

HOTELPLAN LIMITED SAFEGUARDING POLICY STATEMENT

The purpose of this policy statement is:

- To protect children and young people who receive Hotelplan Limited's services from harm. This includes the children of adults who use our services.
- To provide staff as well as children and their families, with the overarching principles that guide our approach to child protection.

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children and staff in our service and employment. A summary of the key legislation is available on the .GOV website.

This policy applies to anyone working on behalf of Hotelplan, including senior managers and the board of trustees, paid staff, volunteers, seasonal workers, agency staff and students.

Supporting Documents

This policy statement is read alongside our organisational policies, procedures, guidance and other related documents, see below:

- Role description for the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff
- Recording concerns and information sharing
- Child protection records (retention and storage)
- Code of conduct for staff
- Photography and sharing images guidance
- Safer recruitment
- Anti-bullying
- Managing complaints
- Whistleblowing
- Health and safety
- Induction, training, supervision and support
- Adult to child supervision ratios

At Hotelplan we believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children, to keep them safe and to practice in a way that protects them.

At Hotelplan we recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children and their parents is essential in promoting young people's welfare.

At Hotelplan We aim to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a designated safeguarding officer and Deputy in each operational area
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff through supervision, support, training and quality assurance measures so that all staff know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff safely, ensuring all necessary checks are made
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Ensuring Staff, children and their parents know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, parents and families appropriately
- Using our procedures to manage any allegations against staff appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children and staff by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff, children and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Nominated child protection lead Name:

Phone/email:

Deputy child protection lead(s) Name:

Phone/email:

This policy was last reviewed on:

Signed:

Date: