

'Improving Abberd Brook with the community for the community'

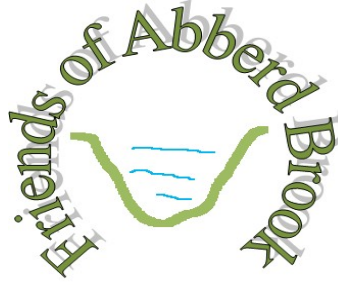
Child Protection Policy

We in Friends of Abberd Brook are committed to a practice, which protects children from harm. All volunteers in this organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.

We will endeavour to safeguard children and young people by –

- Adopting child protection guidelines through a code of behaviour for volunteer members.
- Sharing information about child protection and good practice with children, parents and volunteer members.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment of volunteers who will work with children.
- Providing effective supervision, support and training.

We are also committed to reviewing our policy and good practice at regular intervals.



Child Protection Policy

Statement of Intent

It is the policy of Friends of Abberd Brook to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of Friends of Abberd Brook programmes, training events or workshops.

Members should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Friends of Abberd Brook.

Guidelines for all volunteer members of Friends of Abberd Brook

ATTITUDES

Officers and members should be committed to.

Treating children and young people with respect and dignity.

Always listening to what a child or young person is saying.

Valuing each child and young person.

Recognising the unique contribution each individual can make.

Encouraging and praising each child or young person.

BY EXAMPLE

Staff and volunteers should endeavour to.

Provide an example, which we would wish others to follow.

Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.

Respect a young person's right to privacy.

ONE TO ONE CONTACT

Members and volunteers should In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible. If privacy is needed, ensure that other volunteers or members are informed of the meeting and its whereabouts.

PHYSICAL CONTACT

Staff and volunteers should never
Engage in sexually provocative or rough physical games, including horseplay.

Do things of a personal nature for a child or a young person that they can do for themselves.
If a need arises that assistance is required, for example, where a child or young person has limited mobility, volunteers should assist in the presence of others.

Allow, or engage in, inappropriate touching of any kind.

GENERAL

Parental Consent must be obtained before participation in any Friends of Abberd Brook activity.

All hand tools must be used as indicated by the BTCV guidelines and risk assessments be carried out before commencement of any tasks .

Members should be aware that someone might misinterpret our actions no matter how well intentioned.

Never draw any conclusions about others without checking the facts.

Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes.

Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun.

SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH, CHILDREN, MEMBERS AND VOLUNTEERS

Good communication is essential in any organisation. In Friends of Abberd Brook every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously. It is the responsibility of the officers to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them. Friends of Abberd Brook will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

Parents

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation. We achieve this by

Publishing the named Designated Child Protection Person

Publishing a full copy of the Child Protection Policy on the internet site www.fabrook.org.uk

A copy of our Child Protection Policy will be made available to any other appropriate body.

SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES WHO NEED TO KNOW AND INVOLVING PARENTS AND CHILDREN APPROPRIATELY

PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

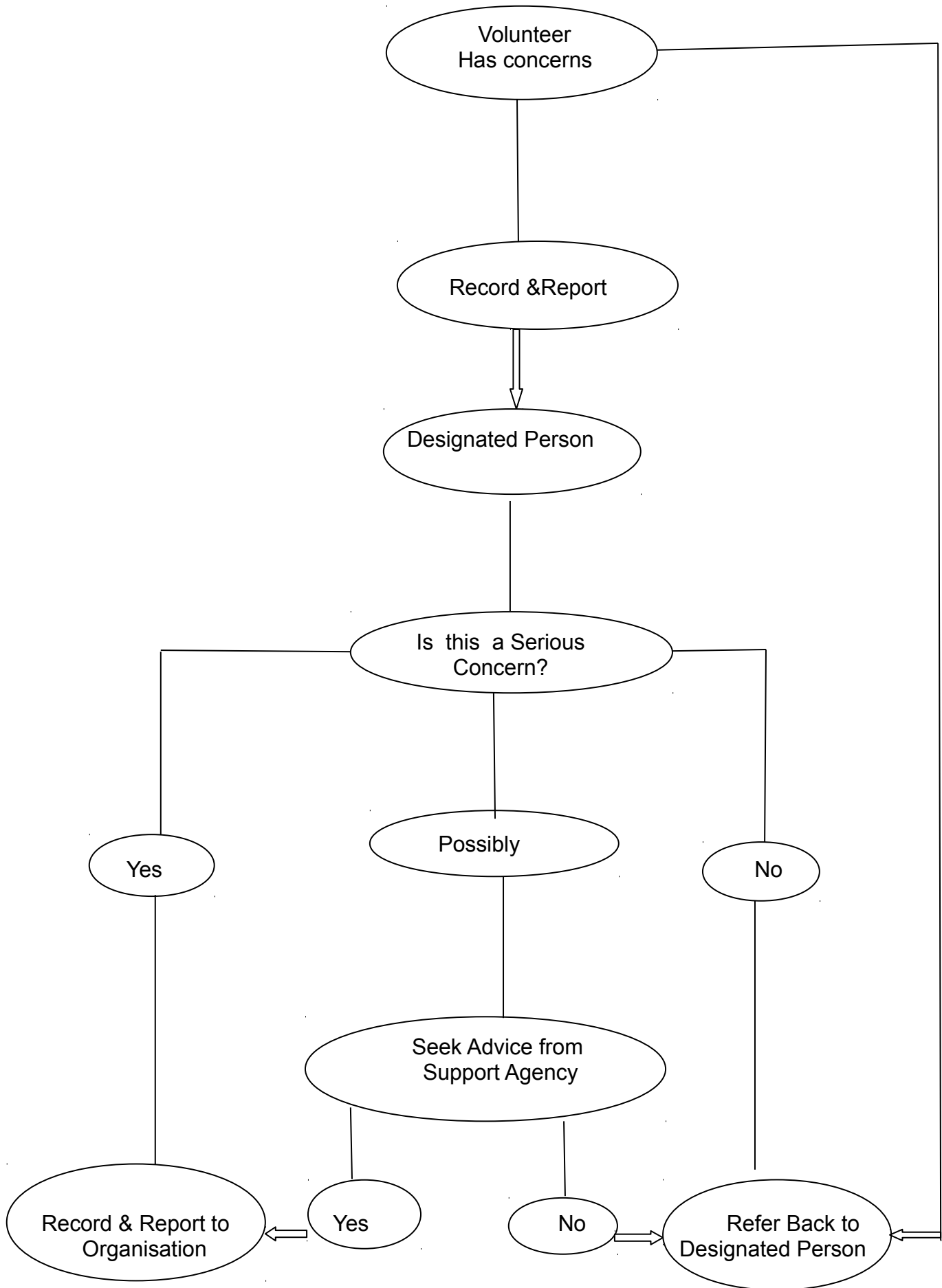
In any case where an allegation is made, or a member of Friends of Abberd Brook has concerns, a record should be made. Details must include, as far as practical:

- ☐ Name of child or young person
- ☐ Age
- ☐ Home Address (if known)
- ☐ Date of Birth (if known)
- ☐ Name/s and Address of parent/s or person/s with parental responsibility
- ☐ Telephone numbers if available
- ☐ Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- ☐ What has prompted the concerns?
- ☐ Include dates and times of any specific incidents
- ☐ Has the child or young person been spoken to? If so, what was said?
- ☐ Has anybody been alleged to be the abuser? If so, record details
- ☐ Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc.
- ☐ Has anyone else been consulted? If so, record details

ACTION TAKEN

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Reporting Procedures



DESIGNATED CHILD PROTECTION PERSONS

For reasons of confidentiality the only person who needs to know this information is the following Designated Child Protection Person

Mrs Myra Hand 8 Chaveywell Court Calne SN11 0DX

The Designated Person will inform one of the relevant outside organisations of the incident.

Social Services Duty Social Worker

Police C.A.R.E Units

Ask for Child Abuse and Rape Enquiry Unit – 24 hours

NSPCC Help line Tel: 0800 800 500 – 24 hours, Freephone

Child Line (NI) Tel: 0800 1111 - Freephone

RECORD-KEEPING

All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet. Only the designated person will have access to these files.

DISCLOSURE

- ☐ Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- ☐ Listen to the child, rather than question him or her directly. Offer him / her reassurance without making promises, and take what the child says seriously.
- ☐ Allow the child to speak without interruption, accept what is said – it is not your role to investigate or question. Do not overreact.
- ☐ Alleviate feelings of guilt and isolation, while passing no judgement. Advise that you will try to offer support, but that you must pass the information on. Explain what you have to do and whom you have to tell.
- ☐ Record the discussion accurately, as soon as possible after the event, Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- ☐ Contact one of the relevant organisations, for advice / guidance and, if appropriate, make a direct referral.
- ☐ Record any discussions or actions within 24 hours.

