



UK Latin Community CIC

Child Protection Policy

Policy Statement

UK Latin Community (UKLC) acknowledges the duty of care to safeguard and promote the welfare of children under the age of 18 and is committed to ensuring safeguarding practice reflects government guidance and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children and young people taking part in UKLC activities

- have a positive and enjoyable experience within a safe and child centred environment
- are protected from abuse

UK Latin Community acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

There are broadly four ways in which UK Latin Community is likely to interact with children and young people under the age of 18:

- Collaborating on a project
- Inviting to join workshops or trainings
- Work experience students

As part of our safeguarding policy UK Latin Community will:

- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.



- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in UK Latin Community's activities with children and young people. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Roles & Responsibilities

- All staff will be made aware of this policy and its place within the Employee Handbook as part of their induction.
- The Executive Director together with the Management Team have ultimate responsibility for all UK Latin Community policies and have approved this document.
- Partner organisations will be required to evidence that their safeguarding procedures are compliant with UK Latin Community's policy as a minimum and this will be a subject of audit and contract compliance.

Procedure for interacting with children under 16

- 10.1 UK Latin Community will ensure that a chaperone (e.g. a youth worker, parent or teacher) accompanies under 16s to any meetings or events that we hold.
- 10.2 All electronic communications with children and young people are copied to a chaperone.
- 10.3 We will seek to keep children and young people safe when taking photographs or filming by:
 - 10.3.1 Always asking for written consent from a child and their parents or carers before taking and using a child's image.
 - 10.3.2 Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children.
 - 10.3.3 Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.
 - 10.3.4 Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)

Internal procedures on safeguarding

- 10.4 Any staff member who is alerted to a safeguarding concern, or who observes an issue which causes concern in any work UK Latin Community is involved with should report this at the earliest opportunity to their line manager so that appropriate action can be taken. If they are unavailable, to any other manager within the organisation.
- 10.5 Staff should not take action themselves without wider consultation, but it may be helpful to take a full note summarising what you have heard/seen and the names of the people



involved.

10.6 However, in an emergency, where people are in immediate danger, staff should call 999.

10.7 Staff should not offer advice around safeguarding as UK Latin Community does not have the resources or expertise around this specialist area.

10.8 Information disclosed to any UKLC member of staff regarding a safeguarding issue should not be held in confidence by one member of staff.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as a result of any other significant change or event.

Next review date January 2022

Relevant legislation

Children's Act 1989/2004

UN Convention on the rights of the Child 1989

Safeguarding Vulnerable Groups Act 2006

Protection of Freedoms Act 2012