



Child Protection Policy and Guidelines

Last reviewed: 20.09.2025

BY H AKDAG

Reviewed By : Secretary

1. Introduction

Lighthouse Educational Society (LIGHTHOUSE hereafter) that makes provision for children and young people must ensure that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff (paid/unpaid) working for LIGHTHOUSE has a responsibility to report concerns to the appropriate officer.

2. Policy statement

LIGHTHOUSE has a duty of care to safeguard all children involved in LIGHTHOUSE from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. LIGHTHOUSE will ensure the safety and protection of all children involved in LIGHTHOUSE through adherence to the Child Protection guidelines adopted by the Society. A child is defined as a person under the age of 18 (The Children Act 1989).

Policy aims:

The aim of the Lighthouse Educational Society Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of LIGHTHOUSE;
- Allow all staff /volunteers to make informed and confident responses to specific child protection issues.

3. Recruitment Policy and CRB Checks

Lighthouse Educational Society recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving license with photo).
- All staff working in the group who must be subject to criminal record checks through the Criminal Records Bureau. All volunteers who have unsupervised access with other people's children must also be subject to a criminal record check through the CRB. Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.

4. Induction & Training

All employees and volunteers should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to the organisation's Code of Ethics and Conduct.
- Child protection procedures are explained and training needs are identified.

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyze their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely effectively with children.

Lighthouse Educational Society requires:

- Coaching staff to attend a recognised 3-hour good practice and child protection awareness-training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Non-coaching staff and volunteers to complete recognised awareness training on child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to gain national first aid training (where necessary).

5. Code of Conduct

This Code of Conduct has been drawn up to support **LIGHTHOUSE Staff and Volunteers** to inform their youth work, and protect them especially when working in isolation and vulnerable situations.

Staff and Volunteers are expected to demonstrate a consistent commitment to Equal Opportunities and to young people

- ✓ By being honest with, and showing respect for, young people.
- ✓ By respecting the confidentiality of the young person and by being clear and open when confidentiality cannot be maintained.

- ✓By offering challenging and exciting experiences undertaken responsibly in a safe environment
- ✓By recognising unacceptable behaviour and acting, which enables changes to take place.

Staff and Volunteers are expected to demonstrate a consistent commitment to themselves and colleagues

- ✓By being honest with, and showing respect for colleagues
- ✓By respecting and keeping appropriate levels of confidentiality.
- ✓By working and planning to the best of their ability within the constraints of their club, or allocated responsibilities.
- ✓By only working alone when immediate support is available and /or the Health & Safety of the Young People is at Risk.
- ✓By offering support to colleagues and seeking it when necessary.

Staff and Volunteers are expected to demonstrate a consistent commitment to educate members, elected officials and staff

- ✓By leading by example and setting good, positive role models:
 - Not using language, which is racist, sexist or abusive.
 - Dressing appropriately to the occasion task, and company present.
 - Not smoking, drinking alcohol, or using other substances whilst on duty and working with young people.
- ✓By creating an environment within which young people can feel safe and learn.
- ✓By enthusiastically seizing all learning opportunities either programmed or otherwise.
- ✓By fully implementing the aims and objectives of LIGHTHOUSE.

Behaviour of all Staff and Volunteers whilst on duty must, of course be within the Law.

Recommendations

In recognising the recommendations highlighted in the Code of Conduct, LIGHTHOUSE recommends the following. When assuming positions of responsibility it doesn't make sense to:

- Spend excessive time alone with children away from others.
- Take children alone on car journeys no matter how short.
- Take children to their home

While in many schools / clubs this is an unavoidable practice it should only occur with the pre determined knowledge and consent of the child parents.

Staff, elected officials and volunteer should **never**:

- Engage in inappropriate physical contact
- Engage in rough physical games including horseplay — apart from structured sports activities.

- Engage in sexually provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child even in fun.
- Let allegations a child makes go unchallenged or unrecorded.
- Do things of a personal nature for children that they can do themselves.

Physical contact:

In circumstances where physical contact with a member is unavoidable it must be predetermined and take place with the member's permission. This means that:

- The way it is going to be done must be thought through, explained and understood.
- The member's permission must be obtained allowing the physical contact to be carried out in the agreed way.

NOTE: It may be sometimes necessary for staff and volunteers to do things of a personal nature for young people in the Society, particularly if they are young people with disabilities. These tasks should only be carried out with the full understanding and consent of the young person and the parents. In an emergency, parents should be fully informed.

In such circumstances it is important that you ensure that all staff are sensitive to the child and undertake personal care tasks with utmost discretion.

6. Supervision of children

Making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind. Our Duty to Care suggests that it is good practice when organising journeys/visits/trips that the following should be adhered to:

Planned Activities

- The organisers of journeys/ visits should plan and prepare a detailed programme of activities for the young people who are involved in the project.
- Organisers should undertake and complete suitable risk assessments.
- Organisers are responsible for the welfare and safety of the young people for the full duration of the time that they are away from home.
- Young people should not be left to their own devices in for example a town for the evening or shopping expeditions.
- All children should be adequately supervised and engaged in suitable activities at all times.
- In circumstances where planned activities are disrupted, e.g. Due to adverse weather conditions, then organisers would have a number of alternative activities planned.
- Organisers should obtain in writing, parental consent to children joining a trip. (See parental consent form)

- Parents should be given full information about a trip, including details of the programme of events and the activities in which the children will be engaged.
- Separate male/female sleeping arrangements should be implemented on residential visits or exchanges. Staff and leaders must not share arrangements with participants or allow young people to enter their rooms. Staff and leaders should not enter young peoples rooms unless accompanied.
- In the event of a disclosure, allegation or concern during LIGHTHOUSE activities the Society's reporting procedure should take precedence.

Supervision of children

- LIGHTHOUSE must be satisfied that those staff and volunteers who accompany group parties are fully competent to do so.
- Children must be supervised at all times.
- Children must not be left unsupervised at any venue whether indoor or out of doors.
- Workers should know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Dangerous behaviour by children should not be allowed.

7. Definitions and Signs of Abuse

Good child protection means ensuring that staff and volunteers know how to recognise child abuse. This does NOT mean that they are responsible for deciding whether or not abuse has occurred but that they have a responsibility to be alert to behaviour by young people or staff which suggests something may be wrong.

There are several different categories of abuse:

Physical - where children are hurt by ill treatment, or deliberate or neglectful failure to prevent injury or harm. Physical abuse is any non-accidental physical injury to a child. Even if the parent or caretaker who inflicts the injury might not have intended to hurt the child, the injury is not considered an accident if the caretaker's actions were intentional.

Emotional - where people are persistently or severely emotionally neglected or rejected, for example by not being given enough love or attention, being made to feel worthless, or being intimidated by threats or taunts.

Sexual - Where children are encouraged or forced to observe or participate in any form of sexual activity. The involvement of children and adolescents in sexual activities that they do not truly comprehend to which they are unable to give informed consent or that violate social taboos of family roles.

Neglect- where children's physical and/or psychological needs are severely or persistently neglected, or the failure to protect a child from exposure to any kind of danger and likely to result in the serious impairment of the child's health or development.

Signs of child abuse

If you suspect child abuse, but aren't sure, look for clusters of the following physical and behavioural signs.

Some signs of physical abuse

- Unexplained burns, cuts, bruises, or welts in the shape of an object
- Bite marks
- Anti-social behavior
- Problems in school
- Fear of adults
- Drug or alcohol abuse
- Self-destructive or suicidal behavior
- Depression or poor self-image

Some signs of emotional abuse

- Apathy
- Depression
- Hostility
- Lack of concentration
- Eating disorders

Some signs of sexual abuse

- Inappropriate interest in or knowledge of sexual acts
- Seductiveness
- Avoidance of things related to sexuality, or rejection of own genitals or bodies
- Nightmares and bed wetting
- Drastic changes in appetite
- Over compliance or excessive aggression
- Fear of a particular person or family member
- Withdrawal, secretiveness, or depression
- Suicidal behavior
- Eating disorders
- Self-injury

Sometimes there are no obvious physical signs of sexual abuse, and a physician must examine the child to confirm the abuse.

Some signs of neglect

- Unsuitable clothing for weather
- Being dirty or unbathed
- Extreme hunger
- Apparent lack of supervision
- Unresponsiveness to a child's basic emotional needs.

Bullying

It is important to recognise that bullying is a very common form of abuse both physical and emotional and causes great stress. Bullying can leave children with feelings of worthlessness and self-hatred; they can feel lonely and isolated. At its worst bullying can result in a child attempting suicide.

8. Reporting Procedures:

Reporting procedures in situations involving a school club will follow the procedures and policy set out by the school. On all other occasions the Society's policy and procedures will take precedence.

If any member of staff suspects that a child or young person has been abused it is important that evidence is given to the situation and followed up with immediate action. A full record shall be made as soon as possible of the nature of the allegation and any other relevant information including:

- The date
- The time
- The place where the disclosure of information took place
- The place where the alleged abuse happened
- Your name and the names of others present
- The name of the complainant and, where different, the name of the child who has allegedly been abused
- The nature of the alleged abuse
- A description of any injuries observed
- The account which has been given of the allegation

However do not contact an investigating agency directly, especially if you do not have good evidence of both a behavioural and physical nature. In the first instance listen to the young person, collect relevant information and immediately inform the designated member of staff. Responding to incidents of alleged abuse, affecting members within the association is based upon clearly defined procedures. It is important that you follow the outlined procedure, and that you adhere to the following Do's and Don'ts

Do

- Stay Calm
- Listen and Hear
- Give time to the child to say what they want
- Reassure them that they have done the right thing
- Record in writing what is said
- Report to the designated member of staff
- Keep a note of your report, giving the date, time, name of the individual whom you have told and course of action agreed.

Don't

- Do not panic
- Do not make a child repeat the story unnecessarily

- Do not promise to keep secrets.
- Do not enquire into details of the abuse
- Under no circumstances should you attempt to deal with the problem
- If you are concerned that a child or young person has been abused or is at risk of abuse there is one thing that you must not do and that is NOTHING.
- It is important that you take what the child says seriously and follow it up with action straight away. The sooner you take action, the more likely it is that the abuse will stop, and the child will recover from his or hers experiences.
- If you know someone you think may be abusing a child, or a child's words of behaviour indicate to you that it is likely that he or she is being abused, report it to the designated member of staff.

Use of photographic/filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All schools/clubs run by LIGHTHOUSE should be vigilant and any concerns should to be reported to the Society's designated officers.

There is no intention to prevent event organiser and teachers using video equipment as a legitimate teaching aid. However, children and their parents/carers should be made aware that this is part of the programme and such films should be stored safely.

Confidentiality

On the premise that the welfare of the child is paramount considerations of confidentiality must not be allowed to override the right of children and young people to be protected from harm.

Staff, volunteers and members must be aware that there are circumstances in which confidentiality must be broken, specifically if it suspected that abuse has occurred and an offence committed.

On receipt of both a verbal and a written report on suspected abuse the Chief Designated Officer will make a formal referral to the appropriate authorities. Who will then take on the responsibility for dealing with the matter.

All staff, volunteers and members must be familiar with the referral procedure. An up to date and complete copy of the LIGHTHOUSE Child Protection Policy MUST be retained in the Schools and Society's Handbook.

9. Role of Designated Officers

Key responsibilities of the Designated Officers are to:

- Ensure that child protection procedures are followed within the LIGHTHOUSE and the Schools.
- Ensure that all Staff, Volunteers/Trainers and members are aware of these procedures.
- Ensure that appropriate training and support is provided.

- Receive and deal with all concerns of a child protection nature.
- Keep appropriate records and store them in a safe and confidential manner.
- Make contact with local statutory agencies and seek appropriate advice when needed.
- Decide whether to take further action about particular concerns.
- Report suspected cases to the appropriate agencies.

10. Internal Enquiries and Suspension

• Lighthouse Educational Society Designated Officers will make an immediate decision about whether any individual accused of abuse should be suspended pending further police and social services inquiries.

• Irrespective of the findings of the social services or police inquiries the Lighthouse Educational Society Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the *Lighthouse Educational Society* Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, Tel: 01455883300, Fax: 01455550243, E-mail: enquiries@bacp.co.uk, Internet: <http://www.bacp.co.uk>.
- If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

11. WHISTLEBLOWING

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the nominated ‘whistleblowing’ officer or the Education Safeguarding Service.

12. Review

This policy will be reviewed annually at the Board of Trustees’ meeting.

APPENDIX:

In the event of disclosure or suspected child abuse LIGHTHOUSE members, staff and volunteers
Must

- Make a clear Confidential note (without showing it to others) of the incident or suspicions noting the date and time.
- Immediately Contact LIGHTHOUSE Chief Designated Officer Parahat Akmuradov who will accept responsibility for dealing with the matter.
- Take no further action or discuss the situation with anyone else.

The designated member with responsibility for child protection is as follows

Mr Parahat Akmuradov

Tel: 07583689654

Email: aparahat@gmail.com

APPENDIX:

Lighthouse Educational Society Incident Reporting Form

This form must be completed where members are concerned about an incident involving a child or vulnerable adult. This form must be completed as soon as possible after the incident that causes concern and must be passed to the Child and Vulnerable Adult Officer.

Note: Confidentiality must be maintained at all times .Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

Details of person making report

Name:
Position:
Contact telephone number:

Details of Child/Vulnerable Adult

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

If you are reporting concerns on behalf of someone else, please provide details of that person

Name:
Position:
Address:
Contact telephone number:
Date this person advised you of their concerns/incident:

Details of the incident/concerns

Date of incident/concern arose:
Time
Place
Names and addresses of other people who may have information about the concerns/incident:
Describe in detail what happened:
Describe in detail visible injuries/bruises and concerning behaviour of the child/vulnerable adult, if any (use diagrams if this helps you to describe):
Was the child/vulnerable adult asked about the incident: YES/NO If yes, record exactly what the child said in their own words and any questions asked if the situation needed clarified:

Details of action taken

Detail what action, if any, has been taken following receipt of this information:

Empty rectangular box at the top of the page.

Other information

Record any other information you have about this matter (it is important that all information is passed on even that which you think is not important or helpful).

Signature:

Print name:

Date: