



Child Protection Policy and Procedures

This policy should be read in conjunction with that guidance.

Child Protection Policy

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1. Introduction

Name of group is Redditch Youth and Community Enterprise. This policy is for children and or young people aged 11-19yrs. We recognise that the welfare of the children and young people is paramount. We have a duty of care when they are in our charge. We will do everything we can to provide a safe and caring environment whilst they attend our activities or whilst traveling to or from an activity.

We will:

- ✓ Treat all children and young people with respect and celebrate their achievements.
- ✓ Carefully recruit and select all Management Team/Committee and workers whether paid or voluntary.
- ✓ Respond to concerns and allegations appropriately.
- ✓ Ensure that all adults working or transporting members will have an enhanced CRB Disclosure.

It is important that all workers working with children and young people are aware of their roles. Workers must have particular regard to child protection issues.

Child abuse can happen in all sections of society: it can affect a child of any age. Children can be abused by parents, step-parents, grandparents, professionals, community leaders, strangers, relatives, neighbours, friends, siblings, or carers. They can be abused at home, away from home, in care, at college, etc. They may be subject to more than one type of abuse.

2. Aim of this Policy

The aim of this policy is to outline the practice and procedures for workers in our group in order to safeguard and promote the welfare of young people. It is aimed at protecting the child or young person and the worker, recognising the risks involved in lone working with children and young people.

The policy covers all workers and areas of work.

The policy will be made known to members, workers, parents and carers.

3. Good Practice

Recruitment

All workers working with children and young people will follow this recruitment process:

- ✓ completion of the application form
- ✓ satisfactory checking of two references, at least one of which is from a person who has experience of the applicant's paid work or volunteering with children or young people (or a personal reference)
- ✓ successful completion of a probationary period
- ✓ Paid staff will need to produce their passport

All workers have a duty to declare any existing or subsequent convictions, adverse child protection or care proceedings. Failure to do so will be regarded as gross misconduct possibly resulting in dismissal.

Management and Supervision

It is the line manager's responsibility to clarify with the worker their roles and responsibilities regarding child protection.

Regular supervision for staff and volunteers will monitor the work of our project and offer the opportunity to raise any issues. A professional currently working with young people may be made available for regular supervision.

Training

It is the responsibility of our project to ensure that up to date and adequate training on child protection issues is available to all workers.

Record Keeping

Records kept by workers about children and young people should only include:

- ✓ contacts made
- ✓ referrals made, including date, time, reason and referral agency

If you have concerns about a young person but feel you need to discuss these informally, the worker could contact the Child Protection Worker of our organisation.

Planning

Wherever possible, workers should avoid lone working with a child or young person. If possible, any one-to-one contact should take place in a place where other staff, parents or volunteers are also present, or within sight. Other measures to reduce opportunities for abuse

include:

- ✓ ensuring young people can walk to an organisation's premises in good lighting, along safe paths
- ✓ not meeting with children away from the usual base or meeting place without a parent or other adult being aware of the arrangement

Incident Form

An incident form should be completed recording any concerns, any comments made by the parents/carers should also be recorded. This confidential information will be kept in a locked drawer by the appropriate person.

All incidents must be discussed with the line manager.

Access to an independent person

Any child or young person who comes into contact with workers for more than just the odd occasion should be given information on their right to talk with an independent person, and their name and contact arrangements. This could form part of the normal registration process.

The independent person for our project is:

Workers may also be given this information as part of their induction training. This should include guidance on how and with whom they should share their concern if they observe a superior acting suspiciously.

4. Identification of abuse

There are different types of abuse, which may include:

- ✓ **Physical abuse**
Actual or risk of physical injury to a child or young person or failure to prevent physical injury to a child including deliberate poisoning or suffocation.
- ✓ **Neglect**
The persistent or severe neglect of a young person, or the failure to protect a child or young person from exposure to any kind of danger, including cold, resulting in the significant impairment of the young person's health or development, including non-organic failure to thrive (i.e. not due to illness).
- ✓ **Sexual abuse**
Actual or risk of sexual exploitation of a child or young person.
- ✓ **Emotional abuse**
Actual or risk of severe adverse effect on the emotional and behavioural development of a young person caused by persistent or severe emotional ill treatment.

5. Signs and symptoms

There is no clear dividing line between one type of abuse and another.

The following section is divided into four areas to help categorise what may be seen or heard. Children and young people may show symptoms from one or all of the categories.

This should not be used as a checklist: Workers should be aware of anything unusual displayed by the young person.

PHYSICAL ABUSE

- Bruises in places that are not usually harmed in normal play
- Bruise or marks consistent with either straps or slaps
- Undue fear of adults
- Aggression towards others
- Unexplained injuries or burns – particularly if they are recurrent

PHYSICAL NEGLECT

- Exposure to danger/lack of supervision
- Inadequate/inappropriate clothing
- Constant hunger
- Poor standard of hygiene
- Untreated illnesses

EMOTIONAL ABUSE

- Overly withdrawn child or young person
- Overly aggressive child or young person
- Constant wetting or soiling
- Frequent vomiting
- Persistent rocking movement
- Very poor language development
- Inability to relate to peers or adults

SEXUAL ABUSE

- Language and drawing inappropriate for their age
- Sexual knowledge inappropriate for their age
- Wariness on being approached
- Soreness in the genital area
- Unexplained rashes or marks in the genital areas
- Pain on urination
- Difficulty in walking or sitting
- Stained or bloody underclothes
- Recurrent tummy pains or headaches
- Bruises on inner thigh or buttocks

Remember

Signs and symptoms often appear in a cluster, but also many of the indicators above may be caused by other factors.

6. What to do if a child or young person makes a disclosure

- DO NOT PANIC!
- Find a quiet place to talk to the child or young person (if possible)
- Stay calm and reassuring
- Do not appear shocked at anything you might see or hear
- Listen and believe what the child or young person is saying to you
- Do not press the young person for details or ask leading questions
- Tell the young person you will need to share the information and not keep it a secret
- Reassure the child or young person that they are not to blame for what has happened

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- Do not make any promises to the young person
 - Say you are glad the child or young person has told you. Let the child or young person know you are aware that it is difficult to talk about these things
 - Seek advice as soon as possible, following the guidance given in Section 7.

7. Responsibilities – what to do next

Workers with concerns should discuss them with the designated child protection officer as soon as practically possible. If that person is not available, contact the line manager or worker.

Make a note of the discussion with the child or young person, taking care to record when and where it happened and who was present, as well as what the young person said (in their words), observations of their behaviour and any actions taken. This must be dated and kept confidentially in a safe place.

The designated Child Protection Worker and the line manager must be advised **immediately** of any action taken.

8. Concerns about colleagues

Workers having concerns that a colleague's behaviour may be putting children or young people at risk must pass these concerns on to their line manager immediately. Where the concern is about the line manager the designated Child Protection Worker must be contacted directly.

Similarly any suspicion or evidence of child pornography should be reported to the designated Child Protection Worker. If it is decided to contact the police, this must be done before the computer is used again.

9. The role of our project in working with statutory organisations

In the event of suspected or actual abuse, the matter should be immediately reported to the designated Child Protection Worker. He/she should note the name, date of birth and address of the young person, details of the suspected or actual abuser, whereabouts of parents (if known), or carers and name of GP (if known). This information should be passed to Social Services immediately by telephone.

Telephone referrals must be followed up in writing within 24 hours.

Case Conferences

A worker may be invited to a case conference (Police, Health, Children's Services and Education are usually core members), where a decision will be made whether to place a child or young person on the 'at risk' register. Children or young people are encouraged to attend with their parents and /or carers. Workers should request to attend if they hold relevant information or at least produce a written report.

Report Writing

Any written documentation or correspondence must be discussed with and approved by the worker's line manager before sending out. Each worker should discuss with their line manager to decide whether a report is necessary and, if so, what it should contain.

10. Conclusion

Remember:

- **Every worker's primary responsibility is to protect the child or young person**
- **Each worker has a duty to take action**
- **No worker will have to cope alone**

EXAMPLE – INCIDENT REPORT SHEET

INSERT CLUB / ORGANISATION NAME.....

Name of young person.....

Home Address.....

.....

.....

Home Telephone number.....

Age of young person.....

Details of Incident

Action to be taken

Name of Person Recording Incident.....

Position Held.....

Date.....