

**Safeguarding and Child Protection Policy**

**Scope of Policy: This policy details the minimum steps which must be taken when working with children and applies to all staff, employees’ contractors and consultants at Supply & Demand Consultancy Ltd.**

**Organisation: Supply & Demand Consultancy Ltd.**

**Date: September 2024**

1. **Policy Statement**

In the course of its activities Supply & Demand Consultancy Ltdstaff, employees’ contractors andconsultants will work closely with children. Supply & Demand Consultancy Ltd recognises that because of the day-to-day contact with children, staff, employees, contractors and consultants are well placed to observe the outward signs of abuse. It is the responsibility of all staff, employees’ contractors and consultants employed by and contracted by Supply & Demand Consultancy Ltd to safeguard and protect children who are at risk of abuse or neglect and promote their well-being.

This policy should be read in conjunction with the relevant sections of the London Safeguarding Children Procedures

**School Policy.**

1. **Status of the Policy**

This policy does not form part of employee’s,contractors and consultantscontracts of employment. However, it is a condition of employment that this policy is adhered to at all times. Any failure to meet the policy will be taken seriously and may result in disciplinary action. Any employee,contractors and consultantswho considers that the policy has not been followed in respect of safeguarding children should raise that matter with Supply & Demand Consultancy in the first instance.

1. **What to do if you suspect that abuse may have occurred**

3.1 Concerns must be reported immediately to the designated person of the particular school.

3.2 For clients being seen at home, concerns must be reported to Supply & Demand Consultancy.

3.3 If after discussion with Supply & Demand Consultancy there are still concerns, a referral must be made to children's social care.

3.4 If the referral is made by telephone, it must be confirmed in writing within 48 hours.

3.5 The referral should be acknowledged within one working day of receiving it, and if you have not heard back within three working days, contact children's social care again.

3.6 For emergencies where the child is in immediate danger, contact the police or NSPCC.

1. **Responding to a child making an allegation/disclosure of abuse**

4.1 Stay calm, listen carefully to what is being said.

4.2 Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others - do not promise to keep secrets.

4.3 Allow the child to continue at his/her own pace.

4.4 Ask questions for clarification only, and at all times avoid asking leading questions.

4.5 Reassure the child that they have done the right thing in telling you.

4.6 Tell them what you will do next and with whom the information will be shared.

4.7 Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.

4.8 Pass the information on immediately to the Designated Person.

4.9 You may be asked to provide a written report to help inform decisions about the services a child and family may require

**Responding to allegations of abuse against a member of staff, employees’ contractors and consultants**

5.1 The Senior Manager responsible for managing allegations against staff, employees’ contractors and consultants is Fiona Rhodes or Kay Smith.

5.2 Staff**,** employees’ contractors and consultantsmust ensure all reports or disclosures are accurately recorded.

5.3 If appropriate the schools designated person responsible for safeguarding children should be notified and a consultation with the Local Authority Designated Officer (LADO) is undertaken in all cases ensuring the appropriate action is taken.

5.4 Staff, employees’ contractors and consultantsshould ensure that the adult about whom there are concerns is treated fairly and honestly and provided with support.

5.5 Disciplinary action is the responsibility of the school but any decisions should be made in consultation with the LADO and, if required, the police.

**6.0 Responding to allegations of abuse made by another professional, member of staff, other worker or volunteer**

6.1 Report concerns to the Fiona Rhodes or Kay Smith.

6.2 Document the allegations made by the other party.

6.3 Inform the other party in writing, by letter or email, that you have documented their concerns. Also in writing to the other party, state your opinion in regard to the allegations they have made, and any actions you may take.

6.4 Document any communications between yourself and the other party, ensuring it is clear who, if it is deemed necessary, is following up the concerns.

**7.0 All employees’ contractors and consultants working at Supply & Demand Consultancy Ltd**

7.1 All employees’ contractors and consultantscoming into contact with children while working for Supply & Demand Consultancy Ltd must provide an up-to-date enhanced DBS certificate.

7.2 All employees’ contractors and consultantsshould receive an induction and be given clear guidance on responsibilities, acceptable behaviour and limits to their role.

**Definitions**

**There are 4 categories of abuse recognised by the 1989 Children Act:**

**Abuse** Abuse includes physical, emotional, sexual abuse and neglect.

**Designated Person** The individual nominated to refer allegations or suspicions

 of neglect or abuse to the statutory authorities.

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

**DBS** Disclosure and Barring Service

**Failure to comply with the spirit of the relevant requirements will result in removal from our register**