



## **Child Protection/Safeguarding Policy**

### **POLICY STATEMENT**

**The Tim Parry Johnathan Ball Foundation for Peace (the Foundation) works to:**

- Safeguard the welfare of the children and young people we work with by protecting them from physical, sexual, neglect and emotional harm.
- Support the creation of a safe environment where children and young people are listened to and encouraged to talk about themselves, their lives, and any concerns they may have

### **The Foundation recognises:**

That children and young people suffer the following types of abuse:

<b>Emotional</b>	Persistent or severe emotional ill treatment or rejection affecting their emotional or behavioural development.
<b>Neglect</b>	Persistent or severe neglect or failure to protect from exposure to danger.
<b>Physical</b>	Actual or likely bodily injury or failure to prevent injury.
<b>Sexual</b>	Actual or likely sexual exploitation.

### **CHILD PROTECTION/SAFEGUARDING CODE**

#### **Introduction**

The following Child Protection/Safeguarding Code sets out a policy, which requires The Foundation and all people who seek to be involved with The Foundation, and its work (including staff & volunteers) to accept the duty to safeguard the welfare of children, young people and vulnerable adults, and to do all within our power to prevent physical, sexual, neglect and emotional abuses of all children, young people and vulnerable adults with whom they come into contact.

Child protection requires good childcare and good group-work practice. The Foundation is committed to procedures and philosophies which have been developed to promote the welfare and protection of children and young people and which also protects workers/volunteers from misunderstandings and false accusations of abuse.

## Underpinning Principles

All The Foundation staff & volunteers who are directly involved with young people are to read and refer to The Foundation Child Protection/Safeguarding Code. They will be provided with a copy of this policy, and will sign to say that they have read and understood it, and will abide by its contents.

All The Foundation staff & volunteers are advised to read "*Working together to safeguard Children 2006*", paying particular attention to chapters: 1, 2, 5 & 11. (A copy is available in main office and on the Foundation's IT system)

All The Foundation staff and any volunteers who will be working directly with young people will complete an application process consisting of:

- Paper based application form
- An interview
- Permission to get two references
- Permission to carry out a Criminal Records Bureau (CRB) Disclosures check, however, if the person is under the age of 18 they will be asked to complete and sign a **Child Protection Declaration Form**, and not a CRB Disclosure, this Declaration must be countersigned by a parent or guardian.
- All team members will be subject to a probationary period.

## An identified Internal Person

The identified internal person, to whom they can refer to personally if they have any concerns, will be **Lynn Hitchen, Operations Manager**. If Lynn is not available then the point of contact is **Clare White, Chief Executive**, and/or Social Services Duty Officer, and if the child is suspected to be in immediate danger, the police.

## Behaviour Statement

### The Foundation will:

- Complete an application process for all staff and any volunteers who will be working directly with young people.
  - Collect and store information detailing children/young people involved with our work, this will include relevant medical details and have contact numbers in case of emergencies
  - Respect a child's/young persons rights to personal privacy
  - Provide an example we would wish others to follow;
  - Where possible consider activities which involve more than one adult being present or at least in sight and hearing of others
  - Show tolerance towards children/young people
  - Be aware of the damaging effects of sarcasm, insults, inappropriate jokes and put downs on the fragile ego and self respect of children/young people
  - Exercise due care in all activities so that children/young people are not exposed to risk through adult negligence or incompetence
  - Respect the confidentiality of children/young people's disclosures, and gain their permission before sharing their information. **However** disclosures of any type of abuse **must** be referred to the identified internal person and the child/young person **must** be made aware of this obligation
  - Be aware of the dangers of leaving yourself open to accusations
  - Remember that your actions or comments might be misinterpreted no matter how well intentioned
  - Recognise that caution is required when working with children/young people and vulnerable adults, particularly in sensitive moments e.g. dealing with bullying, grief or abuse etc.
  - Be aware of the possible implications of physical contact with children/young people
  - Set realistic plans and goals
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- Refer any disclosures of child abuse to your line manager/identified internal person

**If One-to-One contact with Children, Young People or Vulnerable Adult is unavoidable, always:**

- Ensure you are accessible to other staff/volunteers
- Tell another adult where you are going, what you are doing and why, and establish that they support your actions
- Make sure it is for as short a time as possible
- Try to move with the child/young person to an area where more people are around
- Try to avoid unnecessary physical contact especially if it may be misconstrued by the child/young person or other people
- If you have to touch the child/young person get their permission first
- Record all information on an incident form
- On a residential or camp avoid going into the child's/young person's room or tent unaccompanied
- Ensure the identified internal person is informed of any concerns

**ACTION STATEMENT**

The Foundation is not a children/young people's counselling agency and staff and volunteers should not be required to explore issues of abuse with children/young people. However, it is possible that children/young people will take advantage of the trusting atmosphere to disclose abuse which is affecting them.

**Dealing with a serious incident**

Fill in an Incident form that can be collected from the main office. Use it to record briefly the facts of any significant incidents or major problems which occurred during activities with children/young people. Make the record as soon as possible after the incident. The record can then be used as a basis for further discussion on the subject and for future reference. Inform the identified internal person as soon as possible.

**Dealing with abuse which is suspected, disclosed or discovered**

- Where possible one person should take the lead role
- Listen carefully
- React calmly
- Take all information received
- Do not ask leading questions
- Write down as soon as possible exactly what is said to you
- Keep any written record safe
- Do not promise confidentiality
- Do not judge
- Do not press for answers, assume or ask for details
- It is acceptable to ask about injury
- It is acceptable to ask where the offence took place
- Pass all the information on to the identified internal person
- Do not take it upon yourself to investigate the allegation further
- Remember the information is sensitive and confidential (to be shared only within the required areas: e.g. identified persons, Social Services, Police)

**If you suspect the danger is immediate**

Contact the identified persons and local Social Services Duty Officer or Social Services Central Advice and Duty Team (see below for contact details) immediately for advice. If it is out of hours contact the Out of Hours Emergency Duty Officer (see below). State that you feel that the

child/young person is in immediate danger. They will then take the details of the case and take appropriate action. You will be expected to pass on the following information where possible:

- Name, date of birth, address, gender of the child
- Ethnicity, religion, language used
- Who else the child lives with
- School, GP (if known)
- Where the child is now
- Any special needs the child has
- The referrer's contact details

The Social Services Duty Officer will clarify with the referrer:

- The nature of the concerns
- How and why they have arisen
- What appears to be the needs of the child and family
- Any actions they have already taken
- What, if anything, has been said by the child and/or the carers about the concerns
- Dates, times and locations of any specific incidents
- Details of any witnesses (names, addresses etc.)
- Whether any urgent action is needed to make the child or children safe

Ensure you:

- Record all the information
- Inform the identified internal person as soon as possible

### **Procedure to follow with visiting groups to the Centre**

When the alleged abuser and/or the person abused are from a group visiting the centre the group leader is responsible for dealing with child protection issues.

We do however have a duty of care for any young person in the centre and therefore discussions should take place with the group leader on any action to be taken and any assistance needed offered.

The group leader should be asked to record for us in writing the incident and any action taken. They should also keep us informed of any developments regarding the incident after the group have left the centre.

If there are any concerns about the action taken by the group leader the identified internal person should be contacted regarding any further action to be taken

### **Procedure to follow when taking young people away from the Centre**

When the alleged abuser and/or the person abused are both participants of a The Foundation programme the primary consideration is the initial protection of the child. The Identified Internal Person should be contacted immediately, if this is not possible the local Social Services Central Advice and Duty Team should then be contacted for initial advice.

If there is no immediate risk of further abuse then a more considered approach can be taken.

If an offence is thought to have been committed staff/volunteers should contact local Police in the first instance. Careful consideration should be given to how best to inform parents/guardians and whether the child/young person should continue the trip or be sent home.

This will depend on the seriousness of the incident, the affect on the child/young person and the risk presented to other children. This should be discussed with the identified internal person

When the abuser is a member of the local population, staff/volunteers should contact the **local Police in the area that they are visiting**, and then the identified internal person.

## **Being pro-active**

Being proactive is about being alert to the potential of abuse, recognising the signs and symptoms of abuse, both physical and behavioural, and passing on any suspicions that you have to your line manager, who will then contact the identified internal person. Many disclosures of abuse are made by children or young people by accident; through accidentally letting something slip in a conversation, or because you may be aware that their sexual knowledge or behaviour was inappropriate to their age, and when questioned found it stemmed from an abusive situation. Below are a few guidelines to be aware of when being proactive.

- Be alert to the potential of abuse
- Be aware of the signs and symptoms of abuse, both physical symptoms and behavioural symptoms
- Be alert to sexual or other behaviour or knowledge that is inappropriate to age
- Listen to children and young people when they talk to you and to others
- Do not ask leading questions but pick up on and ask about physical or behavioural signs, e.g. 'Those cuts look painful how did they happen?' or 'You're quiet tonight, is everything OK?'
- If you receive a disclosure through being proactive (e.g. saying to a child that those bruises look painful, how did he get them, and him then disclosing that his father hit him with his belt again), **stop your questions at the disclosure**. Be there for the child if they want to talk about it, but do not probe any deeper. It could cause distress and/or confusion for the child. Pass the information on to the identified internal person
- Even if you only suspect abuse, pass the information on to the identified internal person, or contact Social Services for advice.

## **Child Protection procedures:**

### ***Dealing with a disclosure or allegation which has/is happening within a The Foundation provision***

You Must

Make it clear to the child/young person that you can offer support but that you **MUST** pass on the information you receive

Listen to the child/young person without passing judgement

As soon as possible record, accurately everything you are told

Always refer disclosures or suspicions of abuse to the identified internal person immediately who will contact Social Services if this action is deemed appropriate.

Never attempt to investigate the allegations yourself

The identified internal person will also be responsible for informing the parents/guardian of the child/young person and The Foundation's Chief Executive, if the Foundation is in loco parentis. If the Foundation are not in loco parentis it is the responsible of the school/group leader to inform the parents/guardian.

### ***Dealing with a disclosure or an allegation which has/is happening within the family home of a child/young person***

You Must

Make it clear to the child/young person that you can offer support but that you **MUST** pass on the information you receive

Listen to the child/young person without passing judgement

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As soon as possible record, accurately everything you are told

Always refer disclosures or suspicions of abuse to the identified internal person immediately who will contact Social Services if this action is deemed appropriate

Never attempt to investigate the allegations yourself

***Dealing with a disclosure or an allegation which has/is happening within the wider environment/community***

You Must

Make it clear to the child/young person that you can offer support but that you MUST pass on the information you receive

Listen to the child/young person without passing judgement

As soon as possible record, accurately everything you are told

Always refer disclosures or suspicions of abuse to the identified internal person immediately who will contact Social Services if this action is deemed appropriate

Never attempt to investigate the allegations yourself

***Managing Allegations made against a member of Staff or Volunteer***

The Foundation will ensure that any allegations made against member or members of staff will be dealt with swiftly and in accordance with these procedures:

The Foundation must ensure that that the child is safe and away from the person against whom the allegation is made.

The identified internal person should be informed immediately. In the case of an allegation involving the identified internal person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a trustee or anyone within the organisation that is in a senior position within the organisation and believed to be independent of the allegations being made).

The identified internal person should contact the Local Authority Designated Officer (LADO – Fiona Walker or Beki Byron who can be contacted on 01925 443101/443102) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police should be contacted for discussion.

The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The identified internal person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.

Regardless of whether a police and/or social services investigation follows, The Foundation will ensure that an internal investigation takes place and consideration is given to disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

In all cases the identified internal person will also be responsible for informing the Chief Executive and where appropriate the parents/guardian of the child/young person.

It is unlikely that you will experience the trauma of abuse being disclosed or discovered. However these circumstances require diplomatic and careful handling. Advice and support on how to deal with disclosure is always available from the identified internal person, and your local Social Services Department. You can contact Social Services for advice without having to make a referral.

**Telephone numbers for advice or referrals**

Person under 18 - Warrington Children’s Duty and Assessment Team Monday to Friday 8.30am – 5.30pm	01925 443400
Person over 18 – Access Social Care Team Monday to Friday 8.30am – 5.30pm	01925 444239
Warrington Social Service Out of Hours:	01925 444400
The Foundation’s Identified Internal Person: L Hitchen	01925 581236
Clare White (see staff contact list for out of hours numbers)	01925 581208

Agreed: September 2011  
To be reviewed annually.  
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