



Child Protection Policy

High Oak Youth and Community Centre Role and Responsibility in Safeguarding Children.

Everyone involved in the care of children has a role to play in their protection. As a organisation working with young we are in a unique position to observe any changes in a child's behaviour or appearance. If staff or volunteers have any reason to suspect that a child in our care is being abused, or is likely to be abused, we have a duty of care to take action on behalf of the child, by contacting one of the agencies that has a duty to make enquiries.

All references to child and/or children in this document apply equally to young people.

Definitions

The Children Act, 2004 defines a child as being up to the age of 18 years old. Extensions of this exist for children who have special needs and for those in local authority care settings.

Aim:

To define the practice and procedures for employees and volunteers, in order to safeguard and promote the welfare of children. It is aimed at protecting both the child and the member of staff.

Objectives:

To ensure that all employees and volunteers working with children are carefully selected, understand and accept responsibility for the safety of those individuals in their care.

To ensure that the child's welfare is of paramount importance when undertaking any activities.

To respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate individuals within High Oak Youth and Community Centre and appropriate external agencies.

Recruitment:

All reasonable steps will be taken to ensure unsuitable individuals are prevented from having any involvement with High Oak Youth and Community Centre

Employee/volunteer recruitment procedures will include a Disclosure and Barring check (DBS), at the appropriate level, for all personnel with access to children.

Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

DBS are responsible for:

Processing requests for criminal records checks

Deciding whether it is appropriate for a person to be placed on or removed from a barred list

Placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

<https://www.gov.uk/search?q=disclosure+and+barring>

High Oak Youth and Community Centre will ensure that all employees/volunteers have appropriate qualifications and training to carry out their designated roles.

Should any concerns arise following a Disclosure then this will be passed onto the Executive Committee. Dudley Council for Voluntary Service, and/or Dudley Children's Safeguarding Board will be contacted for information and guidance. Any Disclosure that causes concern will be assessed to establish the level of risk the subject poses to children, other service users, colleagues, the general public and/or our organisation. A number of questions will be asked:

Does the offence relate directly to work with children?

What is the seriousness of the offence[s] and the circumstances surrounding it?

How long is it since the offence was committed?

Does the subject have a pattern of offending?

Has the subject's situation changed since the offence occurred?

What is the subject's explanation of the offence?

Did the subject declare the offence prior to the Disclosure?

If all these questions are not answered satisfactorily then the prospective employee/volunteer will not be allowed to join the organisation.

All new employees/volunteers will go through a probation and induction process, including relevant training. On-going training and supervision will ensure all employees/volunteers are adequately supported.

Any concerns about an employee/volunteer should be passed on to the designated person, deputy or member of the management committee.

Creating a Safe and Caring Environment:

- Risk Assessment should be undertaken prior to any offsite visits or new types of activities.

- Employees/volunteers working with children should be appropriately trained and qualified to ensure the safe provision of services, use of equipment, activities undertaken, etc.
- Employees/volunteers working with children should carefully plan activity sessions with the care and safety of children as their main concern including the use of activities at an appropriate age/ability level.
- Wherever possible we will encourage an 'open environment' eg avoiding private or unobserved situations and discouraging the keeping of secrets. This especially includes employees/volunteers should be alone with a child at any time. When this is unavoidable, it should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's parents/carers.
- Employees/volunteers must treat all children/young people with respect.
- Employees/volunteers must not make racist, sexist or any other remarks which upset or humiliate
- Employees/volunteers must take care to avoid showing any favouritism.
- It is the responsibility of employees/volunteers to prevent the abuse of younger or weaker children by older or stronger children through bullying, cruelty or any other forms of humiliation.
- Arrangements for parents/carers dropping off and collecting children from activities/trips need to be clearly stated and agreed by parents/carers, children and employees/volunteers.

Roles and Responsibilities of employees/volunteers:

Safety of participants and employees/volunteers is of prime consideration at all times.

All accidents involving anyone should be recorded in the organisation's accident book immediately or as soon as practicably possible.

Employees/volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.

Employees/volunteers are responsible for reporting suspected cases of child abuse to the appropriate individuals and/or agencies.

Employees/volunteers will be expected to keep an attendance register for all organised sessions.

Appropriate employees/volunteers should have access to any parent consent/emergency consent forms for all children taking part in any activities [this information should be confidential].

Employees/volunteers should ensure that their activities start and end on time.

Employees/volunteers are expected to promote, demonstrate and incorporate the values of fair play, trust and ethics throughout their activities.

Employees/volunteers should ensure that they are adequately insured, to protect against claims of negligence, through their organisation or their own personal insurance if acting as a self employed agent.

Admission Procedures

A register of names, addresses, next of kin and contact addresses and telephone numbers for emergencies will be kept.

Parents/carers, and where appropriate older children, will be given a copy of a written statement which specifies the action which will be taken in the event of a child becoming ill or being injured and which indicates that any information which suggests that a child has been abused will be passed on to the Social Services Department and/or the police.

Designated Person

There will be a named designated person and if necessary a deputy-designated person for child protection. In the event of any concerns regarding a child then the designated person or deputy will be informed at the earliest available opportunity. If necessary the designated person will inform the relevant Social Services Department without delay and the management committee. The designated person will also ensure that the child protection procedures are kept up to date and reviewed.

Named Person:

Children and parents/carers will have a 'named person' to whom they may report any worries or concerns. This person will normally be the designated person or deputy.

Responding to Signs of Abuse:

It is not the responsibility of employees/volunteers to deal with suspected abuse but it is their responsibility to report concerns to the appropriate person. It is important that all employees/volunteers should be aware of their responsibilities if child abuse is suspected.

Types of Abuse:

What is child abuse?

The Children Act 1989 refers to significant harm rather than abuse. However, abuse is any behavior, action or inaction, which significantly harms the physical and/or emotional development of a child. A child may be abused by parents, other relatives or carers, professionals and other children. Abuse can occur in any family, in any area of society, regardless of social class or geographical location.

Working Together to Safeguard Children 2013 defines abuse as...

"A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children"

Significant Harm

"Significant Harm is any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."

Abuse falls into four main categories:

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

provide adequate food, clothing and shelter (including exclusion from home or abandonment);

protect a child from physical and emotional harm or danger;

ensure adequate supervision (including the use of inadequate care-givers); or

ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Domestic Abuse Any incident or pattern of incidents of controlling, coercive or threatening behavior, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

This can encompass, but is not limited to, the following types of abuse:

1. psychological
2. physical
3. sexual
4. financial
5. emotional

Controlling behaviour is:

A range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is:

An act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Serious Case Review findings – Ofsted 2002 -2012

SCR's identify significant links between child abuse and domestic abuse, with 50% of children on child protection plans, living households where Domestic Abuse is prevalent.

Therefore if you are aware that a child is living in a household where there is domestic abuse a call must be made to Children's Social Care: see Page 2 for telephone numbers.

Child Sexual Exploitation

Children and young people who are sexually exploited are the victims of child sexual abuse. Child sexual exploitation is when someone grooms and controls a child for a sexual purpose. The terms 'child sexual exploitation' or the 'commercial sexual exploitation of children' are used to refer to a range of illegal and abusive activities.

These activities can be broadly separated into two areas:

1. sexual exploitation through street grooming
2. online sexual exploitation.

What may give cause for concern?

- bruising on parts of the body which do not usually get bruised accidentally, e.g. around the eyes, behind the ears, back of the legs, stomach, chest, cheek and mouth (especially in a young baby),
- any bruising or injury to a very young, immobile baby

- burns or scald marks
- bite marks
- any injuries or swellings, which do not have a plausible explanation
- bruising or soreness to the genital area
- faltering growth, weight loss and slow development
- unusual lethargy
- any sudden uncharacteristic change in behaviour, e.g. child becomes either very aggressive or withdrawn
- a child whose play and language indicates a sexual knowledge beyond his/her years
- a child who flinches away from sudden movement
- a child who gives over-rehearsed answers to explain how his/her injuries were caused
- an accumulation of a number of minor injuries and/or concerns
- a child who discloses something which may indicate he/she is being abused
- the comments children make that give cause for concern including Domestic Abuse and sexual exploitation situations
- deterioration in a child well-being

Indicators of Abuse:

The signs summarised below do not necessarily mean that a child is being abused. Similarly there may not be any signs; you may just feel something is wrong. If you are worried report it to the designated person. It is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting.

- Recurring urinary tract problems/vaginal infections

How to respond to a child who discloses something to you

Do:

believe the child

listen carefully to the child

take it seriously

reassure the child they are right to tell

record the information as accurately as you can, using the child words, include the time, setting and those present, as well as what was said. This should be dated and signed

Don't:

display any negative/shocked body language

jump to conclusions

speculate or accuse anybody

interrogate the child. It is all right to ask for clarification, but you should not ask leading questions. Misguided or inappropriate questioning can do more harm than good

promise to keep what the child tells you a secret the child needs to know that you have to talk to someone who will be able to help them

attempt to examine or undress the child for evidence of non-accidental injury, or take photographs

Remain child focused

Remember - All those who work with children have a responsibility for their care. Think about the child's welfare as the most important consideration; and what does this mean for that individual child in his/her own setting?

How to share your concerns

Keep a factual record of any concerns, i.e. exactly what you have seen and heard.

If the child says anything at all which gives you a concern this must be recorded in the child's own words and not your own. You may jeopardise future proceedings if you substitute the child words for your own.

Sign and date your records for future reference.

Child Protection Concerns and Body Map -

<http://www.dudley.gov.uk/resident/early-years/for-providers/safeguarding-and-child-protection/safeguarding-supporting-documents/>

It is good practice to share any initial concerns with the child parents, if you consider it appropriate, as there may be a perfectly innocent explanation for changes that you have observed, for example:

a sudden change in behaviour could be due to the death or illness of a close family member or a pet

weight loss and/or failing to thrive could be symptoms of an illness

an injury which could have been inflicted accidentally by a sibling or another child

However, if:

you suspect sexual abuse or

you do not get an explanation which you feel is consistent or acceptable from parents/carers or

you feel that discussing the issue with parents may put the child at further risk of significant harm or

you think a criminal offence has been committed

Then you must contact Children's Social Care without delay.

Concerns or uncertainties

There may be occasions when you have concerns about a child, which do not appear to justify a child protection referral of suspected child abuse, but nonetheless leave you feeling uncomfortable. In these circumstances, you must telephone Children's Social Care for advice (telephone numbers are in this document), and talk your concerns through with the duty social worker. You do not need to give the child's name at this point. The duty social worker will advise you whether or not your concerns will become a referral, and what action will be taken, if any. You must always follow any advice given to you by the social worker.

Serious concerns

If you are reasonably confident that your concerns are serious, you must telephone Children's Social Care immediately, and ask to speak to the duty social worker, stating that you have a serious concern about a child in your care. This is called "making a referral."

All telephone referrals should be followed up in writing.

Dudley Internal Agency Child Protection Referral Form -
<http://safeguarding.dudley.gov.uk/child/work-with-children-young-people/safeguarding-children-procedures/part-a/>

Note: you should contact the office, which covers the area where the child lives, which may not necessarily be the area where your provision is.

When making a referral ask to speak to the duty social worker (record their name).

You will need to provide as much information as possible:

- nature of the injuries observed, and/or the reason for your concerns
- name, address, date of birth, ethnic origin, and gender of the child
- names and contact telephone numbers of parents, and other carers or close family members if known
- name, address and telephone number of the child's doctor, and health visitor if applicable
- name, address and telephone number of your provision and any other key agencies involved with the family

What will be the outcome?

Following any investigation you should be given some information of the outcome. For reasons of confidentiality, this will be on a "need to know" basis. If the child remains in your care, you may have an important part to play in any care plan that is set up for the child.

What happens if you are not happy with the outcome?

If you are not happy with a service provider or outcomes then you have the right to complain and the Local Authority will do all they can to resolve your complaint.

Dudley council operates a complaints procedure that is designed to:

- make things as easy as possible for you when you complain,
- ensure that we treat your complaint seriously,
- deal with your complaint promptly, fairly and thoroughly

First of all, try to talk the issue over with the officer that you are dealing with or ask to talk to the manager of the service that your issue is about. Explain reasonably why you are not happy. This gives us the opportunity to try to resolve matters with you straight away.

If your issue cannot be sorted out in this way then you may wish to make a formal complaint. You can do this by using our online form, or writing to or telephoning the directorate concerned.

If you are not sure who to contact, please call 0300 555 2345.

www.dudley.gov.uk

Employees/volunteers should never:

- Engage in rough physical activities, even when playing.
- Engage in sexually proactive activities.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language.
- Make sexually suggestive comments about or to a child.

- Let a child's allegation go either unchallenged and/or unrecorded.
- Do things of a personal nature for a child. If you do have to do things of a personal nature for a child e.g. take to the toilet, support, lift, etc particularly if they are very young or a child with additional needs, then you should obtain the full consent of their parents and permission from your line manager or person in charge. In an emergency situation, which requires this type of help, parents and your line manager, should be fully informed as soon, as is practicable.
- Reduce a child to tears as a form of control.
- Undertake any tasks involving children for which they feel inadequately trained or have concerns about.

Photography, video, etc.:

Formal permission from parent/carers should be obtained before taking photographs, videos, or for publicity involving young people and children etc.

Social Networking Services & Social Media guidance

Interactive social media technology has revolutionised the way people connect and interact. Facebook, Twitter, Flickr, blogs, instant messaging and photo and video exchange sites are increasingly popular and provide an opportunity to connect with children, young people and vulnerable adults.

However, the use of social networking sites also introduces a range of potential safeguarding risks to children, young people and vulnerable adults.

As organisations increasingly use social networking and other developing media to communicate with young people it is critical that safeguarding protocols and practices keep pace with the raft of communication methods young people use. Both Dudley Safeguarding Board's guidance aims to help organisations consider the safeguarding of children, young people and vulnerable adults when using social networking sites.

<http://www.dudley.gov.uk/resident/early-years/safeguarding-and-child-protection/safeguarding-useful-documents/>

Adult to child ratio:

In youth work practices the ratio of legally responsible adults to children tends to be 1.8 regardless of age, other guidance suggests 1.10 for older children. It is recommended that there is a minimum of two employees/volunteers with legal responsibility present at all times for children under eight years old.

Review:

High Oak Youth and Community Centre will ensure that issues of child protection receive continuous attention and will regularly review the way that we operate to support this principle.

High Oak Youth and Community Centre **will ensure that all its staff and volunteers that are engaged on a regular basis are** informed and understand the safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. Training will be made available through High Oak Youth and Community Centre staff and networks. High Oak Youth and

Community Centre will ensure that staff are able to identify signs of possible abuse and neglect at the earliest opportunity, and are able to respond in a timely and appropriate way.

Points to consider for good practice to Safeguard Children

- actively listen to children and take account of their views
- respond sensitively to families in accordance with diversity
- inform parents from outset of placement of your duty to follow safeguarding and child protection procedures
- develop and evaluate your safeguarding/child protection policy
- be aware of Dudley Safeguarding Children's Board procedures
- make copies of the safeguarding and child protection procedures/policies available for parents
- include safeguarding, child protection policies, procedures, role and responsibility in induction for all new staff, students and volunteers
- ensure all staff attend child protection foundation training every three years
- ensure the designated practitioner for safeguarding attends further training
- take advantage of any child protection training courses which are available and update training regularly
- record injuries a child sustains in your care in the accident book as soon as possible. When they are collected, make sure that whoever picks him/her up is told about the injury, and signs the record in the accident book in your presence
- ask for an explanation if a child arrives with an injury sustained while not in your care and, again, record this in the incident book/pre existing injury form
- ensure that all parents understand your role and responsibility in safeguarding and child protection. This information should be given to parents, in writing, before their child begins to attend your provision
- produce written safeguarding/child protection policy and procedures, which are available to every member of staff on non-domestic premises.
- Be aware of your responsibilities under the Data Protection Act 1998, Freedom of Information Act 2000 and Protection of Freedom Act 2012
- be confident in sharing information within guidelines and procedures <http://www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/a0072915/information-sharing> contribute to learning lessons from Serious Case Reviews

2004,

Working Together to Safeguard Children 2013 states:

Safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check;

Appropriate supervision and support for staff, including undertaking safeguarding training;

employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;

staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and

all professionals should have regular reviews of their own practice to ensure they improve over time.

National and local safeguarding resources

National documents:

Working Together to Safeguard Children 2013

What to do if you're worried a child is being abused

Data Protection Act

Information Sharing – Guidance for practitioners and managers

Guidance for all issues listed below can be found on this link

http://www.childrenslegalcentre.com/index.php?page=parental_responsibilities

The Law and Smacking

The Law and children home alone

The Law and children in employment

The Law and babysitting

Parental Responsibility

Dudley documents:

The following documents can be found at:

<http://safeguardingchildren.dudley.gov.uk/>

or

<http://www.dudley.gov.uk/resident/early-years/safeguarding-and-child-protection/>

Dudley Safeguarding Children Board Child Protection Procedures

Guidance for Safer Working Practice for Adults who work with Children and Young People

Management of Allegations

Use of Images Guidance/factsheets/consent forms

Social Networking guidance/factsheets/consent forms

Dudley Safeguarding Children Board Training Programme

Empty Pocket Policy

Data Protection Act – ICO registration fact sheet - DSCB Guidance on the Data Protection Act 1998
Entertainers Guidance
EYFS and Childcare Training Programme

Useful websites:

www.ofsted.gov.uk
www.education.gov.uk
www.legislation.gov.uk
www.nspcc.org.uk
www.ceop.police.uk
www.childnet-int.org
www.iwf.org.uk
www.kidsmart.org.uk

Report it

Safeguarding is about protecting children, young people and adults at risk from abuse or neglect.

If you are worried or scared about the way you or someone you know is being treated don't bottle it up, tell someone you trust or:

If you are a child or young person or if you have concerns about a child or young person:

Call the children's services referral and advice service on **0300 555 0050** during office hours (9am - 5pm).

Out of office hours contact the Emergency Duty Team on **0300 555 8574** or **in an emergency call 999**.

Alternatively you can call ChildLine on **0800 1111** or email them by visiting www.childline.org.uk

For practitioners and those working with children

The [DSCB Multi Agency Referral Form](#) is an electronic form for referring safeguarding concerns regarding children and young people. Please complete the form electronically and send it via secure email or encrypted to the single point of access team at SPA_Team@Dudley.gcsx.gov.uk

[West Midlands Child Protection and Safeguarding Procedures Manual](#)

If you are an adult or if you have concerns about someone you know:

An online safeguarding alert/referral form is available via the link below. The form can be used by any agency, organisation or individual to alert Dudley Council to allegations or concerns about potential abuse of an adult at risk. We are committed to preventing the abuse of individuals who are vulnerable, and we respond promptly when abuse is reported.

If you suspect that someone is being abused then please complete the safeguarding alert/referral form by clicking on the link below:

[Adult safeguarding alert/referral form](#)

If you are a member of the public you can, if you wish, call and speak to an advisor instead. The Access to Adult Social CareTeam is available on **0300 555 0055** from 9.00am to 5.00pm, Monday to Friday. Outside of these hours an Emergency Duty Team is available on **0300 555 8574**.

High Oak Youth and Community Centre
Child Protection – Incident Record Form

Incident Record Form

Your Name:
Your Position:
Child's Name:
Child's Address:
Parents/carer names and address (if different from above)
Child's date of birth:
Date and time of any incident or action prompting concerns;
Your observations:
What the child said and what you said: <i>(Remember do not lead the child – record actual details. Continue on separate sheet/s if necessary.)</i>
Action taken so far:

<p>Social Services Contact details [name, etc]:</p> <p>Information given:</p> <p>Details of advice received:</p>
<p>Any other external agencies contacted (<i>contact details, date and time, information given and advice received</i>)</p>
<p>Have the parents been informed that contact is going to be made with social services. Yes No</p> <p><i>NB: parents should always be informed unless to do so could place the child at risk of further harm, please seek advice of this point from the duty social worker if you are uncertain.</i></p>
<p>Signature: Print Name: Date</p>

Please remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than your manager or those who need to know. Please take advice on this point from your manager if you are uncertain.

Child Protection Policy

I confirm that I have read the policy, understand my responsibilities and confirm that I will adhere to the objectives and guidance.

Name Katharine Jukes

Position Administrator and Youth Coordinator (Safe Guarding officer).

Organisation High Oak Youth and Community Centre

Signed _____

Date 01-05-2018