

## **CHILD PROTECTION POLICY**

### **Introduction**

This child protection policy has been written for Box Cleve to ensure a commitment to the protection of children and young people using the service from any form of abuse. It will lay out the procedures to be followed to ensure that the commitment is put into practice.

As with all policies, these procedures will be reviewed annually to ensure they continue to meet Area Child Protection Committee (ACPC) procedures.

Key Points included in the policy are:

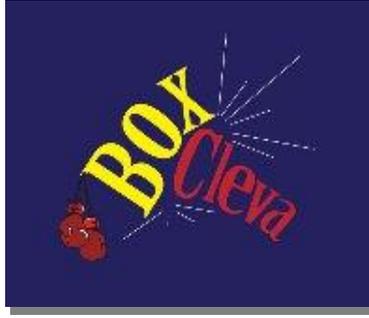
- *Identification of a named person*
- *Whistle Blowing Policy Statement*
- *Types of Abuse*
- *Behaviour of Abusers*
- *Signs of abuse*
- *How to respond to child abuse and dealing with disclosure*
- *How to make a referral*
- *How to protect adults/staff/volunteers working with children (self protection)*
- *Recruitment/Employment of staff and volunteers (vetting procedures)*
- *Training*
- *CRB Disclosure Information*
- *Monitoring*

### **Whistle Blowing Policy Statement**

Box Cleve is committed to creating and maintaining the safest possible environment for children and young people. It recognises that all children have the right to be free from abuse.

It actively encourages the users of the service (children and families), staff and volunteers to voice concerns about abusive or unethical behaviour without fear of retribution.

Box Cleve will actively publicise this Whistle Blowing Policy to all users of the service through distributing a leaflet so they know who to speak to if they are concerned about what is happening to themselves or the others.



## Identification of a Named Person

The Child Protection Officer, a named person, is responsible for recording monitoring and reviewing the implementation of this policy. He/she will have a local professional contact list of relevant people to contact in the event of wanting advice and guidance, and whom to contact to refer investigations onto. He/she has the additional role of providing the necessary support to staff and volunteers. **The Child Protection Officer for Box Cleva is Jamie Stanley. The second named person, Bob Williams,** can be spoken to instead if:

- The Child Protection Officer is away
- They would prefer to speak to someone else
- They feel that they are not being listened to

Both above named persons will have been trained in child protection issues.

## Types of Abuse

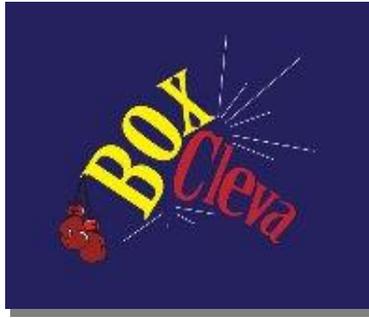
Child abuse can take many forms, only some of which have visible signs:-

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child
- **Emotional abuse** is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development
- **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening
- **Neglect** is 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

## Behaviour of Abusers

**Physical abusers** may give children alcohol and drugs. In sporting or activities situations physical abuse can occur when children are bullied by their peers or adults, eg, overly-rigorous training or exercise routines are seen by some people as bullying.

**Emotional abusers** may persistently subject a child to emotional ill-treatment, bullying or deliberate rejection. All abuse involves emotional ill-treatment of some kind. It may



involve children where there is domestic violence and may involve inappropriate expectations.

**Sexual abusers** fall into several categories, however, most abuse takes place in the family home. Sex offenders, who are usually but not exclusively men, are found at all levels of society and come from every type of background. They will often take up positions and activities which give them easy access to children such as:-

- Leader of a children's activity group
- A coach or volunteer in children's sport
- A worker in a school
- A member of a caring profession

Sexual exploitation of children ranges from intercourse, masturbation, oral sex, fondling, 'flashing', showing them pornographic videos and other material, to sometimes inappropriate touching.

Abusers often 'groom' children for sexual purposes by taking a strong interest in a child and their family, gaining their trust over a long period of time.

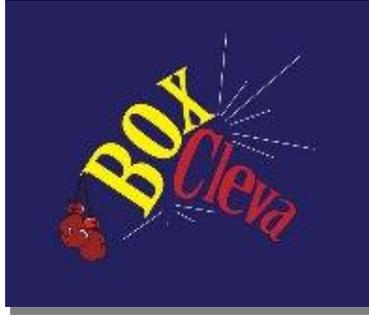
**Neglect** is when adults fail to meet a child's basic needs, such as for food, warm clothing, or failing to provide appropriate medical attention. This also includes leaving young or vulnerable children alone inside or outside the home.

Neglect might also occur during organised activities if young people are exposed to risk of injury or there is a failure to ensure their safety and well-being.

## Signs of Abuse

The following are possible signs of abuse of children, and should be looked at in conjunction with other possible indicators:-

- A child or young person's behaviour has changed noticeably, without an explanation
- A child or young person plays with or makes physical contact with other children or adults in a sexually explicit manner
- A child or young person is extremely wary of adults, perhaps one in particular
- A child or young person appears to have many worries and fears
- A child or young person appears to feel worthless, even perhaps hurts him/herself deliberately
- A child or young person may appear to have lots of new clothes and toys
- A child or young person becomes withdrawn, nervous, unhappy or lacking in confidence



Some actual physical signs could include:-

- A child or young person appears to be receiving very poor care
- A child or young person has bruising around the genital or anal area that is not explained by a fall etc
- A child or young person has bruises, cuts or burn marks, which are not satisfactorily explained by a parent

## **How to Respond to Child Abuse / Make a Referral**

Box Cleve will make its self known to OFSTED and Hertfordshire County Council Social Care Services. The named person will make the referral to Children, School and Families via their Customer Service Centre first following ACPC procedures. It is anticipated that there will be no further intervention by Jamie Stanley, Child Protection Officer.

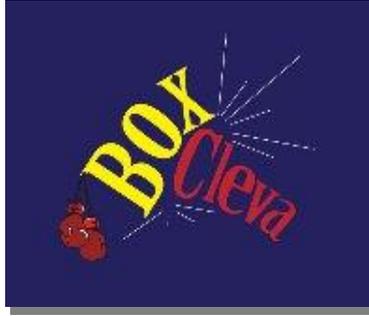
## **Procedure for Staff/Volunteers – In an Emergency**

Staff and volunteers recognising abuse where the child may need medical attention. The first action, depending on the circumstances, will be:-

- Telephone for an ambulance
- Ask the parent or carer to take the child or young person to the doctor or the hospital at once
- Offer to take the parent/carer and their child to hospital/surgery/clinic for immediate medical treatment
- The child to be taken to hospital/surgery/clinic by the named person or by a member of staff or volunteer nominated by the named Child Protection Officer

The child or young persons parent or carer must be informed as soon as possible, they are legally responsible. The named Child Protection Officer is to make contact with the Social Care department to discuss concerns and actions.

If the Child Protection Officer is not available, Bob Williams, Chairman of Box Cleve is to be contacted.



## **Procedure for Staff/Volunteers – Dealing with Specific Suspected Abuse**

If there is a specific incident giving cause for concern but no medical treatment is required, contact with the Social Care Services should be made by the named Child Protection Officer (if the Child Protection Officer is not available, Bob Williams is to be contacted):-

- Ask for the duty Social Worker
- State clearly who you are, where you are from (name of organisation) and your reason for contacting them
- Have the following details at hand to give when asked for
  - Child's Name
  - Address
  - Date of birth
  - Where the parents/carers can be contacted
  - Information about the circumstances or injuries that cause you concern
  - Any explanation or comment the child/young person or their parents/carers may have made

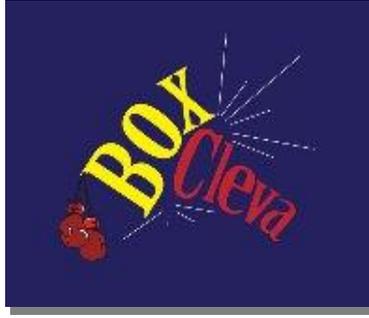
Records must be made and kept in a secure place, stating the name of the person spoken to in Social Care Services, the time and date of contact. All the above details passed to Social Care Services by telephone must be followed up in writing as stated in ACPC guidelines.

Once the concern has been passed on to Social Care Services the responsibility is no longer that of Jamie Stanley, Child Protection Officer.

Jamie Stanley will co-operate with the Social Care Services in their endeavours to follow up concerns about abuse of children and young people that use the service, following the procedures of the ACPC.

## **Procedure for Staff/Volunteers - Dealing with Non-specific Abuse**

In cases that are cause for concern about a child or young person without any specific incident having occurred, (underlying factors that could lead to abuse, if not identified early enough ), the named person will discuss and decide if it is appropriate to contact Social Care and express the concerns as per ACPC guidelines.



## **Procedure for Staff/Volunteers – Dealing with a Disclosure**

A child or young person who is the victim of abuse may decide to put his/her trust in a member of staff/volunteer. It is important that the person should:-

- Show respect for the child/young person - do not brush their words or feelings aside
- Stay calm and reassuring and avoid expressions of shock or surprise
- Listen to and believe what the child/young person tells you
- Do not ask leading questions
- Ask the child/young person's permission to make notes
- Explain that whatever the circumstances, the child/young person is not to blame
- Explain that you cannot promise to keep what you have been told a secret - you will have to tell someone else
- Tell the child/young person what you are going to do next. Tell him/her about the people with whom you will share the information
- Reassure the child/young person it was the right thing to do to tell someone
- Reassure the child/young person there are people to help them

At the end of the conversation, write everything the child/young person has told you about the disclosure in a factual manner.

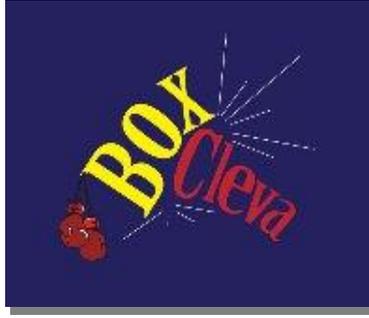
### ***Make sure it includes:-***

- the date and time of the disclosure
- name and age of the child/young person making the disclosure
- content of the conversation – using the exact words used by the child/young person
- any follow up action e.g date, time, and name of contact in Social Care Services (following the procedures listed in this document)
- report the incident and any action taken to your named or nominated person.

## **Procedure for Staff/Volunteers – Self Protection**

It is important that self-protection guidelines are developed for staff/volunteers working with children and young people to avoid instances of false allegations:-

- Be proactive – no staff/volunteers to be on their own with individual children/young people
- In the event of any injury to a child/young person, accidental or otherwise, the incident must be recorded and witnessed by another adult
- Written records of any allegation a child/young person makes against a member



of staff/volunteer should include everything e.g “you hit me” “you’re always picking on me”. Staff /volunteer to inform another member of staff/volunteer if they are aware that a child/young person does not like them

- If a child/young person touches a member of staff/volunteer in an inappropriate place or manner, record what happened and inform a member of staff/volunteer immediately
- Staff/volunteer must never do anything of a personal nature for children/young people that they can do themselves e.g wiping bottoms, unbuttoning trousers
- When Staff/volunteer go to the toilet alone with children/young people, leave a door ajar and always tell another member of staff/volunteer where you are going and why
- Staff/volunteers must be careful where they touch a child. Never pat a child on the bottom
- Staff /volunteers to be aware of appropriate behaviour, re–enforce it with young people. e.g is it appropriate for a 13-year-old to drape his/her arms around your neck?

Box Cleva staff/volunteer team will be a very diverse group, and as individuals, have a great deal to offer. At all times staff/volunteers must be aware of their own behaviour and the effect it has on others.

All staff/volunteers must be aware of the diversity of the families using Box Cleva and that their own approaches towards children/young people using the service may be misunderstood.

All staff/volunteers will (through training) be expected to be honest and caring in their approach to both service users and colleagues, and at all times to be aware of the differing needs of families and individuals.

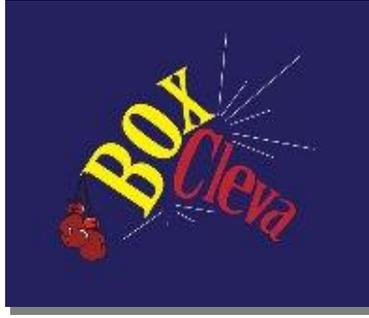
Staff/volunteers will attend regular Child Protection Training as laid down by ACPC guidelines.

## **Recruitment and Selection of Staff and Volunteers**

All applications for vacant posts (paid and voluntary) within Box Cleva will be treated equally, all posts require a DBS check to be undertaken.

Application forms will include:-

- Full name
- Current and recent addresses
- Date of birth



- Previous experience of work with children/young people.
- Permission to contact two people as referees that can confirm their previous work with children/young people
- Details of any convictions for criminal offences against children including “spent” convictions under the Rehabilitation of Offenders Act 1974
- Applicant to be made aware that a full CRB check will be undertaken.
- Recruited employees and volunteers will not commence work for xxxxxxxx until return of the references and the CRB check.
- Paid and voluntary appointments will be confirmed only after the successful completion of a probationary period of three months.

The interview process will include:-

- An interview by two people
- Identification of gaps in employment or inconsistencies
- Advice sought about recruiting someone with a criminal record

## **Training**

Box Cleva will implement an equal opportunities policy and all staff/volunteers will be treated equally.

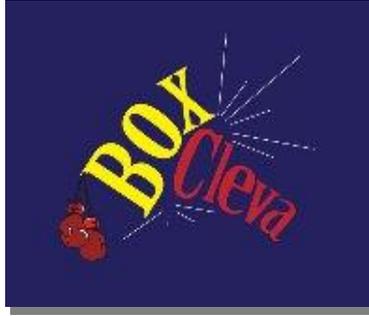
All staff/volunteers will complete a formal programme of induction which includes child abuse prior to them working with children and young people. They will be made aware of:-

- Types of abuse
- Behaviour of Abusers
- Signs of abuse
- How to respond to child abuse and dealing with disclosure
- How to make a referral
- How to protection themselves

The named person/committee person will undertake training in supervision of staff.

## **DBS Disclosure Information**

All staff and volunteers will be checked using the Disclosure and Barring Service (DBS) Disclosure service.



In accordance with section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosure or Disclosure information has been revealed and we recognise that it is a **Criminal Offence** to pass this information to anyone who is not entitled to receive it.

Disclosure material will not be kept on an applicant's personal file and will always be kept separately and securely, in lockable, non-portable storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

As an organisation using the CRB Disclosure service to help assess the suitability of applicants for positions of trust, Box Cleva complies fully with the CRB code of practice regarding the correct handling of Disclosure information.

## **Monitoring**

The following monitoring shall be carried out:-

- Records of minutes of meetings where child protection is addressed
- Records of any publicity material or questionnaires used
- Records of child protection issues being addressed with the children and parents
- Records of child protection training carried out
- Records of any concerns raised/specific incidents and actions taken