

TJB PUBLISHING SAFEGUARDING POLICY 2025

1. This child protection policy and procedure material were drawn up using guidelines from other policies similar to NSPCC policies as used by other organisations and conform to current child protection legislation and guidance. The NSPCC cannot accept responsibility for the implementation and application of the procedures and have not endorsed this policy. TJB Publishing safeguarding and child protection policy is comprised of the following sections should you require a specific section of the policy, please use the titles provided below for ease of navigation.

Policy Statement

TJB Publishing is a commercial company established in 2024 for the benefit of education. It's Court activity is in the operation of a nationally recognised set of competitions to encourage and motivate students at all levels.

TJB publishing acknowledges it has a responsibility for the safety of children undertaking its competitions. It also recognises that good safeguarding and child protection policies and procedures are of benefit to everyone involved with TJB Publishing, including staff as they can protect them from erroneous or malicious allegations

TJB publishing is committed to practices which protect children from harm. For the purposes of this policy, workforce includes everybody who works in the paid or voluntary capacity for or on behalf of the organisation in the UK and abroad.

Everyone who has unsupervised access to or contact with children is required to recognise and accept their responsibilities; develop awareness of the issues which can cause children harm; and report concerns following the procedure below.

TJB publishing will endeavour to safeguard children by:

Adopting safeguarding and child protection procedures and code practice for all who work on behalf of the organisation; reporting concerns to the authorities and is also committed to reviewing its safeguarding and child protection policy and code practice at regular intervals.

It is TJB publishing policy that everyone working on behalf of TJB publishing except responsibility for the welfare of children who come into contact with TJB publishing and connection with its tasks and functions. They will report any concerns about a child or somebody else's behaviour, using procedures laid down.

All partners are designated safeguarding person (DSP's) within TJB publishing who will all take action following any expression of concern and the lines of responsibility in respect of child protection are clear. The DSPs know how to make appropriate referrals to child protection agencies. All those who are involved with children on behalf of TJB Publishing events to the code practice in relation to children.

Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and will inform which child protection services as soon as possible.

The children's act 1989 states that the welfare of the child is paramount. This means that considerations of confidentiality which might apply to other situations should not be allowed to override the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated .

TJB Publishing policy on duty of care to children will be referred to included in recruitment, training, moderation and policy materials were appropriate, and the policies are opening and widely available and actively promoted within the organisation.

A cultural mutual respect between children and those who represent TJB publishing in all its activities will be encouraged, with adults modelling good practice in this context. Any with unsupervised access to children will be vetted appropriately. It is part of TJB Publishing acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of TJB Publishing will be supported when they report their concerns in good faith.

Code of practice

TJB Publishing expect that everyone will be aware of this code of practice and adhere to its principles in their approach to all children.

The competition process should be as open as possible, and it is important that no more times should be spent alone with children that is necessary to conduct competitions and present winning children with prizes. All competition papers are forwarded via Microsoft forms with association with the schools and heads of departments within schools. This applies for any live events that we may host also.

It is important not to have physical contact with children and this should be avoided. It is not good practice to take children alone in a car on journeys, however short.

Do not make suggestive or inappropriate remarks to about a child, evening fun, as this could be misinterpreted.

Good practice includes Valley ringing and respecting children and individuals, and the adult modelling of appropriate conduct – which will always exclude bullying, shouting, racism, sectarianism or sexism.

Designated safeguarding person/s

TJB publishing will appoint DSP's contacts/child protection agencies in the event of a child protection concern coming to the notice of TJB Publishing. Provide information and advice on child protection within TJB Publishing.

Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.

Liaise with local children's social care services and other agencies, as appropriate. Keep relevant people within TJB Publishing informed about any action taken and any further action required; for example, disciplinary action against a member of the workforce. Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence.

Advise publishing staff of safeguarding and child protection training needs.

Liaise with the national society for the prevention of cruelty to children (NSPCC) to review the operation of the safeguarding and child protection policy regularly to ensure the procedures are working and that it complies with current best practice

Procedure for reporting concerns

Members of TJB publishing events workforce may have their suspicion or concern raised in the number of ways, the most likely of which are: the conduct of a member of TJB publishing workforce; child disclosing abuse: bruising or evidence of physical hurt: which may or may not be accompanied by: unusual behaviour by a child. If anyone has such concerns, they should be reported to the DSP's using the form as set out in appendix D as part of the process flowchart. Concerns about a specific child should be reported immediately by telephone to the DSP and confirmed in writing within 24 hours. Delay could prejudice the welfare of a child. If the concerns relate to the conduct of a member of the workforce, they should be reported by phone to the DSP immediately. Steps will be taken to fully support who in good faith reports his or her concerns about the colleague and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered.

Concerns and relation to a member of the workforce may indicate suitability to continue working with children in their present position, or in any capacity.

Consideration will need to be given to whether: someone has behaved in the way that is harmed a child, or may have harmed a child, someone has possibly committed a criminal offence against or related to a child: or someone has behaved towards a child or children in a way that indicates that he or she is unsuitable to work with children.

There may be up to 3 strands in the consideration of an allegation against a member of TJB publishing workforce: a police investigation of a possible criminal offence; enquiries and assessment by children's social care about whether a child is in need of protection or in need of services: and consideration by an employer of disciplinary action in respect of the individual

Statutory guidance provides four defined areas of child abuse as outlined by the NSPCC;

TJB publishing has adopted appropriate recruitment and selection procedures for staff. HLR's and examiners in the context of safeguarding and child protection and these include the following

Ensuring that the recruitment and selection policy is up-to-date.

Ensuring that TJB publishing commitment to safeguarding is included in recruitment and selection materials.

Ensuring that we have an up-to-date job/role description and person specification for the role we wish to recruit to.

Ensuring that our methods for attracting candidates e.g. advising contain all necessary information about the role, timetable for recruitment and our commitment to safeguarding.

Ensuring that we have compiled suitable candidate information containing all the required information about TJB publishing, the role, recruitment timetable, safeguarding policy/statement and application form

Ensuring that each application received a cut in the systematic way by the shortlisting panel in order to agree the shortlist before sending invitations to interview.

Ensuring that all shortlisted candidates receive the same invitation to interview, supplying them with all the necessary information.

Ensuring that an interview is conducted for all shortlisted candidates based on an objective assessment of the candidates ability to meet the person specification and job description.

For TJB publishing employees and examiners this will be a face-to-face interview

Ensuring that all specific questions designed to gain required information about each candidates suitability have been asked, including those needed to address any gaps in information supplied in the application form. Ensuring that we are able to make a confidence election of a preferred candidate based upon the demonstration of suitability for the role.

Ensuring that all appropriate checks have been undertaken on the preferred candidate, including references and DBS checks

Ensuring that the preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks. Based on recruiting safety (2009), children's workforce development Council.