

## Child Protection Policy Statement (last updated January 2024)

All staff, apprentices, volunteers, and work experience placements of the Horstead Centre commit themselves to the nurturing, protection and safekeeping of the children and young people within their care.

It is the responsibility of all staff, apprentices, volunteers, and work experience placements to do their best to prevent the abuse and neglect of children and young people and to report any abuse or neglect, alleged or suspected.

In all things relating to safeguarding children the Horstead Centre have the support of the Diocese of Norwich Safeguarding Team led by Sue Brice.

### What is Abuse?

*“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.”* (Working Together to Safeguard Children 2018)

Types of abuse can include, but are not limited to, the following:

Physical Abuse	Emotional Abuse	Sexual Abuse	Female Genital mutilation
Grooming	Online Abuse	Non-recent Abuse	Child Criminal Exploitation and gangs
Child trafficking	Domestic Abuse	Neglect	Bullying and Cyber Bullying

For definitions of what constitutes these kinds of abuse, see [Working Together to Safeguard Children 2023](#), Appendix A (Glossary P154) of and [NSPCC types of abuse](#).

### The Horstead Centre Safeguarding Policy and Processes.

**Training:** The Horstead Centre is committed to supporting, resourcing, and training those who work with children and young people. The Centre ensures that *all* staff and trustees undertake regular Child Protection Training and follow Norfolk Safeguarding Children Partnership guidance on recording and reporting child abuse. When the concern relates to an adult working with a child or young person, we will inform the Local Authority Designated Officer (LADO), in writing, within one working day of this concern being raised. All staff complete the C1 foundation training through Diocese of Norwich. The Centre’s Safeguarding Leads undertake the C2 Leadership module annually.

**Reporting Concerns:** If a visiting group has a Designated Safeguarding Lead (DSL) the Horstead Centre will communicate their concerns through that person initially. If the Centre believes a significant concern is not being appropriately acted upon, or processed in a timely manner, we have a duty to report that concern directly through the Children’s Advice and Duty Team (CADS) team or LADO and then to inform the group’s DSL of this action. We will also appraise the Diocesan Safeguarding Team of these concerns and actions.

For Horstead Centre’s full reporting process please see Appendix 1.

**Recruitment and monitoring:** This workplace is committed to following the House of Bishop's Guidance in relation to safeguarding. It will ensure that all adult employees must obtain a DBS 'Enhanced Disclosure' and complete a Confidential Declaration before their appointment. These will be renewed in accordance with the House of Bishops Guidance.

The Centre Manager must also undergo training on Safer Recruiting and follow the guidelines on Safer Recruiting for the appointment of staff. They will ensure that each person employed by or in governance of the Centre receives a copy of this policy statement and is familiar with the Norwich Diocesan Guidelines

### [Diocese of Norwich Safer Recruitment Guidelines](#)

**Data Protection and use of Images:** Each child, young person and adult attending the Horstead Centre must complete a medical and consent form, or have one completed on their behalf by a parent or guardian. This form requests express permission for the Centre to store and use images and film for the promotion of our Centre in print and online. Imagery and film will only be taken with full knowledge of the data subject, by Horstead employees and using Centre Equipment; never staff personal phones or electronic devices.

In line with our Data Protection Policy these Medical and Consent forms will only be retained when they relate to the consent given for the use of images or film. In this scenario these records of consent will be stored confidentially *alongside* the images in question. It is our policy to periodically destroy old imagery and replace with new, even if we have the necessary recorded consent. We recognise the right of every data subject and responsible parent or guardian to withdraw their consent at any time.

We recognise the potential abuse that can result from the use of personal electronic devices by adults and children whilst staying at Horstead. We also recognise the potential support and relief that accessing these devices can bring, especially when children are away from friends and family. Permission for visiting children to access the Centre's internet via their own personal devices is the responsibility of the accompanying adults of the visiting group. When acting in 'loco parentis,' the Horstead Centre will consider carefully whether to allow children and young people access to our internet.

### **See Appendix 2 for Data Protection Policy**

**Visitors and Supervision:** When groups of children and young people are in residence, all additional adult visitors to the Centre will be required to sign the visitor book and to wear a visitor pass for the duration of their stay. A group leader will be notified of their presence.

Children will be supervised by a responsible, trained member of staff during their stay at the Horstead Centre. This could be Horstead staff or the identified group leaders/school staff.

**Policy reviews:** The Horstead Centre will review this policy statement annually and display a copy of this current policy in a prominent place so that all are aware of its existence.

## **Horstead Centre Designated Safeguarding leads are:**

### **Designated Safeguarding Lead at The Horstead Centre is:**

Will Mills, Horstead Centre Manager, contact on 01603 737215 or 07729868696 or [William.mills@horsteadcentre.org.uk](mailto:William.mills@horsteadcentre.org.uk)

### **Deputy Safeguarding Lead is:**

Chris Martlew, Horstead Chief Instructor, contact on 01603 737215 or [chris.martlew@horsteadcentre.org.uk](mailto:chris.martlew@horsteadcentre.org.uk)

### **Diocesan Adviser for Safeguarding is:**

Mrs Sue Brice email; [sue.brice@dioceseofnorwich.org](mailto:sue.brice@dioceseofnorwich.org) Tel: 01603 882345

## Children’s Advice and Duty Team (CADS)

CADS - Online guidance is here. [How to Raise a Concern](#)

CADS Guide for professionals is here: [CADS-Professional-Guide.pdf \(norfolkscb.org\)](#)

CADS for Professionals – 03448008021 (Children’s Advice and Duty Service)

Norfolk County Council’s Customer Services 0344 800 8020 (CADS out of hours and for parents)

## Diocesan Safeguarding Team

Both of our Safeguarding Advisers can be contacted on:

[safeguarding@dioceseofnorwich.org](mailto:safeguarding@dioceseofnorwich.org) - 01603 882345

Postal address: Safeguarding Team, Diocesan House 109 Dereham Road, Easton, Norwich. NR9 5ES

If you wish to directly contact one of the advisers, their contact details are:

**Sue Brice, Diocesan Safeguarding Adviser**

07958 377079 or [sue.brice@dioceseofnorwich.org](mailto:sue.brice@dioceseofnorwich.org)

Bishop’s House, Norwich, NR3 1SB

**Or alternatively, contact Peter Sayer, Diocesan Assistant Safeguarding Adviser**

07342 999386 or [peter.sayer@dioceseofnorwich.org](mailto:peter.sayer@dioceseofnorwich.org)

Bishop’s House, Norwich NR3 1SB

## LADO

Local Authority Designated Officer (LADO) [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk)

A leaflet offering LADO Guidance is here: [LADO leaflet](#)

## DBS Checks

The DBS Umbrella body for Horstead Centre is:

Due Diligence Checking Ltd, Registered in the UK no. 4466929

Registered Office: Meltongate House, 1282A Melton Road, Syston, Leicestershire, LE7 2HD

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## Signature of employee upon recruitment

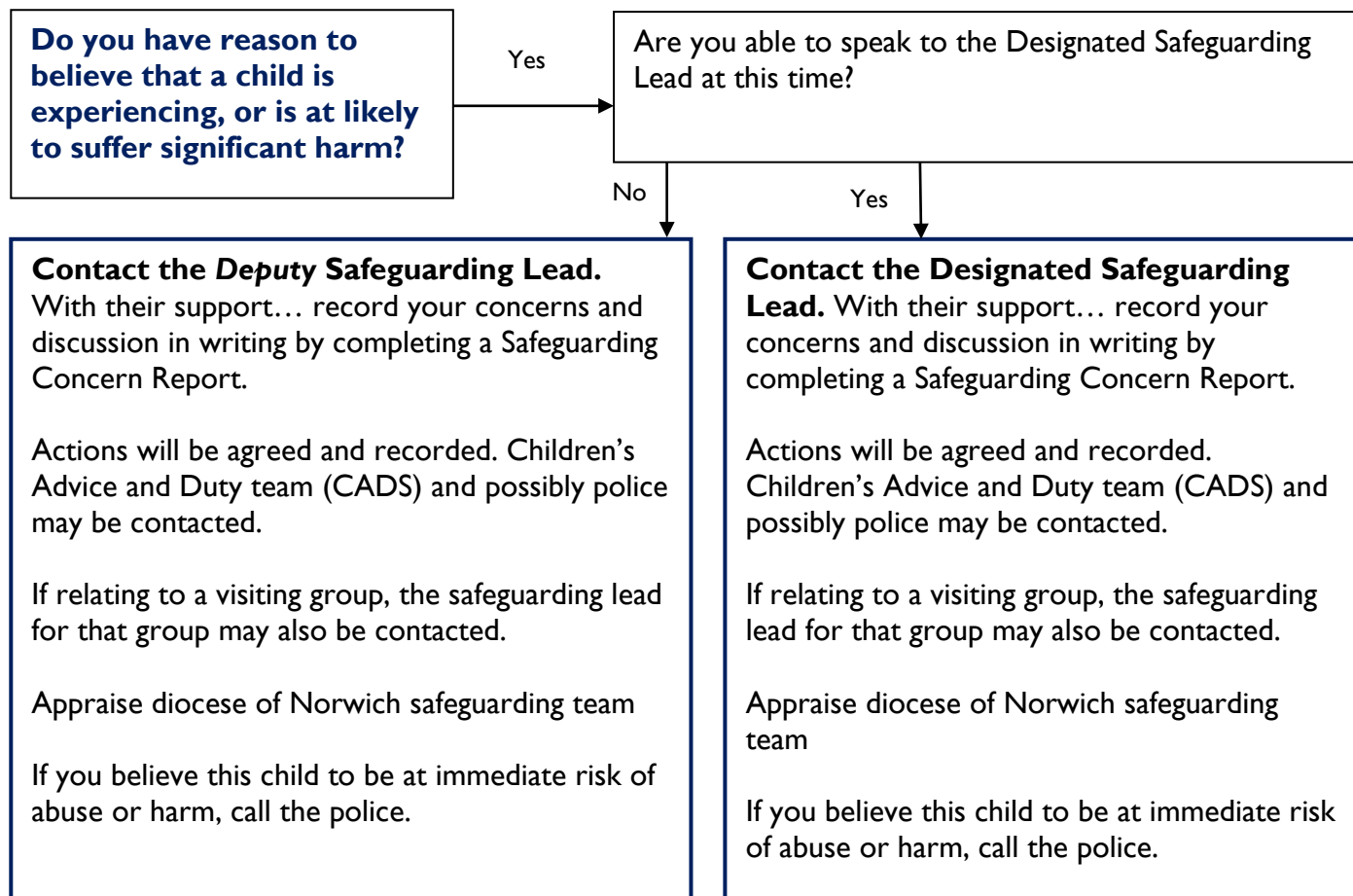
I have read and understood Horstead Centre’s Safeguarding Policies and procedures and consent to the processing of an enhanced DBS check and relevant training.

Employee signed .....Date.....

Print Name .....

## Appendix 1 – Horstead Centre Reporting and Recording Processes

### Horstead Centre Safeguarding Children Flow Chart - Page 1.



**Remember...** Although we recommend working with your designated SG lead, anyone can report a concern or ask for advice about one. Contact the CADS team for support and advice at any time.

**Remember:**

**Don't delay, don't investigate, always seek advice.**

How to respond to a child or young person:-

- *Keep calm*
- *Support the child*
- *Listen*
- *Do not ask leading questions*

Keep your records concise, accurate and factual. What was said and seen?

**Essential Contacts**

**Norfolk Police - 101**

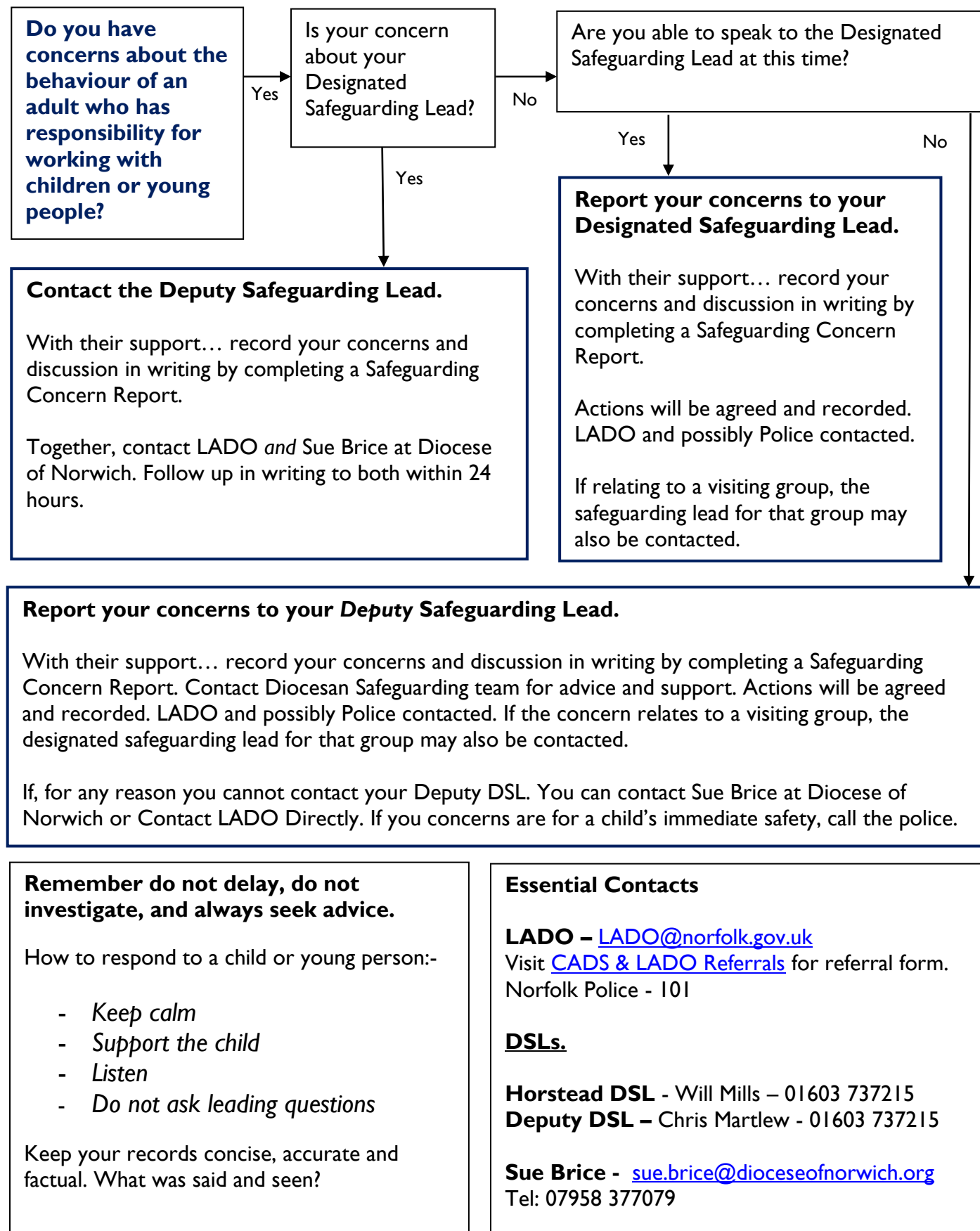
**Norfolk County Council's Customer Services (CADS out of hours and for parents) 0344 800 8020**

**CADS for Professionals 0344 800 8021**

**DSLs.**  
**Horstead DSL - Will Mills – 01603 737215**  
**Deputy DSL – Chris Martlew - 01603 737215**

**Diocese of Norwich Safeguarding Team**  
**Sue Brice - [sue.brice@dioceseofnorwich.org](mailto:sue.brice@dioceseofnorwich.org)**  
 Tel: 07958 377079

### Horstead Centre Safeguarding Children Flow Chart – Page 2.



## Horstead Centre Data Protection Policy

<b>Policy information</b>	
<b>Organisation</b>	Horstead Centre
<b>Scope of policy</b>	This policy applies to the Horstead Centre only.
<b>Policy operational date</b>	Start Date 25 May 2018
<b>Policy prepared by</b>	This has been prepared by the organisation's Centre Manager who assumes the data protection function.
<b>Date approved by Board/ Management Committee</b>	Approved by the board 2 March 2018 by the Trustees who have the legal responsibilities.
<b>Policy review date</b>	Review Date Jan 2024
<b>Introduction</b>	
<b>Purpose of policy</b>	<ul style="list-style-type: none"> <li>• complying with the law</li> <li>• following good practice</li> <li>• protecting clients, staff and other individuals</li> <li>• protecting the organisation</li> </ul>
<b>Brief introduction to Data Protection Act 1998</b>	The Data Protection Act sits alongside other legislation that tells us to look after the people we come into contact within areas such as health and safety, child protection, discrimination, consumer protection.
<b>Data Protection Principles</b>	Data Protection is not about protecting data for its own sake; it is about protecting individuals from the consequences of data being misused or handled badly.
<b>Personal data</b>	The Horstead Centre handles personal information of staff (past and present) trustees and visitors, accident report forms are within the scope of the Data Protection Act. Financial records without personal data, feedback forms, thank you letters, supplier details and booking forms from organisations are not covered by the Act as these are generic and do not contain sufficient personal details.
<b>Policy statement</b>	The Horstead Centre Trust is committed to: <ul style="list-style-type: none"> <li>• comply with both the law and good practice</li> <li>• respect individuals' rights</li> <li>• be open and honest with individuals whose data is held</li> <li>• provide training and support for staff who handle personal data, so that they can act confidently and consistently</li> </ul>
<b>Key risks</b>	The policy aims to prevent: <ul style="list-style-type: none"> <li>• information about individuals getting into the wrong hands, through poor security or inappropriate disclosure of information</li> <li>• individuals being harmed through data being inaccurate or insufficient</li> </ul>

<b>Responsibilities</b>	
<b>Trustees</b>	They have overall responsibility for ensuring that the Horstead Centre complies with its legal obligations.
<b>Data Protection Officer</b>	<p>The Centre Manager assumes the role of Data Protection Officer and the responsibilities include:</p> <ul style="list-style-type: none"> <li>• Briefing the Trustee Board on Data Protection responsibilities</li> <li>• Reviewing Data Protection and related policies</li> <li>• Advising other staff on tricky Data Protection issues</li> <li>• Ensuring that Data Protection induction and training takes place</li> <li>• Notification of any breaches</li> <li>• Handling subject access requests</li> <li>• Approving unusual or controversial disclosures of personal data</li> </ul>
<b>Specific other staff</b>	<p>The Finance Administrator has specific responsibility for financial details regarding payroll and pension information.</p> <p>The Chief Instructor has specific responsibility for the progress, training and qualification records of the staff team, visitor's medical and consent forms and the group Fire Registers. They are also the Deputy Safeguarding Officer.</p>
<b>Team/Department managers</b>	Each team where personal data is handled is responsible for following the specific operational procedures (including induction and training) to ensure that good Data Protection practice is established and followed.
<b>Staff &amp; volunteers</b>	All staff and volunteers are required to read and accept any policies and procedures that relate to the personal data they may handle for their work.
<b>Enforcement</b>	Any infringement of Data Protection and related policies could mean disciplinary action and in serious cases dismissal.
<b>Confidentiality</b>	
<b>Communication with Data Subjects</b>	Data subjects are informed at completion of Medical and Consent Forms that these will be held for the duration of their stay. In exceptional circumstances where there has been an accident/incident forms will be kept securely and indefinitely for future reference.
<b>Communication with staff</b>	Staff are informed as part of their induction that all the data they submit for recruitment and employment will be kept during and beyond their employment for the purposes of financial or employment references.
<b>Data recording and storage</b>	
<b>Accuracy, Storage, Updating, retention periods and archiving.</b>	<p><b>Paper Client Fire Registers</b> are stored in the Centre Manager's office so that staff can access room allocation numbers in case of an emergency for the duration of the visit. These are processed by the finance officer to validate actual numbers and destroyed after a month.</p> <p><b>Paper Client Medical and Consent Forms</b> are stored in the Centre Manager's office so that staff can access medical and dietary information for the duration of client visits. These are shredded and burnt following departure of the group.</p> <p><b>Individual Paper Medical and Consent Forms</b> are only retained in case of an accident/incident and are held securely in the Manager's Office. These form part of our RIDDOR history and must be retained for future reference and HSE inspections.</p>

	<p><b>Electronic training records</b> are under password on the Senior Instructor's Computer. These are updated monthly and deleted when employee leaves.</p> <p><b>Archived paper staff records</b> are stored in archived stores secured by lock.</p> <p><b>Electronic current staff files</b> are stored under password protected files on the Centre Manager's computer and contact details are updated annually. Location: documents/HR/staff management/team</p> <p><b>Electronic archived staff files</b> are stored under password protected files on the Centre Manager's computer and used for financial or employment references. Location: documents/HR/staff management/ex members of staff</p>
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## Subject access

<b>Responsibility</b>	The Centre Manager is responsible for responding to subject access requests within the legal time limit of 40 days.
<b>Procedure for making request</b>	Subject access requests must be in writing.
<b>Provision for verifying identity</b>	Where the person managing the access procedure, does not know the individual personally actions will be taken (within reason) to check their identity before handing over any information.
<b>Charging</b>	The organisation will make an administration charge of £10.00 per enquiry and this charge will be informed at point of request.

## Transparency

<b>Commitment</b>	<p>The organisation is committed to ensuring that in principle Data Subjects are aware that their data is being processed and</p> <ul style="list-style-type: none"> <li>• for what purpose it is being processed</li> <li>• what types of disclosure are likely, and</li> <li>• how to exercise their rights in relation to the data</li> </ul>
<b>Procedure</b>	<p>The standard procedures for ensuring transparency for each data subject are as follows:</p> <ul style="list-style-type: none"> <li>• the handbook for staff</li> <li>• in the welcome letter for teachers and leaders</li> <li>• during the initial interview with clients</li> <li>• on the web site</li> </ul>

## Staff training & acceptance of responsibilities

<b>Induction</b>	All staff who have access to any kind of personal data have their responsibilities outlined during their induction procedures.
<b>Procedure for staff signifying acceptance of policy</b>	All staff who deal with personal data are asked to read the policy and make a commitment to undertake the duties that fall to them under their contract of employment.

## Policy review

<b>Responsibility</b>	The Centre Manager will be responsible for carrying out the next policy review.
<b>Procedure</b>	All senior staff will be consulted in the review.
<b>Timing</b>	The next policy review will be undertaken January 2024