

# **FARRINGDON DETACHED**

**YOUTH & COMMUNITY FOOTBALL CLUB**



## **CHILD PROTECTION POLICY & PROCEDURES**

The policy recognises the responsibilities of organisations working with children and young people as covered in The Children Act (1989) which defines children and young people as anyone up to the age of 18. The policy is applicable to all workers, staff, volunteers and Committee members.

#### DETAILS OF ORGANISATION

##### **Farringdon Detached Youth and Community Club**

Running various age groups boys and girls.

##### **TELEPHONE NUMBER**

07877690411 (Ian Stewart - Club Chairman)

##### **ADDRESS**

36, West Street, Silksworth, Sunderland. SR3 1EU.

##### **NAME OF LEADER AND STAFF VOLUNTEERS**

Ian Stewart  
George Hair  
Stu Hickey  
Lisa Stewart  
Nicola Harrop  
Allison Pye

#### STATEMENT

The organisation seeks to ensure the positive involvement of children, in a safe environment. We acknowledge that it is the responsibility of everyone involved in the organisation to prevent any abuse of young people and children and to report any abuse discovered or suspected. To this end, we accept our responsibility to implement, maintain and regularly review procedures which are designed to prevent and recognise abuse. We are committed to maintaining positive working relationships with the statutory childcare authorities as necessary.

#### **WE ARE COMMITTED TO:**

- Ensuring that activities involving children are appropriately supervised at all time.
- Carrying out a full recruitment procedure for workers, volunteers and trainees.
- Ensuring that risk assessments are carried out for each activity which involves children in our care.
- Ensuring that working links are maintained with local Social Services where necessary and that workers are aware of the contact person for Child Protection issues.

The following people are appointed as coordinators for Child Protection:

1. IAN STEWART (around pitches when training and any other time).
2. LISA STEWART (As Above).

## CHILD PROTECTION: PROCEDURE

Farringdon Detached Youth and Community Club members believe that young people\* have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the young people in our care from harm.

Farringdon Detached Youth and Community Club members fully recognise their responsibilities for child protection.

Our policy applies to all staff, committee members, volunteers, trainees and students. There are five main elements to our policy.

- Ensuring we practice safe recruitment in checking the suitability of staff\*\* to work with young people.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting those young people who have been abused in accordance with his/her child protection plan.
- Establishing a safe environment in which young people can learn and develop.

We recognise that because of the day to day contact with young people, staff members are well placed to observe the outward signs of abuse. Farringdon Detached Youth and Community Club members will therefore:

- Establish and maintain an environment where young people feel secure, are encouraged to talk, and are listened to.
- Ensure young people know that there are adults within the project whom they can approach if they are worried.
- Include opportunities within the youth and play work programmes for young people to develop the skills they need to recognize and stay safe from abuse.

All staff members will follow the procedures set out by the Area Child Protection Committee (ACPC) and take account of guidance issued by the Department of Education and Skills to:

- Ensure we have a designated person for child protection who has received appropriate training and support for this role. [In our organizations this falls to the Welfare Officer/ Chairman. In his absence when consultation cannot take place contact should be made directly with **Children's Safeguarding on (0191) 561 7007**
- Ensure that every member of staff and management member knows the name of the designated person responsible for child protection and their role.
- Ensure that all staff and management members understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person responsible for child protection.
- Ensure that parents understand the responsibility placed on the Project and staff for child protection by setting out its obligations in the parent's guide.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.

- Keep written records of concerns about young people, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main files and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or management member.
- Ensure safe recruitment practices are always followed.

We recognize that young people who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The Project may be the only stable, secure and predictable element of the lives of young people at risk. When they are at the Project their behavior may be challenging and defiant or they may be withdrawn. The Project will endeavor to support the young person through:

- The content of the programme.
- The ethos of the Project which promotes a positive, supportive and secure environment and gives young people a sense of being valued.
- Farringdon Detached Youth and Community Club behaviour management policy which is aimed at supporting vulnerable young people within the projects. The projects will ensure that the young person knows that some behavior is unacceptable, but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the young person such as Social Services, Child and Adult Mental Health Services, Education Welfare Service and Educational Psychology Service.

Farringdon Detached Youth and Community Club members are committed to reviewing their Child Protection policy and procedures at regular intervals. The policy and procedures will be shared with parents/carers through the parent/carer's handbook.

### **Recognising Child Abuse**

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

### **Physical Abuse**

This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a young person's ill health also constitutes physical abuse.

### **Sexual Abuse**

This involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children or young people pornographic materials, sexual activities or encouraging children or young people to behave in sexually inappropriate ways also constitutes sexual abuse.

### **Emotional Abuse**

Varying degrees of emotional abuse is present in virtually all child protection incidents but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing or likely to cause, severe adverse effects on the emotional stability of a young person. Such behavior may involve conveying to a young person that they are worthless, unloved or inadequate, or making them feel unnecessarily frightened or vulnerable.

## **Neglect**

Neglect is the persistent failure to meet a young person's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a young person, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of a young person.

## **Staff Support and Training**

Farringdon Detached Youth and Community Club members are committed to ensuring that they meet their responsibilities in respect of child protection through the provision of support and training to staff. The Projects will ensure that:

- All staff and management members are carefully recruited, have verified references and have full and up to date Criminal Record Bureau checks.
- All staff are given a copy of the Child Protection policy during their induction, and have its implications explained to them.
- All staff receive regular training and supervision in child protection issues and are provided with any relevant information and guidance.
- All staff are provided with supervision and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children.
- All staff are aware of the main indicators of child abuse.
- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Club Welfare Officer/Chairman.
- The Projects will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of young people and uphold fair processes for staff, management members, trainees, students and volunteers.
- Any member of staff, a student, trainee or volunteer under investigation for the alleged abuse of a young person, will be subject to the provisions of the Staff Disciplinary Policy.

## **Staff Caring**

All staff understand Farringdon Detached Youth and Community Club Child Protection procedures and have had appropriate training and guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid or minimise time when members of staff are left alone with a young person. If staff are alone with a young person, the door of the room should be kept open and another member of staff should be informed.
- If a young person makes inappropriate contact with a member of staff, this will be recorded fully in the Incident Record Book.
- Staff will never carry out a personal task for young people that they can do for themselves. Where this is essential, staff will help a young person whilst being accompanied by a colleague. Unless a young person has a particular need, staff should not accompany young people into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch young people, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.

- All allegations made by a young person against a member of staff or management member will be fully recorded, including any actions taken, in the Incident Record Book. In the event of there being a witness to an incident, they should sign the records to confirm this.

### **Dealing with Allegations**

Farringdon Detached Youth and Community Club members are committed to ensuring that they meet their responsibilities in respect of child protection by treating any allegation seriously and sensitively. The projects will not carry out any investigation themselves into a suspected child abuse incident. On discovering an allegation of abuse, the designated person will immediately refer the case to the local statutory child protection agencies. Further to this, the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the Cub Welfare Officer/Club Chairman at the earliest possible opportunity.
- Staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
- Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident; details of all parties involved; any evidence of explanations offered by interested parties, relevant dates, times and locations and any supporting information or evidence from members of staff. The Project will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
- Club Welfare Officer and the Lead Worker will be responsible for ensuring that written records are dated, signed and kept confidentially.
- If an allegation is made against the Club Chairman or the Child Welfare Officer, the Registered Person will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.
- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
- Any young people involved in alleged incidents will be comforted and reassured.

In circumstances where a young person makes an allegation or a disclosure, the member of staff concerned will:

1. Listen full to all the young person has to say.
2. Make no observable judgment.
3. Ask open questions that encourage the young person to speak in their own words.
4. Ensure the young person is safe, comfortable and not left alone.
5. Make no promises that cannot be kept; such as promising not to tell anybody what they are being told.

Staff will be made aware of the Department of Health's booklet 'What to do if you're worried a child is being abused' (2003), and it's recent guidance on 'Protecting Children from Harm.

## **Referring Allegations to Child Protection Agencies**

If the Club Chairman or the Child Welfare Officer has reasonable grounds for believing that a child or young person (aged under 18) has been, or is in grave danger of being, subject to abuse, the following procedure will be activated:

- Contact will be made, at the earliest possible opportunity, with the local Social Services Department.
- The Club Chairman or Child Welfare Officer will communicate as much information about the allegation and related incidents as is consistent with advice given by Social Services and the Police.
- At all times, the safety, protection and interests of the young person concerned will take precedence. The Club Chairman and staff will work with and support parents/carers as far as they are legally able.
- The Project will assist the Social Services and the Police, as far as it is able during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
- Social services, police will be informed of any allegations of abuse against a member of staff, management member, student, trainee or volunteer or any abuse that is alleged to have taken place on the premises or during a visit or outing.

**Mr. Ian Stewart**

**Club Welfare Officer**

Next Review Date: **June 2021**

If you have a concern about the safety of a CHILD or YOUNG PERSON (aged under 18) then you should talk to someone immediately, you can contact Together for Children - Sunderland on **(0191) 5205560** (available 8.30am to 5.00pm Monday - Thursday, 8.30am to 4.30pm Friday); or the Out of Hours Team on **(0191) 520 5552** (also available 24 hours Saturday and Sunday)

### **IN AN EMERGENCY ALWAYS CALL 999**

If you need to make a safeguarding referral about a child or young person who has been or may be hurt or neglected or who has significant vulnerabilities please use the Together for Children - Sunderland Referral Form

When making a referral practitioners can identify a child's / young person's level of need and indicate what the most appropriate referral pathway is to access and meet those need by referencing the SSCP Multi Agency Guide to Our Thresholds of Need

### **PROCESS FOR MAKING CHILD PROTECTION REFERRALS TO THE CHILDREN & FAMILIES FIELDWORK & ASSESSMENT TEAMS**

The following process has been specifically designed to offer guidance to providers of group day care in Sunderland. It has been written in accordance with the City of Sunderland's Child Protection Procedure.

As part of your admissions procedure you must explain to parents/carers that you have a process for making a child protection referral that you will follow if you have a concern about a child's safety or well-being. Parent/carers should be made aware that they are welcome to see a copy of this process and that further details of Sunderland's Child Protection Procedure can be obtained from the department of Social Services if they wish.

There should also be a reference to the Child Protection Procedure in the information booklet given out to parents.

### CHILD PROTECTION: DISCLOSURE

Every group must have a person who is responsible for dealing with child protection issues. The name of the designated person(s) are given in this policy. It is important that this named person and his/her deputy is accessible when activities involving children are taking place.

### RESPONDING TO A CHILD WHO ALLEGES OR DISCLOSES ABUSE

It is important to listen to the child who alleges or discloses abuse without questioning their accounts. Listen closely to what they have to say and explain that you are not able to keep secrets. As soon as is possible, write down exactly what the child has said, taking care to record details accurately. You must then report this as soon as possible to the person who has responsibility in your group.

Any reporting should be made before the end of the session or before the end of the working day (whichever is the soonest).

### ALLEGATIONS MADE AGAINST A PERSON NOT WORKING WITHIN THE CENTRE

The allegation must be immediately discussed with the person who holds responsibility for child protection who should then contact Social Services with a referral. The decision as to whether to inform the child's parents or carers will be made by the designated officer in consultation with the area protection team.

### ALLEGATIONS MADE BY A CHILD AGAINST ANOTHER CHILD IN THE CENTRE

The priority in this situation is to ensure the safety of both or all children involved. It is the responsibility of the designated worker to ascertain whether the abuse was abusive or inappropriate. They must use their knowledge of child development and their understanding of the children in order to make this decision.

The allegation, if appropriate, will be reported to the Area Child Protection Team. Both sets of parents or carers will be informed within the boundaries of confidentiality. Where possible, both or all children involved will be accommodated within the service, however, if this is not possible, the child alleged to have behaved abusively will not be able to attend for the period of the investigation.

### ALLEGATIONS MADE BY A CHILD OR PARENT AGAINST A WORKER

The designated worker must be informed immediately of any allegations made against a staff member or volunteer. They will contact the Area Child Protection Team for advice and instruction. The person concerned may be suspended from duty, pending investigation, which will be coordinated by the Area Child Protection Team. Staff and volunteers are advised that they are not to discuss the incident or investigation with the staff member concerned as this could seriously affect the outcome of enquiries. The child will be cared for in the usual way.

### ALLEGATIONS MADE BY A CHILD AGAINST A MANAGER

The staff member receiving the allegation must immediately inform a member of the group's management team. This must be reported to the Area Child Protection Team for advice and instruction. The process will then be followed in the same way it is followed for other staff members.



### CAUSE FOR CONCERN

You are concerned about a child and believe Social Services should be contacted, what is the cause for your concern? - Is it an injury, the child's behaviour, their presentation or something the child has said, which is worrying? **OR**

You have concerns about another member of staff's behaviour towards the children at your facility.

Who should make a Referral? **Ian Stewart (Welfare Officer)**

The designated person should normally make the referral. However, if your concerns are about this person and there is no one else senior to whom you can report your concerns you should contact the Duty Manager/Duty Social Worker. **ALSO**

If there is conflict over whether to refer and your concerns remain, you should contact the Duty Manager/Duty Social Worker.

### POINTS TO CONSIDER WHEN MAKING A REFERRAL

- You are welcome to talk about anything with the Duty Manager/Duty Social Worker without identifying a particular child. she/he can then advise you whether your concern should be formally referred as a Child protection matter or otherwise.
- Do not attempt to question the child closely or speculate on what has happened.
- If possible, you should consult with parents and the child (if old enough) making them aware of your intentions before you contact Social Services. However, your responsibility to the child is paramount and their well-being will always be your first concern.
- Social Services cannot guarantee anonymity in respect of the child protection referrals, as it is important that they try to work together with parents in an open and honest way.
- Duty manager/Duty Social Worker will always contact you later to advise you as far as they can of the outcomes of the referral.
- As soon as possible after making a referral, you should inform the Registration & Inspection Unit.

### HOW TO MAKE A REFERRAL

Telephone the appropriate Assessment Team (i.e. the team which serves the area in which your facility is situated and ask to speak to the Duty Manager/Duty Social Worker. The teams are:

#### **Main Sunderland Facilities**

Hylton Lane, Sunderland  
Telephone: (0191) 553 6960

#### **Other Sunderland Facilities**

Lambton Office, Shiney Row  
Telephone: (0191) 382 3105

#### **Facilities in Town End Farm, Castletown, St Peters, Southwick, Fulwell & Hendon**

Havelock, Sunderland  
Telephone: (0191) 553 2040

**For outside of office hours the Emergency Duty Team can be contacted on (0191) 553 1991**

### WHAT INFORMATION SHOULD YOU PROVIDE?

The Duty Manager/Duty Social Worker will need to know the child's name, address, date of birth and the nature of the concerns. S/he will also ask you some questions to help them consider what the best action for a particular child is.

If you are unhappy with the response you receive you can always ask to speak to someone more senior.

### CHILDREN'S INFORMATION

This will be shared with line managers in the first instance and where appropriate, shared with the child's parents.

### PARENT'S INFORMATION

The circumstances of individual users must not be discussed with others unless it is judged that withholding the information would be detrimental to the service user, staff or the organisation. No member of staff may give a promise of total confidentiality to a user. When discussing sensitive matters with users, staff are required to make clear their duty to pass on information received.

### STAFF RECORDS

No personal information relating to staff should be passed on to anyone without the consent of the staff member concerned. This includes private address, home and mobile telephone numbers. Personal reference's relating to staff must be approved by the senior manager. Only written references will be given in relation to staff.

### THIRD PARTY INFORMATION

Information that is received via a third party will only be passed on if it relates specifically to child protection issues or to assist with criminal investigations or the permission if the author is obtained in relation to a request for access to records.

### DATA PROTECTION

Refer to "Data Protection Statement" for further information.

See Ratio Guidance notes for information. At no time should a member of staff be left alone with a group of children.

When working with users on an individual basis staff must ensure that appropriate arrangements have been made to ensure the safety of both parties. This includes informing colleagues of their whereabouts and likely length of the session. Staff should use a room from which they can be seen by colleagues, or from which they can call for assistance, should this be necessary.

All staff has the right and responsibility to challenge or question unknown persons on the premises.

Assistance from senior staff should be sought where there are concerns regarding the reasons given for an unplanned visit.

It is essential that all staff report immediately any threat or incidence of physical or verbal abuse by service users and visitors.

## STAFF-USER RELATIONSHIPS

Our organisation strives to maintain a welcoming, friendly environment and one which promotes positive relationships between staff and users. We encourage the participation of users in all aspects of our work and are keen to ensure that services are accessible as possible.

All users have equal right to benefit from the services we offer. In accordance with our Equal Opportunities policy, no one will be prevented from accessing services because of their race, gender, religion, sexual orientation or any other social or personal circumstances.

The staff are required to maintain positive working relationships with users which remain within the boundaries of professional working practices. Staff and users who experience difficulties in this area will be encouraged to address problems or concerns with a senior member of staff.

## CONFIDENTIALITY

Most staff are likely to handle confidential information in the course of their work either in the form of written notes and reports, or information communicated directly by children, parents or colleagues. It is extremely important that this is kept confidential, only being divulged to other parties at the discretion of senior staff members. All staff will be briefed about the recording and safe keeping of information. Any breach of confidentiality by a member of staff will result in disciplinary action.

## CODE OF CONDUCT FOR STAFF

Expressly prohibited contact includes:

- Any form of sexual contact
- Lending or borrowing money
- Any relationship which excludes other people
- Giving or receiving gifts
- Taking people to your home
- Making unauthorised visits to the homes of users
- Making arrangements to meet users (adults or children) without the prior authorisation of management
- Discussing the personal circumstances of one user with another
- Smacking or otherwise physically punishing children
- Using humiliation or bullying as a means of control

## PHYSICAL CONTACT WITH CHILDREN

All staff needs to be aware of the risks involved in engaging in physical contact with children. The induction process will address the agency's guidelines on physical contact. This will be visited periodically through supervision and appraisal with reference to specific children.

All forms of contact must be comfortable and acceptable with the child. Where possible, there will always be another member of staff present. We endeavour to make the child aware of their right to say no to physical contact and to develop their understanding of what is appropriate. This will be achieved through discussions about personal safety and will involve children in participating in policy development. Children will be encouraged to express their feelings about the care they receive. Staff will be expected to use their knowledge and understanding of particular children to judge what level of contact can be tolerated and accepted.

From time to time children will seek physical closeness with adults, which suggests over-dependence or can be construed as sexualised behaviour. Staff members are expected to discuss this with their line manager and agree a behaviour management plan.

## SAFETY

When working with groups of children, staff must maintain staff: child ratios as directed by the National Standards for Child Care.

### Minimum Staff: Child Ratios

The minimum ratios for full day and sessional childcare are:

- Under 2 years old - **1:3**
- Age 2-3 years - **1:4**
- Age 3-14 years - **1:8**

During outings, the ratio levels are increased to:

- Under 4 years old - **1:3**
- Over 4 years old - **1:6**

These levels are not a statutory requirement for informal groups but are considered to offer safe levels of supervision for children. All groups should consider setting acceptable child: adult ratios, including those where parents are present and are responsible for their own and other people's children.

**PLEASE NOTE:** Although the ratios state 1:3, 1:4, etc. This means that one member of staff should be available per 3 or 4 children. Even if there is only one child in your group, there should be two members of staff always present.

### PROCEDURES FOR DELIVERY & COLLECTION OF CHILDREN

Every child must be delivered and collected by a parent or a responsible adult. If there will be a different person collecting as from who delivered the child, then please let the coach know.

### RESIDENTIAL OUTINGS

The aim of the group is to provide opportunities for the children who live within the local community. This will include inviting children to take part in residential activities, under the supervision of volunteers.

A designated adult will carry out a Risk Assessment prior to outings taking place.

Considerations will include:

- Transport to and from the venue.
- Availability of transport to be used during the outing, in the case of emergencies.
- Volunteer number required for safe supervision of children.
- Suitability of accommodation for children to be taken on the trip.
- Use of venue by other groups/parties, and risks associated with access to premises by "outsiders".
- Potential problem posed by mixed ages/abilities of children to be taken on the trip.

Other considerations in relation to specific venues and activities.

All volunteers who have responsibility for supervising children other than own are checked and cleared through the Criminal Records Bureau, in accordance with our Recruitment Policy and Procedures. Any parents who attend with their children, who have not undergone vetting, will not take responsibility for children other than their own. Groups will at all times be supervised according to ratios recommended in national standards for the day care; no adult will be left alone with an individual child, or group of children in the course of the outgoing.

Children will be supervised by the named volunteers at all times. Groups will be identified by the name/ colour badges. Volunteers will be responsible for ensuring that their children are supervised appropriately by another volunteer, should they be temporarily unavailable (e.g. during rest breaks).

Registration forms must be completed in relation to all children attending outing. Details of venue, timetable of activities, departure and arrival times, list of suitable clothing and arrangements for volunteers and any qualified instructors who are accompany children will be given to parents prior to registration. This must also include specific details of sleeping arrangements for overnight stays, and precautions taken to ensure that children are protected from intrusion whilst in group accommodation.

It is important that a member of the volunteer group carried a mobile telephone, or a number is available at the venue for parents who are not accompanying their children, so that contact can be made. This number should be given to parents prior to the trip.

ui emergency contact numbers will be kept by a designated person. Accidents and incidents will be recorded by volunteers and a copy of the record will be given to the parents when the child is returned. The parents will be expected to sign a copy of the record to signify that they have been informed of the accident, incident.

It is the responsibility of the committee to ensure that all Child Protection concerns are dealt with appropriately. A copy of the child Protection Policies and procedures will be -available for parents to read and sign at the time of registration.

#### AREA CHILD PROTECTION COMMITTEE

The Area Child Protection Committee (A.C. P.C.) has overall responsibility for ensuring that there is an effective child protection service within its Authority. It ensures that all agencies involved in the detection, prevention and treatment of child abuse are properly coordinated.

Each Committee includes representatives from Social Services (or Social Care and Health) Departments, the Police, Health workers (doctors, nurses, health visitors), the Education Department, the Probation Service, and voluntary bodies.

The primary responsibility for the care and protection of abused children and children at risk lies with the Local Authority. However, other agencies assist and advise the Local Authority in carrying out its duties.

Child Protection Procedures enable any agency, which is concerned that a child may be at risk to share information with other agencies.

#### AN OUTLINE OF RESPONSIBILITIES IN RELATION TO THE CHILD PROTECTION POLICY

Every child is our responsibility when within our club and we do our utmost to ensure they are safe and well. And if any child has any sort of problem, we have specially trained coaches in child protection who can help.

We record details of people authorised to collect every child after our session. If a parent authorises another person to collect their child at short notice they should supply the name and description of that person.

## RESPONDING TO ABUSE

In the event of a child disclosing abuse: In an emergency act at once. If a child is physically injured, seek medical attention immediately. Take the child to A & E or phone for an ambulance. Take the child's registration details with you. Tell the medical services what the child has told you. Report any suspicions you may have. Remember anything the child says and record this as soon as possible. If you suspect abuse, witness abuse or have abuse reported to you, follow this guidance:

- Act immediately.
- Do not confront the alleged abuser.
- Record any observations and keep a written account of what you have been told; the notes should be accurate and factual. Record dates and times and keep a copy of your notes.
- Remember it is not your role to investigate.
- Pass on your information to the appropriate person.
- Do not discuss the matter with anyone else.
- Accept what the child or young person says. Try to be patient and keep calm.
- Never promise to keep secrets.
- Reassure the child that they were right to tell you.
- If it is considered that the person making the disclosure is likely to be at risk by returning home, contact the Social Services or the Police.

## POLICY INDUCTION, SUPERVISION AND TRAINING OF STAFF AND VOLUNTEERS

All the new workers and volunteers will undergo an induction period at the centre. The aim of the induction period is to:

- Familiarise workers with the physical environment.
- Ensure that the worker has read, understood and is able to comply with policies and procedures.
- Familiarise workers, with the roles and responsibilities of the key personnel and management groups.
- Facilitate an understanding of how the centre works with other local groups
- Introduce the worker to operational systems including reporting and recording, administration and financial responsibilities, staff and user meeting.

## TRAINING

It is the aim of the centre to ensure that workers have access to training opportunities which will assist them in carrying out their duties effectively. All staff are expected to take an active role in developing their professional and practical competence and achieve qualification commensurate with their ability and level of responsibility.

The training needs of workers will be identified during induction and through supervision. A training plan will be devised in respect of each worker. All the workers will be required to undertake training in the areas of health and safety, first Aid, Child Protection and food Handling during their first year of involvement with the centre. Training costs will be met by the centre.

## SUPERVISION

The centre operates within a model of good practice which incorporates regular supervision of staff, volunteers and students. The aim of supervision is to:

- Enhance the professional development of workers.
- Review the day to day involvement of workers with user of the centre.

- Consider the training needs of workers.
- Encourage discussion about career development.
- Identify strengths and limitation of workers and seek to build upon good Practice.
- Provide support to enable workers to carry out tasks effectively.
- Clarify roles and responsibilities within the worker's remit.
- Inform workers about policies and procedures and ensure that they are adhered to.

All workers engage in regular supervision with their line manager. Formal sessions will take place monthly with opportunities for ad hoc supervision as required.

#### GUIDELINES FOR OUTSIDE PLAY ACTIVITIES

- Before children are taken outside for play, ensure that the play area has been risk assessed.
- Remove any hazardous materials such as dog feces, broken glass etc.
- Check boundaries and ensure that all entrances/gates are secured.
- Ensure that a register is always carried.
- There should always be a minimum of two adults in the outside area.
- Head counts should be carried out before, during and after the play session.
- It is important that children using any large or mobile equipment are always supervised. Large play equipment should not be assembled or dismantled when children are present.
- Children must not enter the building unsupervised.

#### DATA PROTECTION STATEMENT

The 1998 Data Protection Act covers all personal data about identifiable, living persons, which is held on computer or in a manual filing system. The Act is based on legally enforceable principles that organisations and individuals must apply when they process personal data. The act states that all personal data must be kept secure

FARRINGDON DETACHED YOUTH AND COMMUNITY CLUB holds data primarily for the purpose of providing a service and in normal circumstances information will not be disclosed to third parties. This data may include details of family circumstances, reports and information provided by a child's guardian or a referral agent.

The Data Protection Act recognises that some personal data is more sensitive than others. The Manager is responsible for handling this data and must receive the subject's explicit consent before collecting' using or holding data referring to a person's ethnic origin, religious beliefs, trade union membership, political opinions, sexuality, health, involvement in Court proceedings, etc.

All records will be kept securely and safely within our club.