



UK BUTTERFLY - Child In Need LTD  
21 Cornwall Terrace  
BD8 7JS  
Bradford

## UK BUTTERFLY – Child In Need LTD SAFEGUARDING POLICY

UK BUTTERFLY – Child In Need LTD is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. UK BUTTERFLY – Child In Need LTD acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

**In implementing this child protection policy UK BUTTERFLY – Child In Need LTD will:**

- ⌚ Ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- ⌚ Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's *Child Protection Procedures* and work at all times towards maintaining high standards of practice;



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- ⌚ Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection;
- ⌚ Ensure that the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Social Work);
- ⌚ Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- ⌚ Provide opportunities for all workers to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people;
- ⌚ Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's *Complaints Procedure*;
- ⌚ Ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- ⌚ Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.



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## **Section 1 – Introduction:**

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by **UK BUTTERFLY – Child In Need LTD**. The procedures recognise that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. **UK BUTTERFLY – Child In Need LTD** is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

## **Section 2 - Recognising the Signs and Symptoms of Abuse**

**UK BUTTERFLY – Child In Need LTD** will ensure that all staff members whether paid or unpaid, undertake training to gain a basic awareness of the signs and symptoms of child abuse.

- a child or young person alleges that abuse has taken place or that they feel unsafe;
- a third party or anonymous allegation is received;
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a report is made regarding the serious misconduct of a worker towards a child or young person.



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### **Section 3 - A Named Person(s) for Child Protection**

**UK BUTTERFLY – Child In Need LTD** will appoint individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for Child Protection within **UK BUTTERFLY – Child In Need LTD** are:

Named Person for Child Protection: Aleksandra Marcinkowska  
Mobile number: 074 532 78 703  
Emergency contact no: 074 532 78 703

Director Name of contact person: Aleksandra Marcinkowska  
Mobile number: 074 532 78 703  
Emergency contact no: 074 532 78 703

The role and responsibilities of the named person(s) are:

- > To ensure that all staff are aware of what they should do and who to report to if they are concerned that a child/young person maybe subject to abuse or neglect.
- > Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- > The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and



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procedures. This will be kept in a secure place and its contents will be confidential.

#### **Section 4 - Stages to Follow if you are Worried about a Child**

UK BUTTEFLY – **Child In Need LTD** recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However **UK BUTTEFLY – Child In Need LTD** believes that the safety of the child should override any doubts or hesitations. When worrying changes are observed in a child’s or young person’s behaviour, physical condition or appearance staff will:

##### **Stage 1**

- > Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: “I’ve noticed that you don’t appear yourself today, is everything okay? But never use leading questions
- > Listen carefully to what the young person has to say and take it seriously;
- > Never investigate or take sole responsibility for a situation where a Child/young person makes a disclosure;
- > Always explain to children and young people that any information They have given will have to be shared with others;
- > Notify the organisation’s Named Person for Child Protection.
- > Record what was said as soon as possible after any disclosure; The person who receives the allegation or has the concern should Complete the pro-forma and ensure it is signed and dated.



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- > Respect confidentiality and file documents securely;

## **Stage 2**

- > The Named person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person will contact the police and/or Bradford local authority's children's department. (provide contact details – see Appendix 3) If a referral is made direct to Bradford Children's Department this must be followed up in writing.
- > The named person can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC 24 hour National Child Protection Helpline on 0808 800 5000.

## **Section 5 – Managing Allegations made against a member of Staff or Volunteer**

UK BUTTEFLY – **Child In Need LTD** will ensure that any allegations made against volunteers or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The organisation must ensure that the child is safe and away from the person against whom the allegation is made.
- The named person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a committee member, director or anyone within the organisation that is in a senior position



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within the organisation and believed to be independent of the allegations being made).

- The named person should contact the **Local Authority Designated Officer (LADO)** - who is based at the Children's Safeguarding and Reviewing Unit should use the number **01274 434343**, for advice on how to proceed with the immediate situation – Tel: Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police. You can also contact Bradford Safeguarding Children Board for details.
- 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 named 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, **UK BUTTERFLY - Child In Need LTD** will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

## **Section 6 - Recording and managing confidential information**

### **Important pointers for good practice in recordings:**

1. Make records at the time or immediately afterwards
2. Make sure they are clear and legible



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3. Make them as full as possible
4. In relation to contact with child and his/her family background:
  - Date
  - Time (start/finish)
  - Location
  - Purpose
  - What was seen, heard including emotional state of the child
  - Persons present and reasons for any absences
  - Summary of the issue covered/ significant actions during the contact
  - Action to be taken by those present
5. In relation to contact with others involved with the family (including professionals and relatives, friends etc) record
  - Relevant details of person e.g. name, job, title, relationship to the child / family, contact details
  - Date
  - Time
  - Methods of communication-phone, face to face
  - Summary of the issue covered
  - Action to be taken and by whom
  - Any further arrangements
6. Sign and date your notes
7. Remembers records should be:



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- Relevant
- Factual
- Concise
- Complete
- Accurate
- Objective
- Dated and signed
- Stored securely

### **Section 7 – Monitoring and Policy Review**

This policy and procedure will be reviewed every two years from the date of implementation. Where changes in employment legislation occur that directly affect this policy and procedures, these will be reflected with immediate effect.

This SAFEGUARDING policy was approved and adopted by **UK BUTTEFLY – Child In Need LTD** Board of Trustees on:

Date..... Signed.....(Chair)

Review Date.....



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## Appendix 1

Definitions of Abuse as cited in: Working Together to Safeguard Children updated 2013, page 85 & 86.

**ABUSE:** 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.

**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/carer fabricates the symptoms of, or deliberately induces illness in a child.

**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 the 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



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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.

**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 caregivers); or



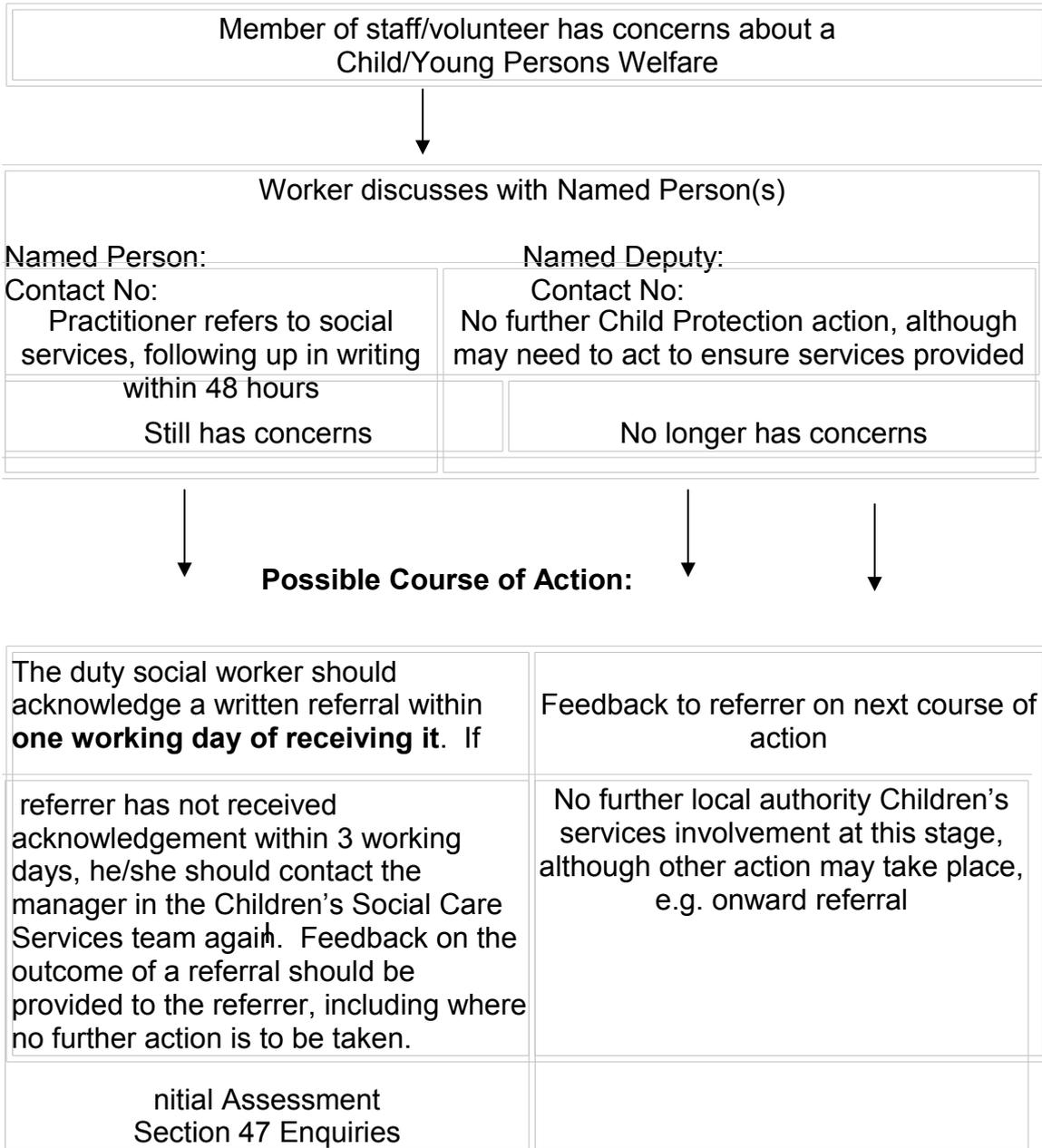
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- ⌚ Ensure access to appropriate medical care or treatment

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



**Appendix 2 – Flow Chart**



**Appendix 3**

**USEFUL CONTACTS/SUPPORT ORGANISATIONS**

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is



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everyone's responsibility.

You need to ensure that you speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action.

In Bradford, these are the numbers that you can ring for advice and to make a referral:

- ⌚ During office hours (8.30 - 5.00 Monday to Thursday, 4.30 on Friday) call **Children's Social Care Initial Contact Point - 01274 437500** to refer any child in need, including child protection concerns.
- ⌚ **Safeguarding and Reviewing Unit - for consultation about child protection concerns - 01274 434343**
- ⌚ At all other times, **Children's Social Care Emergency Duty Team - 01274 431010**
- ⌚ If you have reason to believe that a child is at immediate risk of harm, contact the **police on 999**

### **NSPCC Child Protection Helpline**

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 - Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)