

# WELFARE POLICY

A Welfare Officer is appointed to deal with any domestic issues to do with child protection, equality and bullying that may arise within the Academy.

The Welfare Officer must ...

- Be an executive member on the Academy committee.
- Be screened by Criminal Records Bureau.
- Work to the standard of which they must be trained from the Fundamental Movement Academy's (FMA) recognised 'Safeguarding Child Protection' and 'Time to Listen' courses.
- Record all complaints, grievances and concerns in the Welfare Logbook.
- Report any concerns, allegations of 'poor practice', child abuse etc to the necessary Governing Bodies and/or organisations.

## *Listening*

If somebody decides to confide in you ...

- Stay calm, listen carefully.
- Give them your full attention.
- Let them speak at their own pace.
- Only ask questions that clarify what has already been said. DO NOT ASK LEADING QUESTIONS
- Do not promise to keep secrets.
- Reassure them that telling somebody is the correct thing to do.
- Tell them what is going to happen next.
- Immediately record in writing on FMA's incident form (found in the back of the policy folder) what was said by . . . both, including time, date, location.
- Notify the Welfare Officer as soon as possible so the event can be noted in the Welfare Logbook and dealt with appropriately.

If somebody tells you things of concern about/on behalf of another person ...

- Complete an incident form (found in the back of the policy folder)
- Report it to the Welfare Officer immediately, who will...
- Speak to the person in question explaining that they have heard something about them, following the above procedure.
- If they say that whatever has been heard is not true, it must still be noted in the Welfare Logbook.

## *Confidentiality*

Encourage members to tell the Welfare Officer or a friend of any issues they may be dealing with. All staff should ONLY tell somebody else on a **"Need to Know"** basis, telling somebody who does not need to be informed could jeopardise the safety of the person in the situation.

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