**JACT Summer Schools Trust (JSST) has adopted the following policy for child protection.**

The policy applies to all trustees and members of JSST and all staff and volunteers at the four JACT Summer Schools. The five principles are to:

* ensure Summer Schools practise safer recruitment in checking the suitability of staff and volunteers to work with children;
* raise awareness of child protection issues and inform students at its Summer Schools of measures available to them to keep them safe;
* develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse;
* support students who have been abused;
* maintain a safe environment in which students can learn.

JSST recognises that, while Summer School staff only have a short time to get to know students, because of their round-the-clock responsibility for students and the intensive nature of the courses, staff may become aware of abuse and students may make a disclosure of abuse to a member of Summer School staff. The Management Committees/Directors will therefore:

* hold the Summer Schools in an environment where students feel secure, are encouraged to talk, and are listened to;
* ensure students know that there are adults present at the Summer Schools whom they can approach if they are worried.

JSST will take account of guidance issued by the Department for Education [Keeping Children Safe In Education 2021](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014058/KCSIE_2021_Part_One_September.pdf) to ensure that:

* each Summer School has a designated senior person for child protection who has received appropriate training and support for this role;
* JSST has a nominated Officer responsible for child protection;
* every member of JSST and the Summer School staff (including volunteers/visitors) knows the name of the designated senior person responsible for child protection and his or her role;
* all staff and volunteers understand their responsibilities in being alert to the signs of abuse, and their responsibility for referring any concerns to the designated senior person responsible for child protection. This can be done by requiring all staff to be familiar with at least Part 1 of the document [Keeping Children Safe in Education 2021](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014058/KCSIE_2021_Part_One_September.pdf)
* parents have an understanding of the responsibility placed on the Summer School and staff for child protection. To do this, the Schools will set out their obligations in the Summer School prospectuses and websites;
* staff develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at case conferences;
* each Summer School keeps written records of concerns about students, even where there is no need to refer the matter immediately;
* all records are kept securely;
* each Summer School develops and then follows procedures in cases where an allegation is made against a member of staff or volunteer;
* safer recruitment practices are always followed;
* each Summer School provides a Code of Conduct for staff, including consequences of breaches of the Code.

*Each Summer School is therefore required to produce and circulate to all staff a Safeguarding Procedures document to include:*

1. *Reporting a Concern*
2. *Action following the reporting of a concern*
3. *Code of Conduct for Staff*
4. *Recruitment procedures*
5. *Procedures for managing U18 and adult students*
6. *Names & Responsibilities of Designated Persons*
7. *Reviewing Safeguarding procedures*

**Roles & Responsibilities**

* **All trustees and members of JSST and all staff and volunteers at the four JACT Summer Schools** have an individual responsibility to safeguard and promote the welfare of children by taking appropriate action. This includes taking action where there are child protection concerns.
* **JSST** is accountable for ensuring that each Summer School has an effective Safeguarding/Child Protection Policy which should be reviewed annually and which is available publicly, including on the Summer School’s website.
* JSST has a **Nominated Trustee** to take leadership responsibility for safeguarding and to work closely with the Designated Safeguarding Leads (DSL) at each Summer School, thereby providing a link between the Summer Schools and the Trust to monitor whether mandatory policies, procedures and training are in place and effective. Any concerns about children which involve the DSL of an individual Summer School or which are not satisfactorily handled by the individual Summer School should be reported to the Nominated Trustee.

The Nominated Trustee is the Chair of JSST, Judith Mossman.

Her Deputy is the Secretary of JSST, Cathy Bothwell.

* Each Summer School has a **Designated Safeguarding Lead**. This is the person who takes lead responsibility for safeguarding. Any concerns about children should be discussed with/reported to the DSL who will decide what action to take including referring to Children’s Social Care or Police as appropriate. More information about the DSL role can be found in Annex B of *Keeping Children Safe in Education - 2021.* Each school will also appoint at least one **Deputy DSL**, to whom issues should be referred if the DSL is unavailable.

Please refer to the Summer School’s own website for up-to-date contact details.

**Contact Details**

Nominated Trustee for Safeguarding: Judith Mossman [judith.mossman@coventry.ac.uk](mailto:judith.mossman@nottingham.ac.uk)

Deputy for Nominated Trustee: Cathy Bothwell 0191 3841413

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