

## CHILD PROTECTION POLICY

### **Name of organisation:**

This policy relates to all young persons under the age of 18 attending activities organised by .....

The child protection co-ordinator is ..... or in her absence .....

The committee member or volunteer on duty will be responsible for notifying who will then contact the relevant authorities in an emergency.

### **The child protection co-ordinator will,**

Complete child protection forms

Keep a strictly confidential file for all records relating to child protection and potential abuse.

Discuss concerns with social services whenever necessary.

Contact social services/police/n.s.p.c.c. liase with chair person and with police following any allegation against a committee member or volunteer.

### **Individual volunteer/committee member,**

When an incident or disclosure has occurred the individual committee member/volunteer will without discussing the matter with anyone else, contact the child protection officer or appointed deputy.

### **The individual committee member/volunteer will respond to a disclosure by,**

listening to the young person (rather than questioning them directly) never stopping a young person who is openly recalling significant events reassuring the young person that they are doing the right thing by talking to the worker not compromising confidentiality-anyone responsible for the welfare of children has a duty to refer a young person who is at risk trying to alleviate any feeling of guilt that the young person may display. React only as far as is necessary in order to establish whether or not the matter needs to be referred there should be no "interrogation" for more details. Asking only open questions offering no criticism of the perpetrator not asking the young person to repeat everything to another worker. in the event of a disclosure; the next person a young person should discuss the issue with should be a social worker. Explaining to the young person what has to be done next and who the worker will need to speak to. Informing the child protection co-ordinator as soon as possible trying to keep in contact with the young person and maintaining their confidence

The individual committee member/volunteer will respond to an allegation against a worker by, following the guidelines as for responding to disclosures.

### **Records keeping**

Brief notes should be made at the time of the disclosure, which should then be written up as soon as possible- within 24 hours maximum. Original notes should be kept as they may be required by a court. On the child protection sheets (available from the office) the date, time and context of the disclosure should be recorded, along with what was said using the young person's own words and terminology, and any noticeable non-verbal behaviour. A diagram should be completed to indicate the position of any physical injury. Recording should be objective and should include only statements and observable things rather than any personal interpretations or assumptions. Any subsequent events before the interview with a social worker should also be recorded. All original notes and recordings will be kept in a 'strictly confidential' file. The only persons who will have access to this file will be .....  
, social services, the police and the n.s.p.c.c.

### **Confidentiality**

All confidential matters relating to potential abuse should not be discussed with anyone other than the child protection co-ordinator. Daily notes and records should not contain reference to potential abuse. Records of disclosure must be done separately as indicated above and strict confidentiality must be maintained.

### **Support**

The committee member/volunteer should try to keep in contact with the young person and maintain their confidence. if an interview with social services is to follow, the young person should have the opportunity to have a 'support person' present if they wish. This may be the committee member or volunteer to whom the original disclosure was made. The committee member/volunteer should access support for themselves without disclosing confidential information about the young person to fellow workers.

### **Criminal records**

It is necessary for the organisation to protect itself from possible incidences of child abuse (and other previous criminal activities) by undertaking an “enhanced criminal records bureau” background check on all people offered employment whose position involves close contact with tenants, the general community and young people.

The government’s criminal records bureau (CRB) website recommends that all staff having any contact with “children & vulnerable people” should undergo such a check. for keynote group employees this will include positions such as community wardens, neighbourhood housing officers, all regeneration staff, and any other relevant positions.

**All** our volunteers are CRB checked, which are renewed every 3 years.

Although the above will protect the organisation and staff, all staff should take every possible action to avoid any situation, which may give cause for concern or that would leave them open to misinterpretation. This will also work towards protecting the young people too.

### **Training**

All staff in the roles mentioned above in where it is deemed appropriate will undergo a CRB background check. They will also be required to attend child protection training to enable full understanding of this policy in terms of interpretation, identification, recording and reporting.

As well as child protection training, our volunteers will attend the take 5 for play course and dream scheme.

### **Recruitment**

We always encourage new committee members by advertising in the newsletter and also committee meetings. any new volunteers would be voted on by the current committee members.

### **Complaints**

If a member of staff were accused of child abuse or anything similar, the following actions would be taken.

- \*the accused member of staff would be sent home.
- \*speak to the child's parent/guardian and take details
- \*ring the police and ask them to investigate