

CHILD PROTECTION POLICY

Child Protection Summary for all Temporary Staff Working with the Christchurch Food Festival Education Trust

The Christchurch Food Festival Education Trust (CFFET) recognises that the welfare of the child* is paramount: the needs and wishes of each child will be put first. We take seriously our duty to safeguard and promote the welfare of the children and young people in our care. Safeguarding children is everyone's responsibility. *Working Together to Safeguard Children 2013*, HM Government statutory guidance, defines safeguarding as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

As an adult working with the Christchurch Food Festival Education Trust you have a duty of care towards all children taking part in Trust activities. This means you must act at all times in a way that is consistent with their safety and welfare.

You must not be left alone with a child while carrying out any work on behalf of the CFFET. This includes car journeys to competitions. When working in a school for the primary school cookery days or any competitions, it is essential that a teacher or qualified Teaching Assistant is present at all times.

You must follow the principles of safer working practice, which includes use of technology – on no account should you take images of pupils on personal equipment, including your mobile 'phone. You must gain the permission of the parents or guardians before taking photographs of any pupils. This is normally done formally with the school or directly with the parent or guardian at the time of confirming any of our sessions.

During any normal cooking activity, a child can hurt themselves. You must outline at the beginning of each session that they must be aware of the dangers of working in the kitchen. You must ensure that children using knives are at no time using them unsafely. As much supervision should be given as possible. If a child continues to misbehave during a cooking session they should be asked to leave, by contacting the Organiser or class teacher if working in a school.

The following directly applies to one-off events, festival events and similar non-school-based work organised by CFFET

All parents must leave a mobile phone number contact.

All parents must be asked about food allergies and faith requirements this should be passed to the teacher in charge of the appropriate session.

All children must be held in the reception area and taken to each classroom at the appropriate time. They must be accompanied by an adult, preferably in a group.

No unauthorised adult should be allowed into the main body of the school unless they have prior permission of the Organiser. For instance, parents must only be allowed in the main body of the school if they have a child with special needs or they are particularly concerned about them. They must be accompanied until they reach their required destination.

You must not accompany a child into a toilet, although can give directions as to where to find it.

If a parent is late collecting a child, the child should be held in the reception area with two designated adults until the parent arrives.

If a child cuts or burns themselves this must be reported on the CFFET accident report form.

The accident report form should be completed with relevant information only and no non-essential personal information should be recorded.

If the accident occurs in school, use the child's name and school only.

The following directly applies to the Primary school cookery days, competitions in Secondary schools, Enhanced Cookery Courses or Skills for Life Courses:

At all times you are under the overall supervision of the school and must adhere to their individual child protection policies.

If the behaviour of another adult in the school gives rise to concern you must report it to the organiser of the Trust event. If for any reason they are not available and you are working in a school, you must inform the Head Teacher or the person in charge on that day.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) – normally the Organiser of the Trust event.

The following is not an exhaustive list, but you might become concerned as a result of:

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- a pupil telling you that s/he has been subjected to some form of abuse

- In any of these circumstances you must write down what you observed or heard, date and sign the account and give it to the Trust organiser.
- If a pupil talks to you about (discloses) sexual or physical abuse, you:
 - listen carefully without interruption, particularly if s/he is freely recalling significant events
 - only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should Think TED

- Tell me
 - Explain to me
 - Describe to me
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- make it clear you are obliged to pass the information on, but only to those who need to know
 - tell the DSL or Deputy without delay
 - write an account of the disclosure as soon as you are able (definitely the same day), date and sign it and give it to the DSL.

Remember – share any concerns, don't keep them to yourself.

This Policy must be reviewed every twelve months.

This Policy was agreed on: 31st October 2023

Signed: 

Review Date: September 2024