

Policy Statement

St Paul's Child Contact Centre, Bracknell believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises it has a responsibility in safeguarding the welfare of all children and young people by being committed to promoting a practice that protects them.

We recognise that:

- The welfare of the child is paramount
- All children regardless of age, gender, disability, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm and abuse, and
- Working in partnership with children, parents, carers, and other agencies is essential in promoting children's welfare.

The purpose of the policy is to provide protection for all the children who receive the services of St Paul's Child Contact Centre, Bracknell, and to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child may be experiencing or be at risk of, harm.

St Paul's Child Contact Centre, Bracknell will endeavour to safeguard children by ensuring that all its staff, volunteers, and Management Committee members:

- Value, listen to and respect them
- Adopt child protection and safeguarding guidelines through procedures and a code of conduct for all staff and volunteers
- Recruit staff safely ensuring that all necessary checks are made
- Share information about concerns with agencies who need to know
- Share information relating to good practice with staff, volunteers, carers and children appropriately, and
- Provide effective management, supervision, support and training for their staff and volunteers.

Process

Accountability

This policy and two copies of its accompanying Statement of Commitment will be given to all of St Paul's Child Contact Centre's existing and new employees, Management Committee members and volunteers.

They will be required to sign and return one copy of the Statement of Commitment.

Basic Principles

St Paul's Child Contact Centre, Bracknell:

- believes that children and young people need safe environments in which they can grow and develop in confidence
- recognizes that organizations working with and supporting children and young people have a duty to keep them safe
- places Safeguarding children and young people and Child Protection at the center of its activities

- is committed to and working towards the objectives as defined in the *Working Together to Safeguard Children March 2018* and expects its member centers to do the same.
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- believes that children and young people should not be exposed to negligence or avoidable risks
- recognizes that Safeguarding and Child Protection are emotive issues that need to be handled both sensitively and carefully
- is committed to creating and implementing policies and procedures that will ensure where risks need to be taken regarding children and young people, they are both calculated and carefully managed.
- recognizes the difference between Child Protection and Safeguarding namely:
 1. Child Protection is the process of protecting individual children identified as either suffering or likely to suffer significant harm as a result of abuse or neglect ("Working Together... 2010"). It involves recognising signs and symptoms of physical, sexual or emotional abuse or neglect and acting upon them.
 2. Safeguarding involves keeping children and young people safe from a much wider range of potential dangers and/or harm. It looks at preventative action rather than just reactive action, and
- is committed to ensuring that all its staff, trustees and volunteers are aware of, kept up to date with and operate in accordance with good practice in relation with Safeguarding and Child Protection. This will mean that they will have the ability to recognise, respond to, report, record and refer issues of Safeguarding and Child Protection.

Intentions

Managing safeguarding and promoting the welfare of children within St Paul's Child Contact Centre, Bracknell.

St Paul's Child Contact Centre, Bracknell will have one named member of staff who will be responsible for ensuring that the Policy and its processes are implemented and adhered to. **This person is: Ann Baker. Centre Coordinator.**

Recruitment

When recruiting employees, management Committee members and volunteers who have unsupervised access to children, St Paul's Child Contact Centre, Bracknell will adhere to a thorough and standardised procedure that will include:

- a) The completion of an application form
- b) An interview
- c) Obtaining references from two people who have first-hand knowledge of them
- d) Carrying out an appropriate check with the Disclosure and Barring Service (DBS)
- e) E Reading, understanding, accepting, and complying with St Paul's Child Contact Centre Policy for Safeguarding and Child Protection as part of the terms and conditions of their appointment as an employee, Management Committee member or volunteer, and
- f) Making any appointment conditional on the successful completion of a probationary period.

Disclosure & Barring Service

St Paul's Child Contact Centre will make appropriate checks with the Disclosure and Barring Service (DBS) when first joining the organisation and every three years thereafter – as stated above, this applies to staff, Management Committee members and volunteers.

This procedure must be followed before any appointments are confirmed.

Education and Training

St Paul's Child Contact Centre, Bracknell's recruitment process will ensure Safeguarding training is offered annually for all Staff, Management Committee members and volunteers. This is mandatory. Records of all training will be kept by the Volunteer Coordinator.

Support and Supervision

All Staff, Management Committee members and volunteers with direct access to information about or relating to children will be given on-going support and supervision.

All employees and volunteers will have regular evaluations with their line manager – this will include one annual appraisal.

Sharing Information

All staff, trustees and volunteers will follow a procedure that ensures that every safeguarding issue brought to the attention of St Paul's Child Contact Centre, Bracknell's staff and volunteers is logged correctly and followed up to ensure that information is shared correctly with the relevant agencies.

Providing Advice and Support

St Paul's Child Contact Centre, Bracknell will ensure that Safeguarding is a rolling agenda item in all staff and volunteer supervision.

Failing to follow or non-compliance with recognised procedures and good practice in relation to Safeguarding and promoting the welfare of children by St Paul's Child Contact Centre, Bracknell's staff, Management Committee members and volunteers will generate support, information and training.

In more serious cases involving Paul's Child Contact Centre, Bracknell's staff, Management Committee members and volunteers, the organisations disciplinary proceedings will be activated by the Chair of the Management Committee or their delegated/nominated appointee and could involve removal from their role.

Distribution of St Paul's Child Contact Centre, Bracknell's Policy for Safeguarding and Child Protection

A copy of this policy will be:

- Included in the Volunteer Information & Induction pack
- Sent to all staff, Management Committee members and volunteers upon review and amendment, and
- Made available to all St Paul's Child Contact Centre, Bracknell's service users and partner organisations.

Review of St Paul's Child Contact Centre, Bracknell's Policy for Safeguarding and Child Protection

This will take place annually at the first Management Committee meeting following the Annual General Meeting.

Additional changes to take account of new legislation and practice directions will also be made as and when required.

Safeguarding & Child Protection Statement of Commitment

St Paul's Child Contact Centre, Bracknell

This form must be completed by all of St Paul's Child Contact Centre, Bracknell's Staff, Management Committee members and volunteers.

Name	
Signature	
Date	

I have read and understood the standards and guidelines outlined in St Paul's Child Contact Centre's Safeguarding and Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing them in my capacity as an employee, Management Committee member or volunteer.

Please sign both copies of this Statement of Commitment. Retain one with your policy and return the other to your Volunteer Coordinator or Coordinator.

Child abuse: signs and symptoms

To help readers, each category incorporates physical and behavioural signs:

Physical Abuse

Physical indicators

Unexplained bruises, welts, lacerations, abrasions, cuts

- on face, lips, mouth, ears
- on torso, back, buttocks, thighs
- in various stages of healing
- clustering forming regular patterns
- reflecting shape of article used e.g. belt, buckle, electrical flex
- on several different surface areas
- regularly appear after absence, weekend, or holiday
- bite marks or fingernail marks

Unexplained burns

- cigar, cigarettes, especially on soles, buttocks, palms, back
- immersion burns, forcibly immersed in hot water
- patterned such as an iron
- rope burns on arms, legs, neck, torso

Unexplained fractures

This list is by no means exhaustive. Unexplained injuries also mean injuries which are denied, poorly explained or where the explanation is not consistent with the injury.

The behavioural signs for physical abuse include:

- Flinching when approached or touched
- Afraid to go home
- Wary of adult contacts, frightened of parents / carers
- Difficult to comfort
- Becomes apprehensive when other children cry
- Extremes of behaviour: aggressive, compliant, impulsive, withdrawn
- Poor peer relationships
- Panics as a response to pain
- Inappropriate clothing (long sleeves in hot weather) covering injury

Again, this list is by no means exhaustive. If you are worried SHARE your concerns with your coordinator or helpline.

Neglect

Please note that neglect is not easy to recognise.

Physical indicators

The following may give cause for concern

- Consistent hunger

- Poor hygiene
- Inappropriate dress
- Unattended physical problems and/or medical needs
- Always tired

Behavioural indicators

- Begging
- Stealing food
- Care givers always late to bring or collect child
- Constant fatigue or listlessness
- Attention seeking
- Not achieving milestones
- Isolates themselves

Please remember that there are many more signs and that sometimes a child will have a combination of signs or no signs at all.

Sexual Abuse

Please note that the signs are very varied and can often be linked to other forms of abuse. The following is a guide to the most common physical and behavioural signs only.

Physical indicators:

- Difficulty in walking, sitting down
- Stained or bloody underclothing
- Pain/itching in genital area
- Bruising, bleeding, injuries to external genitalia/vaginal areas
- STD
- Excessive crying
- Sickness
- Wetting / soiling

Behavioural indicators:

- Bizarre, sophisticated or age inappropriate sexual behaviour / knowledge
- Promiscuity
- Sudden changes in behaviour
- Wary of adults
- Feeling different from other children
- Over compliance
- Eating / sleep disorders
- Overtly seductive
- Excessive masturbation
- Inability to focus/concentrate
- Regressive behaviour

There are many more signs of sexual abuse and some signs could be misleading. Always share your concerns with colleagues or your Coordinator.

Remember that a sexually abused child is emotionally abused too and probably has been physically abused in the process.

Emotional Abuse

These are probably the most difficult signs to link to actual abuse as there may be other factors affecting the child's development or behaviour. The following is a list of what are commonly regarded as the main indicators:

Physical indicators:

- Failure to thrive
- Delays in physical, mental or emotional development or progress

Behavioural Indicators:

Behaviour disturbances such as:

- Sucking, rocking, biting
- Anti-social / destructive
- Sleep disorders, inhibition of play
- Either compliant and/or passive and/or aggressive and/or demanding
- Inappropriately adult or infant
- Rapid swings of behaviour.

These lists are not exhaustive.

The above lists were sourced from R.G. Training and Consultancy Services

More information can be found at the NSPCC Learning website - <https://learning.nspcc.org.uk/child-abuse-and-neglect>

Responding and reacting to a child making an allegation of abuse

Children may ask for advice, talk to you personally or express themselves spontaneously in a group when you are present; the following points are there to help you in such cases:

- Stay calm
- Remain neutral and non-judgemental
- Listen carefully to what is being said
- Do not promise to keep secrets
- Let the child talk at their own pace
- Do not ask direct questions that may suggest an answer
- Reassure the child that they have done the right thing in sharing this information with you
- Tell them what you will do and explain that you have to share this information to make them safe
- Use the child's own words and language they can understand
- Do not ask them to repeat what they have said to anyone
- Record in writing what the child has said, who you have talked to, names that were mentioned and ensure your records are dated, timed and signed.
- Talk to your designated person and / or seek professional advice/help.

This is fairly standard advice which in one form or another can be found in most LSCB Guidelines, Specialised training manuals and Statutory Agencies' advice.

Legislation in the UK regarding child protection

The information below can be found in more detail on the government website: *Working Together to Safeguard Children March 2018* (<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>)

All the relevant acts are listed in chronological order, together with the relevant website for easy access.

There is also a very comprehensive reading/reference list.

The main body of this fact sheet will provide everyone with a clear understanding of the different legislation as well as a very easy to understand explanation concerning

- Statutory Law
- Case Law
- Civil Law
- Public Law
- Private Law

It accessible through the NSPCC Inform website www.nspcc.org.uk/inform (search 'legislation')

Other useful organisations/publications

Safenetwork: www.safenetwork.org.uk

Children England: www.childrenengland.org.uk

Working Together Online: <https://www.workingtogetheronline.co.uk/>

Safeguarding Recording/Reporting Form

(Updated 2015)



This form must be used to record information about a safeguarding concern. It can also be used to send information about the concern to Children's Services or your local Safeguarding Board within 24 hours of the concern arising.

When completing the form **please use facts wherever possible** and distinguish between fact, observation, opinion and information from others.

Name of Person completing the form:			
Position:			
Name of centre/service:			
Address:			
Telephone Number:			
Email:			
Name of family causing concern:			
Address:			
Telephone number:			
Referral status (please indicate)	Mediation Y/N	Private Law referral Y/N	
Statutory Court Order Y/N	Self-referral Y/N	SRS (Safe Referral System) Y/N	
Names, date of birth and gender of child/ren causing concern and any siblings:			
Name	Date of birth	Gender M/F	
What is the child/ren's first language?			
Do any of the children have special needs? (please indicate)		Yes	No
If 'Yes' please give details			
Names of any other household members or significant others involved with the children.			
Name	Relationship to child		
Names of other agencies and workers involved with the family/children			
Contact name of worker	Agency of worker		

Nature/reason for your concern						
Please give an opinion as to whether the children may need urgent action to make them safe						
Has a parent with parental responsibility given consent for a referral to Children's Services or a Safeguarding Board to be made? (please indicate)					Yes	No
Please record the action agreed or that no further action is to be taken and the reasons for this decision.						
Name:		Date:		Time		

People contacted:					
Name	Organisation	Telephone number	Date	Time	
Copy of this form has been sent within 24 hours to: (please complete and indicate method of sending form) In any event the form must be sent to the NACCC office.					
Organisation	Email	Post	Fax	Time	Date
Police					
Out of hours Services					
Cafcass					
NACCC head office					
Other (please specify)					

This policy is reviewed and, if necessary, updated annually.

Approval Requirements

This policy should be approved by St Paul's Child Contact Centre, Bracknell's Management committee.

Revision Control

Version	Issue Date	Change History
19	6 Oct 2020	Update to new legislation Addition of new URLs Removal of URLs that no longer work Formatting and minor typographical and grammatical updates