



Digital Writes - Development & Publishing C.I.C. Child Protection Policy

Digital Writes fully recognises its responsibilities for child protection.

Our policy applies to all Digital Writes staff, freelancers and volunteers working on projects with children.

There are three main elements to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff, freelancers and volunteers to work with children.
2. Only working with partner organisation(s) – e.g. schools, youth organisations, out-of-hours clubs, social service organisations, organisations for excluded children – with a good child protection policy and a designated senior person responsible for child protection.
3. Establishing a safe environment in which children can learn and develop.

Digital Writes will:

- Confirm that all staff, freelancers and volunteers working with children have Enhanced DBS Certificates, and obtain them ourselves where necessary.
- Take up all references.
- Endeavour to speak directly to previous employers.

Digital Writes will always ensure that staff, freelancers and volunteers working with children:

- Have at least one working partner or assistant from the partner organisation; maintain a good working relationship with them, and enlist their support in working with unfamiliar children.
- Work within and to the partner organisation's behaviour policy.
- Are aware of the outward signs that may indicate abuse.
- Are aware of how to respond if a child talks to them about a possible case of abuse.
- Know who within the partner organisation is the senior person responsible for child protection.
- Understand their responsibilities in being alert to the signs of abuse and responsibility for immediately referring any concerns to this person.

We recognise that because of the informal nature of the contact with children, Digital Writes staff, freelancers and volunteers are in a position where children may find it easier to talk to them. We

also recognise that because of the nature of the group activities of Digital Writes projects, Digital Writes staff, freelancers and volunteers are well placed to observe the outward signs of abuse.

When working on projects with children, Digital Writes staff, freelancers and volunteers will always establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.

Digital Writes recognises that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The partner organisation to which the child belongs may be the only stable, secure and predictable element in the lives of children at risk. Digital Writes staff, freelancers and volunteers will work with staff from the partner organisation to maintain this environment. Their behaviour may be challenging and defiant or they may be withdrawn. Digital Writes staff, freelancers and volunteers will endeavour to support the child through:

- The work of the project.
- Digital Writes' ethos, which promotes a positive, supportive and secure environment and gives children a sense of being valued.