

CHILD PROTECTION POLICY AND PROCEDURE (Revised 2019)

ST PAULS (SPENNYMOOR) CENTRE

This policy identifies procedures, roles and responsibilities for ensuring that leaders and volunteers deal with child protection issues appropriately and promptly.

Introduction

ST PAULS (SPENNYMOOR) CENTRE is committed to ensuring that all those associated with it have positive and enjoyable experiences. Consequently we are committed to ensuring that all children and young people who take part in our activities are kept free from harm. We will ensure that:

- everyone is treated with respect
- activities take place in a safe and secure environment
- adults who work regularly and unsupervised with children and young people will be checked with the Disclosure And Barring system
- opportunities exist for young people and parents / primary carers to talk to us about any concerns they may have
- children, young people and parents / primary carers feel comfortable and confident enough to discuss attitudes and behaviours they do not like
- adults associated with St Pauls (Spennymoor) Centre will take appropriate action when children, young people or parents / primary carers express concern about abuse
- no adult is left alone with individual children / young people

About

St Pauls (Spennymoor) Centre provides facilities for other users. We are here for the community and we see our role as providing facilities for children, groups, education classes, social cohesion through café and other events. We provide a facility for social enterprises.

Rights

- Children and young people have a right to proper care and protection from all forms of abuse
- Workers and volunteers have the right to proper support in carrying out their work and providing children and young people with due rights and respect. The management committee are responsible for ensuring adequate induction, supervision and training of all staff and volunteers

What is child abuse?

- **Physical Injury** – The intentional, non accidental use of physical force that aims to hurt, injure or destroy that child.
- **Sexual Abuse** – The involvement of dependent, developmentally immature children or adolescents in sexual activities they do not fully comprehend, or to which they are unable to give informed consent, or that violate the social taboos of family rolls.
- **Emotional Abuse** – The persistent emotional ill treatment of a child such as to

cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children.

- **Neglect** – When chronic inattention is given to the child by their parents / primary carers or care givers in the areas of medical, educational, stimulative, environmental, nutritional, physical or emotional needs.

Possible signs of Child abuse

Adults associated with St Pauls (Spennymoor) Centre will look out for the following possible signs of child abuse. However, it is understood that not all young people manifesting these symptoms will necessarily be suffering abuse.

Caution, sensitivity and common sense will shape precisely how adults respond to these symptoms.

If a child or young person:

- Becomes withdrawn or isolated
- Becomes aggressive or starts seeking attention
- Becomes afraid of certain people
- Develops chronic medical problems such as stomach pains or headaches
- Acts in sexually inappropriate ways toward adults or peers
- Becomes anorexic or bulimic
- Fails to thrive
- Is often hungry
- Has regular accidents
- Has poor personal hygiene
- Is regularly tired
- Is reluctant to go home
- Wears inappropriate clothing
- Develops poor social relationships
- Exhibits inappropriate emotional responses
- Exhibits dramatic changes in mood or behaviour
- Engages in drug or alcohol abuse
- Runs away
- Feels depressed
- Has bumps, bruises or wounds and unconvincing explanations for them
- Tells of a friend with a problem of abuse

we will take steps to establish whether the child or young person is suffering abuse

Roles and responsibilities

The named child protection officer is Maureen Aspey (Chair of St Pauls (Spennymoor) Centre)...and Margaret Stephenson (Mrs Stephenson being independent from the group but is a frequent visitor and user of the Centre)

They will ensure the implementation and updating of this policy and should be consulted when any child protection issues arise. If an issue arises that involves the named representative then the secretary of the group should be notified to deal with the situation.

The aim of safeguarding within the St Pauls Centre is to create safe, caring communities which provide a loving environment where there is a culture of informed vigilance as to the dangers of abuse.

Critical to good safeguarding is safer recruitment and safer working practices. As such, we aim to:

- carefully select and train all those with responsibility within the St Pauls Centre in line with safer recruitment principles
- ensure that any activities within The St Pauls Centre are organised in such a way to avoid the risk of harm to everyone participating
- promote safe spaces that are inclusive and welcoming.

All volunteers who have regular and unsupervised contact with children and young people **must** have a check of their records through the Disclosure and Barring system. Any visiting adult or staff member awaiting D & B clearance must **never** be left alone with any child.

It is the responsibility of all staff and volunteers to

- Treat each child/young person with respect
- Provide a safe and secure environment for all children/young people using the premises
- Be vigilant to possible signs and symptoms of child abuse
- Follow the agreed procedure, as described in this policy, for reporting and recording concerns that may arise
- Ensure that young children only leave the premises with appropriate person/s named by that child's parent/carer on the child details form
- Ensure that all unfamiliar individuals entering the clubs/groups premises are appropriately challenged
- Ensure that where comments, actions and behaviour of children or young people arising during premises time gives cause for concern the incidents are dealt with promptly and recorded appropriately.

Safe use of premises

It is the responsibility of all staff and volunteers to

- Ensure that only staff and volunteers who are authorised to work with the children/young people have access to the premises during premises time.
- All staff and volunteers must carry out a basic risk assessment of the space to highlight vulnerable areas of the room/centre, such as concealed entrances or unsupervised areas.
- Where parents are present throughout the activity they should be made aware that they are responsible for the supervision of their own children and that they should not leave the premises.

Use of the Internet

We do not provide access to the internet

Minimum Staff : Child Ratios

Minimum ratios for weekly/full day sessions are: -

The following are the adult to child ratios recommended by the NSPCC

0 – 2 years 1 adult to 3 1:3
 children

2 – 3 years 1 adult to 4 1:4
 children

4 – 8 years 1 adult to 6 1:6
 children

9 – 12 1 adult to 8 1:8
years children

13 – 18 1 adult to 1:10
years 10 children

Procedure for reporting a case of suspected child abuse

If child abuse is suspected, adults associated with St Pauls (Spennymoor) Centre will:

- Ensure that the appropriate officers within St Pauls (Spennymoor) Centre are made aware of the issue/situation.
- Complete a child protection report form (attached to this policy)
- Ensure that the allegation/suspicion is taken seriously and that it is reported and recorded.
- Ensure that the appropriate authorities are advised about the allegation/suspicion (e.g. **Durham County Council Children's Services 03000267979**)
- **Record-keeping**
- As a guide, records should be kept of the following:
 - safeguarding incidents
 - workers employed or working as volunteers with vulnerable groups (this should include start and finish dates, DBS checks, references, application forms, all posts held, training completed)
 - activity risk assessments of events
 - hiring arrangements

Procedure for dealing with disclosures of abuse from young people.

Adults will:

- Reassure the young person that they are doing the correct thing by telling an adult
- Reassure the young person that it is right to talk
- Not blame the young person for the abuse suffered
- Listen to the young person carefully
- Take the young person's word because young people rarely lie about child abuse
- Promise to support the young person
- Inform the young person about what you will do
- Contact Children's Services or the Police if it is felt that the young person is likely to be at risk if they return home
- Thank the young person for confiding
- Report and record the allegation.

Complete a child protection report form (attached to this policy)

Adults will not:

- Promise confidentiality to the young person, otherwise nothing can be done about the allegation and the problem of abuse will persist
- Be judgemental or show anger, disgust or disbelief
- Ask direct questions of the young person
- Minimise the effects of the alleged abuse
- Become unnecessarily involved
- Over dramatise or criticise
- Confront the young person with the abuser or abusers
- Tell off the young person for not confiding earlier
- Try to force the young person to forget

If allegations are made by a young person against a person not associated with St Pauls (Spennymoor) Centre Children's Services will be immediately notified and action taken on their advice. The decision as to whether to notify the young person's parents/primary carers will be made in consultation with Children's Services.

If allegations are made by a young person or parent/primary carer against another young person in St Pauls (Spennymoor) Centre, Children's Services will be immediately notified and action taken on their advice. If there are genuine grounds for concern, the parents/primary carers of both children will be notified.

If it proves impossible for both young people to remain within St Pauls (Spennymoor) Centre as an enquiry into the allegations is undertaken, the young person accused of the abuse will not be allowed to attend. The outcome of the enquiry will determine whether the young person accused of the abuse is allowed to return to St Pauls (Spennymoor) Centre

If allegations are made by a young person or parent/primary carer against an adult/leader associated with St Pauls (Spennymoor) Centre, Children's Services will be immediately notified and action taken on their advice. If there are genuine grounds for concern, the adult/leader associated with St Pauls (Spennymoor) Centre will be immediately notified of the allegation made against them and they will not be allowed to

work in any shape or form with the young people in St Pauls (Spennymoor) Centre.

Other adults/officers associated with St Pauls (Spennymoor) Centre are advised that they should not discuss with the accused any aspect of the alleged incident/s or the enquiry that follows disclosure, as this may seriously affect the outcome of the enquiry.

The outcome of the enquiry will determine whether the adult/officer accused of abuse is allowed to continue work with St Pauls (Spennymoor) Centre

Early Police intervention may be required in cases of extreme abuse.

Advice about police intervention will be taken from Children's Services.

Monitoring and Evaluation:

Once a year adults/officers associated with St Pauls (Spennymoor) Centre will meet to discuss the extent to which practice conforms with the content of the policy. Three years following adoption of the policy, adults/officers associated with St Pauls (Spennymoor) Centre will meet to discuss whether the policy needs revising in the light of new child protection legislation and best practice advice.

This Revised Policy was adopted on:.... September 2019

Signed: Maureen Aspey. Chair of Directors.....(Position in group)

Signed:.....Gloria May Secretary.....(Position in group)

Signed:....Rev Matt Tarling Director.....(Position in group)

This Policy will be reviewed by directorsSeptember 2020

Helpful contacts:	Durham County Council Children's Services	03000 267 979
	Durham Constabulary	101
	NSPCC	0808 8005000

PRIVATE AND CONFIDENTIAL

CHILD PROTECTION REPORT

Staff and volunteers should use this form to record

- **Any allegations that a child has suffered or may be at risk of suffering significant harm**
- **Any concerns or disclosures which lead them to suspect that a child has suffered or is suffering significant harm, or may be at risk of such harm**

Name of organisation _____

Staff / volunteers name _____

Job title _____

Date and time this report was written Date _____ Time _____

Child / young person's name _____

Age _____ Date of birth _____

Home address _____

Parent/guardian's contact telephone number _____

NATURE OF ALLEGATION / CONCERN / DISCLOSURE

Date _____ Time _____

Place _____

What happened

Who was present

PREVIOUS CONCERNS

Have there been any previous concerns about this child / young person / family?
If so what where they? When did they happen? What action if any, was taken?

ACTION TAKEN BY YOU NOW

**CONSULTATION WITH NAMED CHILD PROTECTION OFFICER /
MANAGEMENT COMMITTEE**

Date _____ Time _____

Name _____ Position _____

Decision made

ANY FOLLOW UP ACTION

Date _____ Time _____

Details

Signature of staff / volunteer who has completed this report
