

Activity, Interaction and Usability Limited Child Protection Policy
Public Release Policy

Policy Outline

Establishing the following principles:

- The welfare of the child is paramount;
- All children without exception have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
- All the companies, staff have a responsibility to report concerns.

Procedures that makes clear:

- Good practice amongst all personnel;
- Practice never to be sanctioned;
- The ways in which all company personnel are recruited and selected ensures their suitability for working with children;
- How to properly respond to suspicions and allegations;
- How to ensure confidentiality; and
- The systems in place to ensure that all staff and volunteers working with children are routinely and regularly monitored.

Policy Detail

Activity, Interaction and Usability Limited fully recognises its responsibilities for child protection.

Our policy applies to all staff working in the company. There are four main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep themselves safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Establishing a safe environment in which children can participate in testing.

We recognise that because of the contact with children, company staff is able to observe the outward signs of abuse. The company 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 the company whom they can approach if they are worried.
- Have information on child protection, child counselling and help lines visible and available to children.

We will follow the procedures set out by Activity, Interaction and Usability Limited Child Protection Policy, Practice Release Policy including:

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- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated Director responsible for child protection.
- Ensure every member of staff (including temporary and contract) and the board knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff understands 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.
- Ensure that parents have an understanding of the responsibility placed on the company and staff for child protection by setting out its obligations in preliminary contact documentation.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main testing participant contact data and in a locked location.
- Develop and then follow procedures where an allegation is made against a member of staff.
- Ensure safe recruitment practices are always followed, seeking full references and enhanced disclosure prior to commencement.
- Ensure that testing is only carried out on commercial premises (excluding hotels) or other locations with prior (1 weeks notice minimum) written consent of the Director responsible for child protection.
- Maintain full logs of attendance, activity and staff allocations.
- Observe the 30cm rule, for physical proximity.
- Ensure that parents or guardians can observe testing.

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.

The company will endeavour to support the child through:

- The design of the testing.
- The company ethos which promotes a positive, supportive and secure environment and gives testing participants a sense of being valued.
- The company behaviour policy which is aimed at supporting vulnerable children when in the company. The company will ensure that the child 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 child such as social services, Child and Adult Mental Health Service and NHS psychology services.