

# colart

<b>Document Title:</b>	UK Safeguarding & Child Welfare Policy
<b>Department:</b>	HR
<b>Author:</b>	Harsa Beagley/ Sarwar Zaman
<b>Version:</b>	1.0
<b>Saved:</b>	13 January 2023

<b>Distribution List:</b>	
<b>Area</b>	<b>Full Name</b>
UK	All Staff

<b>Change History</b>			
<b>Version number</b>	<b>Author</b>	<b>Date</b>	<b>Summary of changes</b>
1.0	Harsa Beagley/ Sarwar Zaman	13 January 2023	First version



Table of Contents

- Policy: UK Safeguarding & Child Welfare Policy ..... 3
  - 1. Purpose..... 3
  - 2. Definition ..... 3
  - 3. Principles..... 3
  - 4. Policy Details..... 4
    - 4.1 Legal framework ..... 4
    - 4.2 The potential risks to children and young people..... 4
    - 4.3 The steps we will take to keep children and young people safe..... 5
    - 4.4 The key practical steps we will take to keep children and young people safe ..... 6
  - 5. Related Areas and Processes ..... 6
  - 6. Issue management process..... 6
- Appendix..... 7

# colart

## Policy: UK Safeguarding & Child Welfare Policy

### 1. Purpose

Colart's work will, from time to time, require us to work with children and young people. In this work, the welfare and safety of children and young people is of paramount importance to us.

The purpose of this UK Safeguarding & Child Welfare policy is:

1. to protect children and young people who are involved in the provision of Colart's services from harm;
2. to identify the likely areas of risk to the welfare of children and young people when working with Colart;
3. to provide staff and others engaged by Colart, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding and child welfare; and
4. to put in place guidelines and best practice to minimise the risk to children and young people.

This policy applies to anyone working for or on behalf of Colart, including employees, agency staff or those engaged on our behalf from third parties. If your role with Colart involves working with children and young people, you must fully familiarise yourself with this policy, along with related policies, to ensure that we put the welfare and safety of children and young people at the centre of our practices.

### 2. Definition

**Children and young people** – those under the age of 18.

**NSPCC** – National Society for the Prevention of Cruelty to Children.

### 3. Principles

The following principles have been considered in determining this policy:

1. Children and young people should never experience abuse of any kind;
2. The welfare of children and young people is paramount in all the work we do with them and in all the decisions we take in relation to this work;
3. We have a responsibility to promote the welfare of all children and young people, to respect them, keep them safe and to ensure that all of our work with children and young people is carried out in a way that protects them and minimises risk to them;
4. All children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse; and

5. Some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

## **4. Policy Details**

### ***4.1 Legal framework***

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children and young people in England.

A summary of key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection).

We expect all of our people who are involved in working with children and young people to be familiar with the NSPCC's guidance. We will do so by ensuring that all of our people who are involved in such work undertake the NSPCC's relevant training.

### ***4.2 The potential risks to children and young people***

We understand that children and young people can be exposed to risks when working. These include the risk of abuse, bullying and grooming. While we believe the risk to children and young people working with Colart is very low, our people must not under any circumstances:

1. Allow concerns or allegations to go unreported;
2. Take unnecessary risks;
3. Smoke, consume alcohol or use illegal substances;
4. Develop inappropriate relationships with children and young people;
5. Make inappropriate promises to children and young people;
6. Engage in behaviour that is in any way abusive including having any form of sexual contact with a child or young person;
7. Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account; or
8. Act in a way that can be perceived as threatening or intrusive or otherwise inappropriate.

Colart views inappropriate behaviour involving children and young people, including – but not limited to the above – as potential gross misconduct.

## ***4.3 The steps we will take to keep children and young people safe***

We will seek to keep children and young people safe by:

1. Valuing, listening to and respecting them;
2. Appointing a nominated Child Protection Lead for children and young people who will be responsible for ensuring compliance with this policy and our related policies, who will keep this policy under review and will act as a focal point for the reporting of any concerns. Our Child Protection Lead is identified in Section 6 of this policy;
3. Adopting child protection and safeguarding best practice through our policies, procedures and our Employee Code of Conduct and Business Partner Code of Conduct;
4. Liaising with relevant agencies and local authorities to ensure that appropriate licences are in place in respect of children and young people who work with us;
5. Providing effective management for staff and those provided by third-party suppliers through supervision, support and training so that all staff and those provided by third-party suppliers are familiar with and follow our policies and procedures confidently and competently;
6. Recruiting and selecting staff and engaging third parties safely, ensuring all necessary checks are made;
7. Recording and storing and using information professionally and securely, in line with data protection legislation and guidance;
8. Sharing information about safeguarding and good practice with third party agencies as appropriate;
9. Making sure that children, young people, their families and staff know where to go for help if they have a concern;
10. Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
11. Using our procedures to manage any allegations against staff and third parties appropriately;
12. Ensuring that we have effective complaints and whistleblowing measures in place;
13. Ensuring that we provide a safe physical environment for children, young people, staff and third parties, by applying health and safety measures in accordance with the law and regulatory guidance, including performing risk assessments where our work will involve children and young people; and
14. Building a safeguarding culture where staff, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Our Child Protection Lead shall have responsibility and oversight for these steps.

# colart

## **4.4 The key practical steps we will take to keep children and young people safe**

When working with children and young people, the staff member leading the engagement with children and young people must:

1. Assess the specific circumstances in which the work will take place and perform a risk assessment, taking in to account any particular risks inherent to the circumstances e.g. if the work will take place online;
2. Ensure that a consent form is in place from the parent/guardian of the children and young people involved;
3. Ensure that an appropriate number of chaperones or responsible adults will be present for children and young people at all times;
4. Ensure that all staff expected to be involved on the day have received a clear Basic DBS Disclosure and Barring Service Certificate and extend this requirement to any third party contractors (see Appendix for details); and
5. Ensure that all staff expected to be involved on the day have undergone the NSPCC's training on safeguarding and are aware of their responsibilities (see Appendix for details).

The staff member leading the engagement with children and young people must confirm the above to the Child Protection Lead prior to the engagement with children and young people.

## **5. Related Areas and Processes**

This policy should be read alongside Colart's other policies (as amended from time to time):

1. Employee Code of Conduct;
2. Recruitment Policy;
3. Whistleblowing Policy;
4. Health and Safety Policy; and
5. Business Partner Code of Conduct.

## **6. Issue management process**

Anyone who has questions in relation to our commitment to safeguarding and child welfare, in relation to this policy, or who wishes to report a concern should do so to our Child Protection Lead or in accordance with our Whistleblowing Policy.

### Child Protection Lead

Name: Harsa Beagley

Job Title: HR Director – UK and Northern Europe

Email: [harsa.beagley@colart.com](mailto:harsa.beagley@colart.com)

Mobile: +44 (0)779 582 3763

NSPCC Helpline: 0808 800 5000

# colart

## Appendix

1. Disclosure and Barring Service Certificate Request: <https://www.gov.uk/request-copy-criminal-record>
2. NSPCC's Introduction to safeguarding and child protection training: <https://learning.nspcc.org.uk/training/introduction-safeguarding-child-protection>

[End]