

# 4 Minutes Training Ltd

## Child Protection Policy

|                                               |                                                                                      |
|-----------------------------------------------|--------------------------------------------------------------------------------------|
| Title                                         | Child Protection Policy                                                              |
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| Position                                      | Managing Director                                                                    |
| Approved by (signature)                       |  |
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## 1. Document Control and Version History

| Version Number | Reason for Change | Date            |
|----------------|-------------------|-----------------|
| 1.0            | Initial Release   | 10 July 2017    |
| 1.1            | Minor changes     | 22 January 2019 |
| 1.2            | Review and update | 27 July 2026    |

## 2. Definitions

| Item                  | Definition                                                                                                                                                    |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 Minutes             | 4 Minutes Training Ltd                                                                                                                                        |
| Booking               | The act of Booking one or more individual places on a course and/or the act of Booking a course for a group of people                                         |
| Awarding Organisation | The Organisation that oversees 4 Minutes to ensure compliance with its policies and Procedures. It acts as an intermediary between 4 Minutes and a Regulator. |

## 1. Overview

- 1.1. 4 Minutes acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and 4 Minutes requirements.
- 1.2. The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:
  - a. have a positive and enjoyable experience whilst involved/taking part with the activities of 4 Minutes in a safe and child centred environment
  - b. are protected from abuse whilst participating in 4 Minutes activities both in and out of the activity itself.
  - c. Are protected whilst in the area of work that 4 Minutes is involved such as when delivering training in a child care setting whilst children are present or in the vicinity

## 2. Policy Principles

- 2.1. 4 Minutes acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.
- 2.2. As part of our safeguarding policy 4 Minutes will:
  - a. promote and prioritise the safety and wellbeing of children and young people
  - b. ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people such as referring staff, customers and the public to:
    1. <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>
  - c. ensure that appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern such as:
    1. Reporting to the police and social services
    2. Reporting back to 4 Minutes
  - d. ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored:
    1. 4 Minutes will maintain a log to record and monitor all issues of safeguarding
  - e. prevent the employment/deployment of unsuitable individuals through such systems as:
    1. In date and valid DBS and/or PVG Scheme certificate for all staff who could knowingly come into contact with children
    2. Curriculum Vitae of all employees



- f. ensure robust safeguarding arrangements and procedures are in operation as detailed above.

2.3. The policy and procedures will be widely promoted and are mandatory for everyone involved in 4 Minutes. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### 3. Monitoring

3.1. The policy will be reviewed annually and as required for reasons such as:

- a. changes in legislation and/or government guidance
- b. changes required by organisations such as the Local Safeguarding Children Board or local authorities.
- c. a result of any other significant change or event.

**END OF POLICY**