



## **CARTWHEEL ARTS CHILD PROTECTION POLICY**

### **Our child protection policy**

This policy applies to all staff, including freelance workers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Cartwheel Arts.

### **The purpose of this policy:**

- to protect children and young people who receive Cartwheel Art's services. This includes the children of adults who use our services;
- to provide staff and volunteers with the overarching principles that guide our approach to child protection;

Cartwheel Arts believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

### **We recognise that:**

- the welfare of the child/young person is paramount;
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

### **We will seek to keep children and young people safe by:**

- valuing them, listening to and respecting them;
- adopting child protection practices through procedures and a code of conduct for staff and volunteers;
- developing and implementing an effective e-safety policy and related procedures;
- providing effective management for staff and volunteers through supervision, support and training;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about child protection and good practice with children, parents, staff and volunteers;
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

**We are committed to reviewing our policy and good practice annually.**

## **Recruitment and induction process**

1. Prepare the Job description
2. Plan the recruitment process.
3. Advertise the vacancy.
4. Review all applications for the role.
5. Create a shortlist of suitable applicants.
6. Agree the interview questions and tests.
7. Make a provisional offer of a job, depending on references and vetting processes being completed satisfactorily.
8. Consider any confidential information that the candidate has submitted along with his/her application, and discuss this with the candidate.
9. Complete the take up of references and checks.
10. Are all issues arising from the references, checks and self-disclosed information resolved? **Yes** - confirm the offer on a trial period of three months. **No** - withdraw the job offer.
11. Agree a start date.
12. Plan the induction.
13. New staff member starts. Follow through the induction programme.
14. Review the progress of the trial period after a maximum of three months.
15. After three months, are you satisfied with their progress? **Yes** - confirm new staff member in post.
16. Where there are exceptional circumstances the trial period can be extended for a maximum of three further months alongside an agreed support package

This policy was agreed by the Policy Task Group on 17.6.2013

The review date will be June 2014

Signature of Task Group Chair Alyson Malach

A handwritten signature in black ink, consisting of a large, stylized loop followed by a long horizontal stroke that tapers to a point on the right.

Date 17<sup>th</sup> June 2013