

Child Protection Policy 2023

1. Purpose of the Policy

This policy applies to managers, staff, volunteers or anyone working on behalf of the Bank Youth Project (BYP).

Its purpose is to:

- **Protect and Safeguard children and young people who receive BYP's services.**
- **Provide staff and volunteers with the appropriate training and overarching principles that guide our approach to child protection.**

BYP believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

2. Aims of the Policy

The aim of BYP's Child Protection Policy is to promote good practice by:

- **Ensuring that the welfare of children and young people is paramount**
- **Providing children and young people and young adults at risk with appropriate safety and protection whilst in the care of *BYP***
- **Enabling all children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity to have the right to protection from all types of harm or abuse**
- **Working in partnership with children, young people, their parents, carers in promoting the welfare of the children and young people.**
- **To Provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.**

We will seek to safeguard children and young people by:

- **Valuing them, listening to and respecting them, by creating an environment and providing an opportunity for them to be listened to and given a voice**
- **Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.**
- **Recruiting staff and volunteers safely, ensuring all necessary checks are made**
- **Sharing information about child protection and good practice with children, parents, staff and volunteers.**
- **Sharing information about concerns with all agencies who need to know, and involving parents and children appropriately.**
- **Providing effective management for staff and volunteers through supervision, support and training.**
- **Reviewing our policy and practice annually.**

3. Promoting Good Practice

Good Practice Guidelines are listed in Appendix One. These will be made available for staff and volunteers as part of their induction pack and then are available to them as required.

4. Safe Recruitment of Staff and Volunteers

All paid staff and volunteers who are entrusted with the care of children and young people must be subject to the full range of pre-employment checks.

Safe recruitment procedures must apply to staff and volunteers who have regular contact with children in the course of his/her duties. A written application form should be completed for all posts, including those of volunteers. Ask on the form for any past convictions, cautions, reprimands and final warnings as well as any pending cases. Ask them if they have ever had any complaints of abuse against them.

Safe recruitment applies to both staff and volunteers and this should include:

- Interviewing applicants
- A full investigation of applicants' employment history
- Taking up two references
- Proof of identification

Those staff and volunteers working in the group who have been identified as having regular access to children & young people will be subject to criminal record checks through the DBS system.

5. Induction and Training for Staff and Volunteers

All staff and volunteers will be given details of this policy as part of their induction as well as the health and safety procedures. All new staff and volunteers should be adequately supervised and their progress reviewed on a regular basis. BYP will identify which staff and volunteers are required to participate in the relevant Child Protection / Safeguarding training courses and be responsible for arranging this training and ensuring relevant updating takes place. From this training those staff and volunteers should be able to recognise signs of abuse and know the appropriate reporting systems for this.

Information regarding the policy should be disseminated to all involved in the group – young people, parents and carers knowing there is a policy in place and how to utilise this. It should be the role of staff and volunteers to ensure this happens.

6. Photography & Filming

We will not permit photographs, video or other images of children or young people to be taken without the consent of the parents/carers and children.

Should BYP require photographs, video or other images of children or young people for our own promotional purposes BYP will take all steps to ensure these images are used solely for the purposes they are intended. These films or images can only be taken on a designated BYP locked on-site camera, and not by the use of personal devices including phones. If you become aware that these images are being used inappropriately you should inform BYP staff immediately.

7. Definitions and Signs of Abuse

There are several recognised types of abuse and it is important that all staff and volunteers know what they are and how to recognise them.

“Child abuse consists of anything which individuals, institutions or processes do, or fail to do, which directly or indirectly harms children or damages their prospects of safe and healthy development into adulthood.”

Source: *National commission of enquiry into the prevention of child abuse*

A child is anyone between the ages of 0 and 18 years

- Physical, Psychological Abuse or Harm
- Emotional Abuse
- Sexual Abuse
- Neglect or Negligent treatment
- Radicalisation
- Exploitation and trafficking
- Bullying and cyberbullying
- Female genital mutilation (FGM)

For further detail and definitions see:

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

8. Guidance on how to respond to a person disclosing abuse

DO's:

- Do adhere to BYP's strict confidentiality and act responsibly. If you need to breach confidentiality to disclose information to another agency, be sure to explain this clearly.
- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.
- Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child what you are doing and when, and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.
- Do write down everything said and what was done.

DON'T's:

- Don't make promises you can't keep.
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, which have experience in this.
- Don't cast doubt on what the child has told you, don't interrupt or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.
- Don't do nothing – make sure you tell your nominated Safeguarding Children person immediately – they will know how to follow this up and where to go for further advice.
- Don't breach confidentiality.

9. Reporting Procedures – DO NOT DELAY

It is vitally important that any disclosure made in confidence is recorded factually as soon as possible; this is whether or not the matter is taken to another authority.

An accurate account should be made of:

- Date and time of what has occurred and the time the disclosure was made
- Names of people who were involved
- What was said or done by whom
- Any action taken by the group to gather information and refer on
- Any further action, e.g. suspension of a worker or volunteer
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

BYP's designated person for Safeguarding Children should then use the appropriate reporting systems for the situation. This may be reporting the matter to Local Authorities Children's Social Care (previously known as social services) or the police. This is why recording all information impartially and accurately is vital as this could be used as evidence later. An example report form can be found at Appendix Two. These forms should be accessible for all staff. Completed forms and any written information regarding Safeguarding Children issues concerning individuals, needs to be kept in a safe locked place to ensure confidentiality.

If staff or volunteers encounter abuse or suspicious situations of concern (for example, a child might tell, a friend may say something, or a volunteer might notice something) then there needs to be a confidential system to report this. The first step would be to discuss the concerns with the designated person and the designated person to take the appropriate action. If the designated person and deputy are not available then contact the NSPCC Child Protection Helpline to seek advice.

For consultation and all enquiries please contact:

MASH Telephone: 0345 155 1071

Email: mashsecure@devon.gov.uk

Enquiry form available at: www.devon.gov.uk/mash-enquiryform.doc

Post: Multi-agency Safeguarding Hub, PO Box 723, Exeter EX1 9QS

Emergency Duty Team - out of hours 0845 6000 388

Police - non-emergency: 101

LADO Telephone: 01392 384964

Email: childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk

Early Help Customer Service Centre: 0345 1551071

10. INTERNET ACCESS POLICY FOR YOUNG PEOPLE AND STAFF MEMBERS

- Section added 2016

INTERNET ACCESS AND USE

A. All staff and volunteers should be familiar with and implement the BYP Internet Policy. All Youth Workers need to ensure that the following roles and responsibilities are implemented and upheld.

Young People must be familiar with and conform to these guidelines.

Youth workers must be familiar with these guidelines and actively monitor young people's Internet use to ensure that these guidelines are not breached.

Youth workers must ensure young people are supervised but able to work freely and uninterrupted when complying with the rules of use.

Youth workers should ensure that each young person understands the "Rules for Responsible Internet use" agreement prior to accessing the Internet.

Senior Youth Worker/Co-ordinator – should ensure that all staff are familiar with the BYP and Internet Policy, the Staff Guidelines for Internet Access and Use, and the Guidelines on Young People's Internet Access and Use. Youth Club management committee – should ensure that the senior worker / co-ordinator has implemented this policy and guidelines and review regularly with the senior Youth Worker.

B. Control and Monitoring

Computers used for Internet access should be fitted with:

- 1 Up to date Software to block unsuitable sites
- 2 Software virus protection to block virus's

Young people's activities will be monitored.

Monitoring Process

1. Young people should only be allowed to access the Internet if they have understood the "Rules for Responsible Internet Use" agreement.
2. Young people should only be allowed access to the Internet within a supervised and observed environment.
3. Youth workers should ensure they discuss personal safety issues with young

people on a regular basis

4. During each access session a named Youth Worker should be responsible or supervising access at any given time during that session.

5. Access to open Chat rooms / Social media chat / forums etc. Is NOT allowed by law to any young person under the age of 13. And should be made unavailable.

C. Acceptable Use and Legal Issues

Internet facilities enable young people to handle a very wide range of information, including personal data, linking to large numbers of computers and other individuals across the world.

In this relatively uncontrolled environment, it is particularly important that young people are aware of and conform to legal requirements.

Laws applying to Internet use include

1 The Computer Misuse Act

2 The Copyright Act

3 Health and Safety at Work Act

4 Data Protection

Details of these Acts can be found in the Staff guidelines for ICT and Internet use.

11. Whistle Blowing Procedure

(Procedures to deal with in house allegations against other workers/volunteers)

It can be very difficult to report concerns about a member of staff or volunteer but all staff and volunteers have a duty to do this. It is important that any concerns for the welfare of the child arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately.

As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach a more senior level of management. Further independent guidance can be obtained by contacting LADO

Devon Local Authority Designated Officer (LADO) on 0345 155 1071

More information available via these links:

<https://www.devonchildrenandfamiliespartnership.org.uk/workers-volunteers/managing-allegations/>

<https://devon.safeguarding.network/elearning/>

<https://services.devon.gov.uk/web/lado/form>

Should any uncertainty about how to proceed if there was a whistle blowing situation and you need immediate advice contact the Devon **Multi-Agency Safeguarding Hub (MASH)** on **0345 155 1071** or email mashsecure@devon.gcsx.gov.uk

If you would like to know more about safeguarding procedures and the Devon Safeguarding Children Board visit www.dscb.info

11. Contact Details

There is a nominated person within (name of organisation / group) responsible for overseeing Safeguarding Children issues. This person will have undertaken training and kept updated on Safeguarding Children issues and be the first point of contact for advice and support if a Safeguarding Children issue is to arise. This person will have knowledge of reporting procedures for incidents should they occur. This person is called the **Designated Person**. There is also a deputy to ensure cover if this person is not available.

The contact details of the Designated Officer and the Deputy will be made known to all involved with BYP.

Contacts:

Designated Person Michael Park 07944 798622

Designated Deputy tbd

Safeguarding Trustee Elaine Baker 07814 365531

If you are concerned about a child or young person in Devon and want to speak to someone contact the Devon **Multi-Agency Safeguarding Hub (MASH)** on **0345 155 1071** or email mashsecure@devon.gcsx.gov.uk **Out of hours: 0845 6000388** (emergency) and give as much information as you can.

Child Protection in Devon visit www.devonsafeguarding.org

If you would like to know more about safeguarding procedures and the Devon Safeguarding Children Board visit www.dscb.info

12. Health and Safety Policy, Complaints Procedures and Staff Handbook

This Child Protection Policy is one of several policies and procedures designed to protect the young people, staff and everyone who uses BYP's services and facilities.

All staff and members of the Management Group should read and agree to the policies in the Staff Handbook, which includes BYP's Health and Safety policy. A copy of this, with signatures of staff and members of the Management Group is kept in the BYP Office.

A separate Complaints Procedure (to be reviewed annually along with the review of this Child Protection Policy) will be easily available to anyone using BYP in hard copy and on the BYP website.

13. Policy review and signatures

Date this policy was last reviewed: 30 March 2023.....

Date of next review: March 2024

Signed by the Chair of your organisation:

.....

Signed by the Designated Person

.....

Appendix One

Good Practice Guidelines

These are examples please delete as appropriate to your group / organisation:

- Always working in an open environment when ever possible.
- Treating all children and young people equally, and with respect and dignity.
- Always putting the welfare of each child and young person first.
- Maintaining a safe and appropriate distance with children and young people (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust, which empowers children to share in the decision-making process.
- Making activities and other off site activities fun, enjoyable and safe.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible. For example if sports are a part of the programme, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed groups are taken away, a male and female member of staff should always accompany them. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children and young people and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis* if the need arises to administer emergency first aid and/or other medical treatment.

- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if staff have to transport children and young people in their cars.

Practices to be avoided:

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the organisation or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking or dropping off a child to an event.

Practices never to be sanctioned:

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the child/young person involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Appendix Two

Sample Incident Record Form

(Club or Organisation)

SAFEGUARDING CHILDREN - INCIDENT RECORD FORM

Remember to maintain confidentially on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

NB. A copy of this form should be sent to social services after the telephone report.

| | | | | |
|---------|-----------|---------------|-------|---------|
| Venue: | YP ID No: | Youth Worker: | | |
| D.O.B.: | Age: | Sex: M / F | Date: | c-Card: |

| | |
|------------------------------------|-----------------------|
| Free school meals; YES / NO | In Care: YES / NO |
| In main stream education; YES / NO | Young Carer; YES / NO |

| |
|---|
| ETHNICITY; Asian / Black / Chinese / Dual Heritage / Other / White |
|---|

| |
|--------------------|
| Disability: |
|--------------------|

| |
|--|
| Are or have other agencies been involved: |
|--|

| |
|---|
| Referred by (e.g. self; friend; Connexions; school; Social Services, etc): |
|---|

| |
|--|
| Main reason for contacting service: |
|--|

Summary of work done with young person.

| |
|---------------|
| Input: |
|---------------|

| |
|---|
| Progress made with young person: |
|---|

| |
|----------------------------------|
| |
| Outcome for young person: |

WHICH OF THE FIVE OUTCOMES WERE COVERED?

Please tick

| | |
|--------------------------------|--|
| Being Healthy | |
| Economic well being | |
| Staying safe | |
| Enjoying and achieving | |
| Making a positive contribution | |

WHERE CAN THIS BE FOUND?

Please tick

| | |
|---------------------------|--|
| Sessional recording form | |
| Recorded Outcomes file | |
| Senior Helper Pack | |
| Chances Leavers Pack | |
| Sexual Health Record Card | |
| Accredited Outcomes | |
| Evaluation Form. | |

| |
|--|
| Total time spent with young person: |
|--|

| |
|-------------------------------------|
| Referred to (if applicable): |
|-------------------------------------|

| |
|------------------------|
| Misc. comments: |
|------------------------|

Management Group Authorisation.....