



[www.myactivities.co.uk](http://www.myactivities.co.uk)

Allesley Hall Primary School, Winsford Avenue, Coventry, CV5 9NG  
07971 338808

My Activities fully recognises its responsibilities for safeguarding and child protection.

Our policy applies to all staff, and volunteers working with children for My Activities.

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting children who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, staff are well placed to observe the outward signs of abuse. My Activities will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in My Activities whom they can approach if they are worried.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role. Contact Mark Styles on 07971 338808.
- 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. Contact Mark Styles on 07971 338808.
- 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.
- Keep 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.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. When at My Activities their behaviour may be challenging and defiant or they may be withdrawn. My Activities will endeavour to support the child through:

- The behaviour policy which is aimed at supporting vulnerable children in the activities. My Activities will ensure that the children knows that some behaviour is unacceptable, but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the children such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a Child on the child protection register leaves, their information is kept confidential.
- No photographs to be taken by any member of staff unless permission has been granted by both management of My Activities and the Childs parents