

World Pencil Trust Safeguarding Children and Young People policy statement

For World Pencil Trust and World Pencil Ltd, December 2022.

This policy is applicable to all management, staff and anyone working in any capacity on behalf of the company whether paid, voluntary, permanent or casual (World Pencil workers).

World Pencil takes a pro-active role in relation to child protection and intervention and undertakes strategies to foster a safe and positive environment for children and young people to participate in World Pencil activities.

World Pencil is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This commitment includes accepting a responsibility for the protection of children and ensuring that all concerns about a child's safety or well-being that come to the attention of World Pencil workers in the course of their work is followed up and dealt with as quickly and as sensitively as possible. It also includes ensuring that all activities are provided in a safe environment.

Staff and volunteers accept and recognise their responsibilities to develop awareness of the issues which cause children harm.

World Pencil is committed to providing high quality services to children and families and places the needs of a child as first concern and always acts to ensure their safety and protection during their participation in activities run by World Pencil.

World Pencil aims to assist all staff, officials, members and volunteers to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.

Child Protection Officer

World Pencil's Director is the designated Child Protection Officer who ensures that the confidentiality of all parties is maintained and is responsible for reporting any allegations of child abuse that occur in World Pencil to Children's Social Care and the Police Service.

All people associated with World Pencil are made aware of the indicators for child abuse and sexual abuse so that they may make an informed decision on what to report.

If there are reasonable grounds to suspect that a child participating in any organised activities conducted by World Pencil Trust is at risk, the matter is reported to World Pencil Child Protection Officer.

All World Pencil workers work to Bath and North East Somerset Safeguarding Children Board policies and practice guidance. If World Pencil workers are concerned that a child is being abused or harmed or that a child and their family would benefit from additional services, this information is provided to World Pencil's Child Protection Officer who refers them to Children's Services or to

the Common Assessment framework process. World Pencil Trust works openly and flexibly with parents/carers, children and other agencies to ensure that this happens.

World Pencil 's Child Protection Policy is reviewed annually and updated in line with any legislative changes that have significant impact on the manner in which child protection and intervention issues are dealt with.

Child Protection (Prohibited Employment) Act 1998

Under the Child Protection (Prohibited Employment) Act 1998 World Pencil Trust:

- will not commence employing a person in a child-related position without first requiring them to disclose whether or not they are a 'prohibited person'. At the recruitment stage, World Pencil Trust notifies prospective employees on the company's Job Application Form that positions "are exempt from the Rehabilitation of Offenders Act 1974 which gives individuals the right not to disclose details of old offences as they are deemed to be "spent". However, for some jobs employers are allowed to ask about these offences. Please note that a conviction is not necessarily a bar to recruitment. Certain jobs, such as those working with children or vulnerable adults, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands or warnings. Due to the nature of its work, World Pencil Trust operates a policy of requiring enhanced disclosures to be obtained".
- will not commence employing, or continue to employ, in child-related employment, a person that has been identified as a 'prohibited person' and possess a current, valid Bath and North East Somerset Disclosure & Barring Service Enhanced Check.