



## **Child Protection and Safeguarding**

### **CHILD PROTECTION POLICY**

#### **1. INTRODUCTION**

Maths on Toast (MoT) welcomes visitors of all ages and abilities. Our core attendees are children aged 5 – 11 and their families, parents or carers.

Children come to Maths on Toast events/sessions to attend a planned activity – in a space managed by another organisation such as a library, school or community centre or in a space we have temporarily leased/loaned.

*When we agree to work with a partner venue/host and/or organisation, MoT and the partner organisation will exchange safeguarding policy and procedures and be given the chance to review and comment. Any problems identified by either partner will be raised at senior management level and with the Designated Safeguarding Lead and an outcome that is satisfactory to both parties safeguarding expectations must be reached.*

Most children take part in our events with their own parent or carer, teacher or keyworker. They participate, with an adult who knows them, in a public family or community drop-in session or a closed family, school, community or other event.

This policy relates to the above activity. Children may also take part in our events - such as Festival of Triangles or self-run events where MoT have provided resources and/or training in the MoT creative maths approach - independently of our staff and volunteers, through their schools, libraries, community groups and local organisations, in which case the child protection policy of that organisation will be in force.

Maths on Toast has a responsibility to ensure a safe and healthy environment for all children and vulnerable adults. This policy is written to ensure that all children are guaranteed appropriate and safe treatment in all circumstances during our events. While it is aimed specifically to protect children from abuse, it should be considered to

encompass a wide meaning of health and safety and also of a child's rights to be treated fairly and equally as per the UN Convention on the Rights of Children. The protection provided to children under the age of 18 by this policy will also be provided to vulnerable adults.

All staff, volunteers and trustees are responsible for (i) ensuring they understand and (ii) supporting this policy. As an organisation, we sometimes pilot and establish new activities. Each time we do so, we will review this policy to ensure we are working within it.

## **2. POLICY**

Maths on Toast will strive to create a healthy, positive and safe environment for all children who visit. Maths on Toast has a responsibility to ensure children's physical safety, which is covered by our Health and Safety Policy and risk assessment procedures. Children will also be protected from abuse, including physical, emotional or sexual abuse, bullying or neglect. Our public-facing staff receive child protection awareness training to recognise signs of abuse that may take place outside of our activities. The following actions are in place to ensure we adhere to our policy aims:

- 1. Recruitment and safety checks for Maths on Toast staff members and volunteers working with children and vulnerable adults**
  - Following appropriate and careful recruiting and selection procedures to ensure the suitability of staff and volunteers who are applying to work directly with children. This will include careful checking of references.
  - All Maths on Toast staff must hold an enhanced DBS checked.
  - All Maths on Toast volunteers will be DBS checked – they may attend one event/session to determine if they wish to proceed prior to their check.
  - Volunteers recruited and working within a partner organisation are subject to the recruitment, safeguarding and child protection policy of the partner organisation. As per paragraph 3 in section 1, we maintain the right to view and comment on any partner organisation's policy and procedures.
  - All Maths on Toast trustees will be DBS checked. The DBS ensures effective scrutiny of all people working with Maths on Toast in a trustee capacity. This policy does not bar people - with for example spent convictions - from taking a role as a trustee, rather it gives the board the chance to assess each case and make informed decisions as to the suitability of a prospective candidate for a trustee role.

**2. Keeping Children Safe: Training and additional measures provided, behaviour expected of staff (and volunteers), set procedures relating to safeguarding reporting**

- Establishing guidelines and providing training in appropriate treatment of children to staff and volunteers who come in contact with children (and vulnerable adults if that were to be the case). All staff and volunteers follow our Code of Conduct for working with children, based on the UN Convention on the Rights of Children. Children will be treated with respect, dignity and an understanding of their needs, without any advantage being taken of their weaker position. Children will be treated with respect, including careful listening and staff and volunteers behaving in a way that will avoid any misunderstanding of motives or actions. The full code is listed in our staff safeguarding and child protection procedure documentation.
- All staff receive induction training and regular updates to their responsibilities with regards child protection and safeguarding.
- All staff read and agree to follow procedural policy as outlined in Child Safeguarding Staff Procedure document.
- All volunteers to be briefed in safeguarding policy and procedure as part of their induction. This will also be documented in their volunteer pack.
  
- Establishing procedures which will minimise any opportunity for abuse.
- This will include staff and volunteers avoiding private or unobserved situations with children.
- Mobile phone use is not permitted at our events by staff or volunteers and parents are asked to not use phones in our sessions.
- Making staff aware of individual child protection issues if appropriate: partner organisations have the right to decide where it is appropriate to share information with Maths on Toast. Both parties will ensure it is within the correct set of circumstances, taking into account confidentiality.
- Online events are invite-only or public facing with registration. A set procedure is followed to ensure only adults with children present may attend group online events once registration has taken place. Maths on Toast may invite other adult attendees for professional interest reasons. Public events with children attending are not recorded; invite only adult events/training may only be recorded with consent of all participants.
  
- Appointing a Designated Safeguarding Lead (DSL) with Child Protection Responsibility– either a Trustee or the CEO who will establish, maintain and support procedures for reporting concerns to the appropriate authorities and for

training and other procedures to support this policy. This person will be responsible for maintaining confidential records regarding any investigation or report. He or she will also keep informed on current legislation and other matters relating to Child Protection. Current Designated Safeguarding Lead (DSL) with Child Protection Responsibility lies with CEO, Lucy Davis (from September 2019)

- Established procedures for staff to report any suspected abuse. This could include physical or verbal evidence that a child has been abused, either before arrival at Maths on Toast or during their visit, or allegations made by a child about abuse. The procedures involve logging incidents and reporting to both Maths on Toast DSL and the partner/host venue/organisation's DSL and a joint approach to deciding next steps.
- Health and Safety incidents or accidents. Cases of injury will be reported following the set procedure of completing an Incident Report Form, which is submitted to the DSL.
- MoT staff are responsible for seeking First Aid advice from the partner/host venue's designated First Aider as and when necessary, and to support First Aider in any further action required.
- Our sessions are family sessions and children should always be accompanied by an adult. If a child appears to be alone, staff will ask them to point out their adult. If the adult is visible, they will be asked to join in. If they won't join in then they will be reminded that they still need to be present. Host venue support will be sought if necessary. If a child is unaccompanied, host venue staff support will be sought and venue protocol followed– we note that venues such as libraries allow unaccompanied children on the premises over the age of 8. If a child under the age limit is present and unaccompanied, the host staff will be alerted immediately and procedure followed.

### **3. Permissions and Consent**

- No photos will be taken of any child unless a Maths on Toast permission form has been completed by a parent or carer or adult acting in loco parentis such as a keyworker. A clearly defined system will be used to ensure no child will be photographed unless permission has been sought.
- Staff only may use the MoT camera or mobile phones for the taking of photos only. As per consent, images will be filed on secure MoT filing systems. Staff will ensure all images are subsequently removed from phones and device or cloud storage systems.
- The filming of any closed partner events or making of videos with partners will follow conditions agreed with the partner organisation. Maths on Toast and the partner organisation will agree and allocate responsibility for seeking parental permission.

- Any Maths on Toast or partner filming that takes place of public events and/or in public venues or spaces will be clearly signposted as being filmed. It is the responsibility of MoT staff to ensure all parents/carers/keyworker have seen and noted the filming situation. It is the parents/carers responsibility to give consent for the child to participate in the filmed event and/or identify if a child in their care cannot be filmed – where possible the set system will be followed to ensure those without consent will not be filmed but can still participate.
- Any named partner organisations bringing children to any filmed event or that we have invited to attend will also have been given information and details of the filming prior to attending. It is their responsibility to communicate with MoT staff and clearly identify any child who may not be filmed so they can be marked as per the set system. It is the responsibility of that organisation's key workers accompanying children to the MoT event to ensure the correct information about each child is passed on to MoT staff.

### **3. REVIEW**

This policy will be reviewed each year in June by the Trustees and the DSL/CEO. Changes will be made as deemed appropriate and in the light of current circumstances. Specific procedures may be added as needed and will become part of the policy.

This documented prepared and amended by the DSL/CEO Lucy Davis and reviewed in June 2021. Next review due June 2022.