



The Gatton Trust Limited

Safeguarding Policy and Procedures

Safeguarding Representative: Louise Miller
louisemiller@gatton-park.org.uk 01737 649066

Designated Safeguarding Lead for RAAS:
Jo Czerpak
Safeguarding@gatton-park.org.uk

Surrey children's single point of access: 0300 470 9100

cspa@surreycc.gov.uk

Out of hours: 01483 517898

This policy was originated by Louise Miller

Revised and Approved by Trustees March 2024
It is next due for re-approval during Spring 2026

Policy for the protection and safeguarding of children and young people, whatever their age

Procedures to follow for staff & volunteers

The aim of the policy is to protect children and young people from harm, to aid their development and to provide support for those working with them remembering that:

- The child's welfare is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- A child is anyone under the age of 18.

This policy will be implemented by a set of processes, procedures and guidelines to

Safeguarding and promoting the welfare of children is defined 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;**
- **acting to enable all children to have the best outcomes; and**
- **preventing impairment of children's mental or physical health or development**

ensure compliance.

The Trustees of The Gatton Trust Ltd will appoint a Safeguarding Representative whose role is:

- to ensure that this policy and associated procedures are kept under periodic review
 - to ensure that the associated processes and procedures and guidelines are appropriate
 - to ensure that the procedures are understood and put into practice
 - to receive reports of any concerns or allegations
 - in conjunction with the person in charge to decide on the appropriate action to be taken following any such report.
 - to notify the Chairman of Trustees of all relevant allegations, complaints and their outcome.
1. All those involved in a The Gatton Trust Limited project have a duty to prevent the physical, sexual and emotional abuse of all children with whom they come into contact.
 2. All Trustees, Employees and Volunteers will be required to obtain a satisfactory disclosure from the Disclosure and Barring Service.
 3. All those involved in a The Gatton Trust Ltd project should organise work to minimise situations where abuse may occur.

4. Never work in a one to one situation with a child where you are out of sight or earshot of the rest of the group. If you do need to administer first aid, ask for consent if the casualty is able to communicate.
5. Where schools and other organisations are involved they must provide suitably qualified adults eg teachers, youth workers, leaders to supervise children.
6. Parents will supervise children for whom they are responsible.
7. Staff and volunteers will not take direct supervisory responsibility unless absolutely necessary eg for holiday activities when teachers and parents may not be present.
8. A register of all adults, children and young people attending should be kept at all activities. For school visits this will be a list of names only, to be used as a register. For family or children's activities, this should include their names, telephone numbers and the names of parents or the persons with parental responsibility, and allergy or medical information. The register will be shredded after the activity.
9. With the exception of children from the Royal Alexandra and Albert School who are familiar with the site, children will always be supervised by two or more adults and never left without adult supervision. Only in the case of an emergency will children be left with only one adult. This is to be considered when planning the number of adults needed to supervise an activity.
10. Make sure that meeting places are safe (particularly when working off site) and that times for the start and finish of an activity are clear.
11. Children must be collected from an agreed supervised collection point, and prior agreement must be given for children to be collected by a different adult to that by whom they were delivered.
12. The Gatton Trust will not pass on details of children.
13. Photographs, films or web-based materials of children or young adults will only be taken with the consent of the parents/guardians/carers and in consultation with the individuals involved. This should be done on an official device provided by Gatton Trust or by an authorised photographer.
14. Ensure all Trustees, staff and volunteers are familiar with the Safeguarding Policy. Ensure all Trustees, staff and volunteers receive Safeguarding training and that such training is evidenced.
15. Refer any case of concern to the Safeguarding Representative

What to do if a pupil / parent / colleague makes a disclosure of abuse or neglect to you:

- Explain to the child that you will share this information with a member of the school safeguarding team.
- Listen carefully, believe and take it seriously.
- Reassure; assure them that you believe them.
- Give the child time to talk; do not probe or ask leading questions.
- Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon.
- Record what has been said as soon as possible after the conversation.

'Gut feelings' should **not be ignored** but discussed with a member of the safeguarding team

Recording Disclosures

- Do not destroy any original notes in case they are required by court
 - Record time, date, place of disclosure, and who else who was around.
 - Record child's demeanour and non-verbal behaviours
 - Record actual words child uses, do not substitute
 - Draw / mark on a body map any bruises
 - Be objective in your statements (factual not your opinion)
- Report the matter immediately to the Safeguarding Representative – Louise Miller 01737 649066 louisemiller@gatton-park.org.uk or the safeguarding team at RAAS – safeguarding@gatton-park.org.uk. The safeguarding team will consult with the Surrey children's single point of access: **0300 470 9100** cspa@surreycc.gov.uk
Out of hours: 01483 517898.
 - Where a young person's home is outside Surrey, the Contact Centre Children's Team will assist with the relevant contact details for the home area.
 - Concerns relating to the behaviour of a staff member can be referred to the chair of Gatton Trust – David Frank – davidfrank@gatton-park.org.uk or the headteacher at the school – head@gatton-park.org.uk

The Royal Alexandra and Albert School's Safeguarding Team provide training and support in safeguarding matters for GT staff as members of the school community and staff must also follow the RAAS Safeguarding Policy and procedures.

If a child is at risk of immediate significant harm or urgent attention is needed, the emergency services should be called, using 999, before following the above procedures.