Lead will decide what internal action is required. As soon as possible after the initial report the Designated Safeguarding Lead will enter the details of the incident and action taken into a confidential report to be kept safely in the Caspari Foundation offices.

- 3.3.2 Possible actions include:
- immediate suspension of the member of staff
 - removal of the member of staff to other duties
 - continuing as is but with a written risk assessment of the situation in conjunction with the host school or other organisation
 - immediate invoking of disciplinary procedures
 - Reporting to Bot
 - Reporting to/seeking advice from LADO
- 3.3.3 Members of staff, students or volunteers who are suspended, or otherwise implicated in a child protection investigation, will be supported as appropriate, including independent counselling where requested.
- 3.3.4 It is possible that a situation might arise where there is insufficient evidence to support criminal proceedings, but there is sufficient evidence to establish that abuse has occurred. In that event, depending on the nature of the abuse, the member of staff, student or volunteer may be:
- dismissed
 - made subject of disciplinary proceedings
 - issued with a written warning.
- 3.3.5 Depending on circumstance, disciplinary procedures may or may not run concurrently with a child protection investigation.

4. REVIEW OF THE SAFEGUARDING AND CHILD PROTECTION POLICY

On an annual basis, the EPAC Committee on behalf of the Board of Trustees will review the safeguarding policy and practice of the charity, including any complaints against staff and report this review in the minutes of a Board meeting.

5. SAFEGUARDING CODE OF PRACTICE

5.1 When Staff are working with children on behalf of the Caspari Foundation, the following principles apply:

- Unnecessary or potentially inappropriate physical contact must be avoided at all times.
- Staff should never carry out a personal task for children that they can do for themselves. Where help with a personal task or toileting is essential, staff should be accompanied by a parent or carer where possible.
- Staff should never make suggestive or inappropriate remarks to or about a child as this could be misinterpreted.
- Staff should treat all children with respect and act as role models of appropriate conduct.

- Staff should ensure that no child is subject to abuse. This includes challenging all unacceptable behaviour (including behaviour that breaches this policy) and report all such behaviour and suspicions of abuse to the Designated Officer.

5.2 **Examples of unacceptable behaviour are as follows:**

- Distressing a child by shouting at them or calling them derogatory names
- Abusing a child
- Holding a child in such a way that it causes pain
- Using force by shaking, pushing or pulling a child
- Physically restraining a child except to protect them from harming themselves or others.
- Allowing, or engaging in, inappropriate touching of any kind
- Engaging in sexually suggestive behaviour within a child's sight or hearing, or making suggestive remarks to or within earshot of a child
- Female Genital Mutilation (FGM)
- Child sexual exploitation
- Ignoring or failing to represent inclusive procedures for LGBTQ+ children and young people

5.3 **If a child is abusive or violent, it is important that staff follow these steps:**

- Ensure the safety of all those involved in the incident including any other children
- In cases where there is a risk of physical injury, minimum and reasonable force necessary to protect self and others may be used
- Gain appropriate first aid or medical attention for anyone injured
- Take appropriate action to calm the child and restore order
- Once the child is calm, provide the opportunity for the child to reflect on the incident if this is appropriate
- Undertake a formal de-briefing with other adults involved or affected by the incident
- Ensure that the incident is formally recorded

5.4 **Accidents and First Aid:**

- Unless there is good reason, first aid should not be administered without the permission of the child's parent, teacher or accompanying adult. A child cannot give consent.
- if possible, treatment should only be given by a trained First Aider or appointed person.
- Provided this does not put the child at risk, the educational therapist should always try to administer first aid within sight and sound of other adults.

- The educational psychotherapist should always tell the child what they are doing and why.
- When working with any child in individual educational psychotherapy or group work, the Educational Psychotherapist must have previously ascertained in writing with the appropriate school or clinic staff and or parent/carer whether the child or young person has any allergies which might require the use of inhalers, or other medical conditions (e.g. diabetes, epilepsy) which might require medication to be on hand when needed in the school, clinic or other professional setting.
- If a child needs a doctor or hospital, emergency services should be called.

6. CONFIDENTIALITY

- 6.1 Confidentiality is of the utmost importance and must be respected. However, it is the child's welfare and best interests that are the priority at all times and this should be made clear in all circumstances.
- 6.2 Where educational psychotherapists need to share special category personal data, they should be aware that the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing educational psychotherapists to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that educational psychotherapists gain consent, or if to gain consent would place a child at risk.
- 6.3 Educational Psychotherapists employed by the Caspari Foundation and working in schools or other settings must explain to any child or young person that their sessions will remain confidential unless they hear that the child or another person is being hurt, or at risk of being hurt, in which case information given by the child will be shared with the school's Designated Safeguarding Lead.
- 6.4 It is recommended that Educational Psychotherapists are members of ICO for the duration of their professional lives and that they can find up to date advice at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-sharing/sharing-data-to-safeguard-children-faqs/>

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