

## Child and Vulnerable Adult Protection Policy.

Please read and agree to The INSPIRATION STATION BWD CIC Child and Vulnerable Adult Protection Policy in full before booking. There are additional training notes and procedures available on request.

The hirer who makes a booking with The INSPIRATION STATION BWD CIC must ensure that appropriate parents, carers, guardians, support workers and supervising adults accompany the individuals and groups at all times during the The Inspiration Station Bwd CIC Arts & Crafts Station, Sensory Station and Soft Play Station sessions.

The INSPIRATION STATION BWD CIC staff and volunteers are not responsible for client, individual or group supervision at any time.

Parents, guardians and carers can ask to view or discuss the INSPIRATION STATION BWD CIC SENSORY STATION AND SOFT PLAY STATION PROTECTION POLICY at any time.

INSPIRATION STATION BWD CIC (Company number 12831020) have three main elements to the protection policy that applies to everyone in the Sensory Station and Soft Play Station premises:

- Ensuring a safe recruitment procedure by checking the suitability of staff and volunteers.
- Developing and implementing a system to identify and report each suspected abuse case.
- Establishing a safe environment.

### INSPIRATION STATION BWD CIC:

- Has a designated senior person who has received appropriate training and support in child protection.
- Ensure every staff member (including temporary and volunteers) and governing body knows the name of the designated senior person and their role.
- Ensure staff and volunteers understand their responsibility to report signs of abuse and immediately refer any concerns to the designated senior person to inform relevant authorities.
- Confidentially hold each written record of concerns, even where there is no need for immediate referral.
- Ensure written records are secure and kept in a locked location.
- Follow up an allegation made against staff or any volunteers.
- Follow safe recruitment practices using the Disclosure and Barring Service (DBS) before placing in a trusted position.

Report to the designated senior person, referrals that are needed immediately. If anyone is deemed in danger, Social Services and the Police are to be contacted directly. If the designated senior person is not available, contact Social Services and the Police on the following numbers as in this instance, staff or volunteers MUST make a referral:

- Blackburn with Darwen Council Safeguarding Team 01254 585 949
- Blackburn with Darwen Council Safeguarding Team - out of hours 01254 585 547
- Blackburn with Darwen Police 01254 51212 or dial 999
- Police Non-emergency 101
- Blackburn with Darwen Council Social Services 01254 587 547

Report of abuse causing immediate concern:

Report to the designated senior person immediately, keeping the person reporting abuse informed of decisions.

If the designated senior person is not available, an individual or a supervising adult **MUST** make social Services and the Police contact and referral.

Report of abuse that causes concern:

Report to the designated senior person at the earliest opportunity. The report will be followed by a meeting to discuss further action taking circumstances into account.

Report of a staff member abusing:

Report to a Sensory Station and Soft Play Station Manager immediately. After discussion with the staff member or volunteer, the Manager will decide on the action and report to the designated senior person.