

Child Protection Policy

GOOD PRACTICE FOR WORKING WITH CHILDREN

A. A safe working environment

All workers (paid or voluntary) will be DBS checked. A 'safer recruitment' process is used to appoint workers.

An annual safeguarding refreshed course will be attended by activity leaders. All workers will at least complete C0 basic safeguarding awareness on line.

We follow the recommended minimum staffing levels for children's groups:

2 years and under 2 adults to first 3 children + 1adult for every additional 3 children

3 years and under 2 adults to 4 children + 1adult for every additional 4 children

4 to 8 years 2 adults to 8 children + 1adult for every additional 8 children

Over 8 years 2 persons for the first 8 children then 1 extra person for every extra 12 children

Each group will have at least 2 workers (not partnered to each other). More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

Vulnerable adults who are being encouraged to develop their leadership skills through helping will always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.

Adults who assist occasionally must be responsible to and supervised by an appointed worker. Thereafter they should become part of the team and be properly appointed through the safer recruitment process, including a DBS check.

A registration form is completed for every child or young person who attends groups or activities, which includes the following information: name and address; date of birth; emergency contact details; medical information; any special needs including activities that the child is unable to take part in; consent for emergency treatment; consent for photographs and videos. These are stored securely. See Pro Forma in induction pack.

One of the leaders will have a **working mobile phone** on them.

A First Aid kit and Accident Book are available on the premises and all accidents should be recorded therein.

In case of fire adults should be aware of the fire procedures, where the fire exits are, and make sure that all assemble in the designated fire assembly point.

B. Code of Safer Working Practice

1. Treat all children and vulnerable adults with respect and dignity
2. Ensure that your own language, tone of voice and body language is respectful
3. Always aim to work within sight of another adult

4. Ensure another adult is informed if a child needs to be taken to the toilet
5. Toilet breaks should be organised for young children
6. Ensure that children and vulnerable adults know who they can talk to if they need to speak to someone about a personal concern
7. Respond warmly to a child who needs comforting, but make sure there are other adults around
8. If any activity requires physical contact, support children as appropriate (e.g. adjusting fingers on scissors.)
9. Administer any necessary First Aid with others around
10. Obtain consent for any photographs/videos to be taken, shown or displayed
11. Record any concerning incidents and give the information to the Rector. Sign and date the record.
12. If concerned about the behaviour of a child or fellow worker, you may consult with an experienced child protection co-ordinator.

You should not:

1. Initiate physical contact. Any necessary contact should be initiated by the child
2. Invade a child's privacy while washing or toileting
3. Play rough physical or sexually provocative games
4. Use any form of physical punishment
5. Be sexually suggestive about or to a child even in fun
6. Touch a child or young person inappropriately or obtrusively
7. Allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature
8. Give lifts to children or vulnerable adults on their own or on your own
9. Smoke tobacco in the presence of children
10. Drink alcohol when responsible for vulnerable adults
11. Share sleeping accommodation with children
12. Invite a child to your home alone
13. Arrange social occasions with children (other than family members) outside organised group occasions
14. Allow unknown adults access to children unless accompanied by a known person covered by DBS disclosure.
15. Allow strangers to give children lifts.

Additional guidelines for group leaders:

1. Ensure any health and safety requirements are adhered to
2. Undertake risk assessments with appropriate action taken
3. Keep register and consent forms up to date
4. Have an awareness, at all times, of what is taking place and who is present
5. Create space for children to talk – either formally or informally

All Adults have responsibility to help prevent abuse, therefore it is helpful to be aware of the following:

CHILD ABUSE

A. Signs and Symptoms of Abuse

The following behavioural signs may or may not be indications that abuse has taken place, but the

possibility should be considered:

Physical signs of abuse

1. Any injuries not consistent with the explanation given for them.
2. Injuries which occur to the body in places which are not normally exposed to falls, rough games etc.
3. Injuries which have not received medical attention.
4. Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc.
5. Bruises, burns, bites, fractures etc. which do not have an accidental explanation.
6. Genital mutilation (which is illegal in the United Kingdom)

Emotional signs of abuse

1. Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy. Also depression/extreme anxiety.
2. Nervousness, "frozen watchfulness".
3. Obsessions or phobias.
4. Sudden under achievement or extreme lack of concentration.
5. Over-readiness to relate to strangers.
6. Excessive attention seeking behaviour.
7. Persistent tiredness.
8. Low self-esteem.
9. Unduly aggressive behaviour.

Signs of possible sexual abuse

- 1 Any allegations made by a child concerning sexual abuse.
- 2 Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.
- 3 Sexual activity through words, play or drawing.
- 4 Child who is sexually provocative or seductive with adults.
- 6
- 5 Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- 6 Sexualised play with other children.
- 7 Recurrent urinary tract infections.
- 8 Self-harm or mutilation.

B. Dos and Don'ts in responding to disclosures

Just occasionally a child might disclose abuse to a person they trust. It is important not to discourage the child from doing this. Active and empathic listening is required rather than investigating yourself.

Dos

1. Actively listen
2. Clarify if necessary - e.g. "can you say a bit more about that?" or "what happened next?"
3. Stay calm and reassure
4. Make notes as soon afterwards as possible - within an hour. Record child's own words where possible; emotional presentation e.g. if crying, date, time, length of discussion, sign notes
5. If there is a disclosure from a child, do contact the police if there is immediate danger to the child (999), or for advice contact childline 0800 1111 or NSPCC on 0808 800 5000 or email help@nspcc.org.uk
6. Consider immediate safety of child
7. Get support for yourself

Don'ts

1. Ask leading questions - e.g. "was it Granddad who bruised you?"
2. Investigate yourself
3. Speak to the person against whom the allegations made
4. Draw your own conclusions
5. Promise confidentiality

Vulnerable Adult Abuse

All vulnerable adults should be treated with respect and dignity. Their privacy should be respected. They should be allowed to lead as independent a life as possible. They are entitled to the full protection of the law as much as anyone else.

1. All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if to outsiders this appears to involve a degree of risk. The only occasion when that right should be superseded is in situations where other people are put at risk or where the adult is mentally incapacitated and decisions need to be taken on the basis of their best interests.

Definitions of Adult Abuse

Six categories of adult abuse are identified in the government publication "No Secrets" which provides guidelines on protecting vulnerable adults (Dept. of Health 2000). They are:

- Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions
- Sexual abuse including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressurised into consenting
- Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks

- Financial or material abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- Neglect or acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- Discriminatory abuse including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

To these should be added:

- Survivors of abuse perpetrated in childhood or adulthood who may need specific pastoral care
- Domestic abuse that is usually a systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors. Research evidence and practice experience is increasingly highlighting the profound emotional harm and sometimes physical harm caused to children witnessing domestic abuse

Action on Elder Abuse may be a good place to get advice

<https://www.elderabuse.org.uk/helpline> 0808 8088141