SAFEGUARDING CHILDREN POLICY

For

ROKIL CIC

Introduction

ROKIL CIC is a company run for the following purpose:

> To facilitate the development of neurodiverse children aged 14 and under who require behavioural, cognitive and emotional assistance.

The Company is based at:

1 Aston Court

High Wycombe

Buckinghamshire

HP11 1JU

Company Number: 150886480

The Company has adopted this safeguarding children policy and expects every adult working or helping at the Company to support it and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working
on behalf of the company.

Purpose of the Policy

This policy is intended to protect children who receive any services from us, including those who are the children of adults who may receive services from us. Under this policy, the term of children shall mean any person who is under eighteen years of age.

The Company believes that no child or young persons should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is Important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can

be at risk of:

- Physical or emotional abuse
- Neglect
- Sexual abuse
- Female genital mutilation (FGM)
- Grooming and exploitation
- Trafficking and modern slavery
- Exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- Self-harm
- Physical harm when engaging with activities without adequate supervision.

The casual factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members. Of the community.

Safeguarding Principles

Safeguarding children from harm and abuse is an essential Responsibility for our Company. We are committed to ensuring that any Child who comes into contact with our services is properly safeguarded. Every person under this policy holds responsibility for:

- Remaining alert and aware of possible safeguarding risks to children
- Guarding children against harmful environments with appropriate actions (for example adequate supervision or ensuring safe environments)
- Taking positive steps to maintain the safety and wellbeing of children engaging with us as a company.
- Reporting concerns expeditiously and appropriately, in line with child protection procedures
- Understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- Challenging any inappropriate or harmful behaviour of any adult and reporting this accordingly
- Acting appropriately in the presence of children
- Not taking any inappropriate risks
- Not smoking, drinking or taking any form of illicit substances in the presence of children

Safeguarding Officer

Any question, report or concern in relation to the safeguarding of children

Should be shared with our Safeguarding Officer:

Name: Carla Amoah
Email: Info@rokilcic.com
Telephone: 07578279354

Confidentiality and Data Protection

All personal information we may process relating to children, shall be processed and stored in accordance with our data protections privacy policy which can be located on our website.

Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm, any adult present should Call 999. Thereafter, the Safeguarding Officer should be contacted as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the safeguarding officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adukt, it is important for that adult to:

- Listen calmy and carefully, showing that their views are taken seriously!
- Provide an appropriate and honest level of reassurance.
- Avoid interrogating children and asking probing, intrusive and/or leading questions.
- Avoid making false promises regarding secrets and confidentiality with the child (because ay concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)
- Make a confidentiality written record of the discussion either during the discussion or immediately afterwards. The record should include key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided.
- Refer all relevant information to the Safeguarding Officer as soon as practicable afterwards and no later than the end of the day.

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable local Authority Children's Services department.

Reporting concerns About Other Adults

Where any person has a concern regarding the conduct of an adult connected to the Company, which poses or may pose a safeguarding risk to children such as:

- Harming a child either physically or emotionally
- Exposing a child to behaviour which may cause physical or emotional harm.

- Engaging in criminal activity concerning a child

This must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the persons engagement with the company.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Company will include either:

- Further initial enquiries
- Escalation to the applicable Local Authority Children Services department for assessment and/or the police for investigation
- Investigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Company.
- A referral to the Disclosure and Barring Service, or any other relevant regulatory bodies

Any person within the Company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinally be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority.

Any person from within the company who has allegations made against them shall be treated fairly. All enquiries, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Company who make allegations against another person within the Company shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

Disclosure and Barring Service (DBS) Checks and Reporting

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are:

> All employees who undertake any activities with children, all volunteers, all services providers who provide any services to children.

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

Safeguarding Children at Events and Activities

Responsibilities and Planning

Typically, we may arrange the following types of events and/or activities which could involve children:

> Reading, writing, mathematics, phonics, performing arts classes, music classes, art, cooking, role play and dress up, gardening, speech and language, behavioural and occupational therapies using NDBI.
> Cultural days, family fun days, work display exhibition, talent shows, Christmas play and carols.

The Safeguarding Officer shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

Although the Safeguarding Officer and any appointed delegates will hold ultimate responsibility for overseeing the safety of events and activities all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to al those concerned (Staff members, parents, guardians etc.) in advance. They should read carefully and adhere to.

Venues

The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and the safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.

First Aid

We have the following first aid procedure within the Company:

> Legal Notices

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Officer.

Consent Forms

We shall always obtain written consent from a parent or guarding for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via:

> Written informed consent which can be obtained from our building.

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Supervision

For most activities and events, our procedure for supervision of children is as follows:

> There will be 1-2 adults per child depending on severity of behaviour. For group sessions of 7 children there will be 5 adults minimum to supervise. Registration will be taken upon arrival to ensure who is in the building which will be checked by senior person. Each child will be supervised in all spaces around the premises at all times. Headcounts will be taken regularly during group move, bathroom routine, arrivals and departures.
>
> All colleagues receive information on policies and procedures which is to be signed following competence.

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

Managing the Behaviour of Children Generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children they must:

- Treat each child fairly and equally.
- Approach the situation in a calm and neutral manner.
- Only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example, to prevent an injury or harm either to the child or others.
- Wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed.
- Make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer

Further details regarding our procedures for managing behaviour can be located in our behaviour policy:

> Policy for SEN behavioural management can be found on display on premises.

Managing the Risks Posed by Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying can be defined as any behaviour which is:

- Repeated; and
- Has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudice based on certain groups, For example, gender, race, religion or sexual orientation. Bullying can often include:

- Physical harm perpetrated against another child.
- Name calling and threats.
- Cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

> All children and relevant staff shall be spoken to individually to ascertain the facts. Where appropriate children will receive first warning and relevant support/education.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

> Given the nature of the children in our care. Consistently education and behavioural support plans will be delivered to resolve persistent matters. Parents for all parties will be consistently informed and aware of our planned interventions.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

Photography

Our Photographs

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- The potential for images to be re-used, shared or adapted in a damaging or inappropriate manner.
- The general risk of sharing images and the impact this could have on child's public image as they grow older.

In view of these risks, we will:

- Always ask for written permission from a child and their parent/guardian before taking and sharing image of them
- Always ensure that a child and their parent/guardian are properly informed how an image will be used and shared.

- Always ensure that a child's identity is protected as far as is possible within any published material.
- Ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which feature other children refrain from doing so unless they have the permission of the other children and their parent/guardian.
- Always store photos in accordance with our data protection policy.

Members of the Public

We ask that any members of the public attending our premises, events or activities do not take photographs.

Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our Data protection policy
- Our First aid policy
- Our Behaviour policy

This policy should also be read in conjunction with:

Our Health and Safety Policy
Our Food Hygiene Policy

This Policy is approved and robustly endorsed by ROKILCIC and is due for review every YEAR.

Signed: _____CARLA AMOAH_____

(Safeguarding Officer)

Date: 31st August 2026