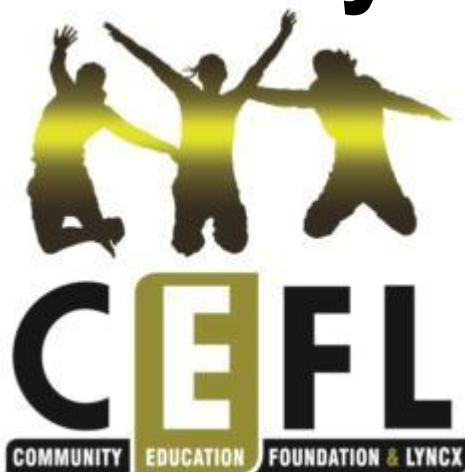


YNCX REACH OUT, DISCOVER YOUR POTENTIAL AND CELEBRATE YOUR ACHIEVEMENTS!

Child Protection & Safeguarding Policy



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1 Policy Statement

CEF & LYNCX (CEFI) is a not-for-profit grass root community-led organisation formed in 2011 and company registered in 2012. It emerged from a small group of parents living in Lambeth wanting to improve the education and welfare of their children.

CEFI's activities are governed by an elected and committed Board of Directors who are accountable to our stakeholders. Our work focuses on developing and delivering community-led projects that help support the social, emotional, educational and economic needs of children, young people and their families with an extended aim to reach to the whole of their community.

We identify and support the developmental, educational, employment, training, health and social needs of the community.

Our client profile covers all groups. However, priority is given to children, young people and families who are residents of Lambeth and who are identified to be, emotionally, socially, educationally and economically disadvantaged by social deprivation index definition. Majority of whom come from low income households, diverse ethnic background, those whose parents speak little or no English and are unable to support their children at home.

The organisation's aims and objectives are to collaborate with schools and social housing providers in Lambeth to provide extra-curriculum learning programme for 7 to 16 year olds, internship/apprenticeship programme for 16 to 24 year old and personal development workshops for parents.

CEFI mission statement

CEFI's mission and motto:

*"reaching out to communities & helping communities discover their full potential"
"reaching out, discovering your potential and celebrating your achievements"*

We will achieve our mission by providing:

"opportunities that help to improve the lives and learning outcomes of disadvantaged children and families through tailored learning support schooling, training, workshops and initiatives in areas where other agencies have tried to, but found it hard to reach".

CEFI acknowledges it has a responsibility for the safety of children taking part in its activities or otherwise under its temporary care. It also recognises that good child protection policies and procedures are of benefit to everyone involved with CEFI's work, including staff, as they can help protect them from erroneous or malicious allegations.

CEFI is committed to practices which protect children and vulnerable people from harm. For the purpose of this policy, CEFI's staff includes not only its full-time employees but any contractor or volunteers commissioned by CEFI. All Staff who have unsupervised access to or contact with children are required to

- recognise and accept their responsibilities;
- develop awareness of the issues which can cause children harm; and
- report concerns following the procedure below.

CEFI will endeavour to safeguard children and vulnerable adults by:

- a) adopting child protection procedures and a code of practice for all who work on behalf of the organisation;
- b) reporting concerns to the authorities;
- c) following carefully procedures for recruitment and selection of staff, contractors and volunteers; and

d) providing effective management for staff, contractors and volunteers through support and training.

CEFI is also committed to reviewing all our Policies and Code of Practice as new government policy or legislation emerges otherwise, every three years.



Chair on Behalf of the BOARD of DIRECTORS

Date: March 2013

2 Scope

This Policy and related Procedures and guidance apply to all staff, Directors, volunteers and those working on behalf of the CEFI, whose work involves contact with children and young people under the age of 18 and vulnerable young people, hereafter collectively referred to as 'staff'.

Contractors and/or those providing a service on our behalf of the council unless bound to comply with their own Child Protection and Safeguarding Children Policy and Procedures (which shall be no less onerous than the CEFI's), shall comply with the terms of this policy and procedure and shall ensure that employees and sub-contractors do likewise throughout the duration of their contract CEFI.

It is therefore CEFI's policy that:

1. All staff working on behalf of CEFI accept responsibility for the welfare of children who come into contact with CEFI in connection with its tasks and functions, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.
2. There are designated child protection person(s) within CEFI who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.
3. Designated child protection person(s) know how to make appropriate referrals to child protection agencies.
4. All those who are involved with children on behalf of CEFI should adhere to the Code of Practice in relation to children.
5. Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should for record information and the time-scales for passing it on.
6. The Children Act 1987 states that the "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated, see appendix C (4)
7. CEFI's policy on duty of care to children will be referred to or included in recruitment, training, moderation and policy materials where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.
8. A culture of mutual respect between children and those who represent CEFI in all its activities will be encouraged, with adults modelling good practice in this context.
9. All staff, contractors, volunteers and anyone in paid or unpaid work on behalf of CEFI with unsupervised access to children will be checked appropriately. For contractors this will happen every time moderation takes place.
10. It is part of CEFI's acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of CEFI will be supported when they report their concerns in good faith.

3 Code of Practice

CEFI expects that all staff, which for these purposes includes anybody in paid or unpaid work on its behalf of the BOARD of DIRECTORS, will be aware of this Code of Practice and adhere to its principles in their approach to all children.

1. Our activities shall be as open as possible, and it is important that no more time shall be spent alone with children than is necessary to conduct the activities.
2. It is important not to have physical contact with children and this should be avoided.
3. It is not good practice to take children alone in a car on journeys, however short.
4. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
5. It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. Guidance on handling a disclosure is set out in 4. If this gives rise to a child protection concern it is important to follow CEFI's procedure for reporting such concerns, and not to attempt to investigate the concern yourself.
6. Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
7. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.

4 Role and Responsibilities

Designated Child Protection Person (DCPP)

CEFI has appointed a designated child protection person who is responsible for dealing with any concerns about the protection of children. This person is the Chair, Navlet Williamson, contactable by telephone on 0207 737 4274 or chair@cefi.org.uk. The Chair is also a DCPP, contactable by telephone on 0207 737 4272.

The role of the designated person(s) is to:

1. know which outside child protection agency to contact in the event of a child protection concern coming to the notice of the CEFI;
2. provide information and advice on child protection within CEFI;
3. ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover;
4. liaise with local social services and other agencies, as appropriate;
5. keep relevant people within CEFI informed about any action taken and any further action required; for example, disciplinary action against a member of staff;
6. ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence;
7. advise CEFI of child protection training needs; and

8. liaise with the Lambeth Council's Child Protect Team and/or the National Society for the Prevention of Cruelty to Children (NSPCC) to review the operation of the Child Protection Policy regularly to ensure the procedures are working and that it complies with current best practice.

5 Procedure for Reporting Concerns

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are:

1. the conduct of a member of CEFI's staff or contractor including Volunteers;
2. a child "disclosing" abuse;
3. bruising or evidence of physical hurt; which may or may not be accompanied by;
4. unusual behaviour by a child.

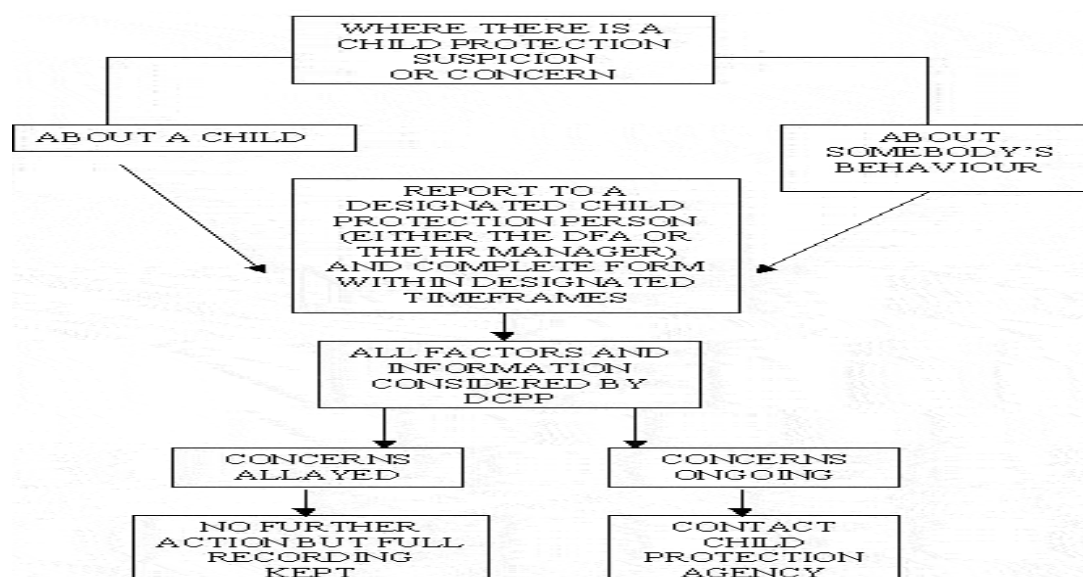
If a member of staff has such concerns they should be reported to a DCPP using the form as set out as a part of the process flowchart.

Concerns about a specific child should be reported immediately by telephone to the DCPP and confirmed in writing within 24 hours using the form available from the DCPP. Delay could prejudice the welfare of a child. If the concerns relate to the conduct of a member of staff these should be reported by phone to the DCPP at the earliest opportunity.

The DCPP will consider the report and either refer this immediately to the authorities or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with the LAMBETH COUNCIL Child Protection Team or the NSPCC), decide not to refer the concerns to the authorities but keep a full record of the concerns.

6 Process Flowchart for Reporting Concerns

This flowchart demonstrates the process by which child protection concerns will be addressed by CEFI.



7 Definitions of Abuse

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may be the result of a deliberate act, but could also be caused through the omission or failure to act to protect.

Emotional Abuse

Emotional abuse is 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 making a child feel or believe that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. It may involve physical contact, including rape or oral sex, or non-penetrative acts such as fondling. Boys and girls can be sexually abused by males and/or females, and by other young people. It also includes non-contact activities such as involving children in watching or taking part in the making of pornographic material, or encouraging children to behave in inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failing to provide adequate food, shelter and clothing, or failing to ensure that a child gets appropriate medical care or treatment.

8 Recruitment and Selection Procedures

Appropriate recruitment and selection procedures for staff and examiners in the context of child protection have been adopted by CEFI and include the following.

1. A clear definition of any role so that the most suitable appointee can be identified.
2. Identification of key selection criteria.
3. A wide circulation of vacancies to ensure equal opportunities.
4. Confirmation of the identity of the applicant including personal details obtained either through using an application form where appropriate, or through other means.
5. Requirement of a declaration of previous convictions and submission to formal check, together with the issue of the Child Protection Policy for those candidates whose work will bring them into contact with children or who will have a management responsibility in relation to those whose work does bring them into such contact.
6. Screening by the Criminal Records Bureau (CRB) will be undertaken on all staff that work with children and vulnerable adults as part of their normal duties
7. A clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the CRB code of practice.
8. Documentary evidence of qualifications.

9. Use of several selection techniques to maximise the chance of safe recruitment, e.g. interview, references, checks.
10. At least one representative from CEFI meeting personally with every applicant, and an exploration of their attitudes towards working with children.
11. Written references.

9 Training

The child protection and safeguarding process includes training after recruitment. CEFI is committed to ensuring that all employees and Directors that work directly or indirectly with children and young people have a clear understanding of their roles and responsibilities and the requirement for reporting suspected concerns of possible or potential child abuse. All staff that comes into contact with children and young people as part of their job shall be provided with recognised and up to date training in:

- Child protection awareness
- Diversity awareness
- First Aid (where appropriate)
- Procedures on working with children/young people

The Programme Manager will maintain a register which identifies the training needs that relate to child protection and safeguarding for each appropriate post in CEFI.

10 Information Sharing and Partnerships

The CEFI supports information sharing and will work all child protection authorities to protect children, young people and their families.

11 Legislation, Guidance and Reference

This Policy and Procedures have been developed in line with the principles of The Children Act 1989 and The Children Act 2004, and with reference to the following:

- Working Together To Safeguard Children 2006
- What to Do If You're Worried a Child Is Being Abused (2006)
- Every Child Matters 2004
- The NSPCC publication Sports check
- Hammersmith & Fulham Council Child Protection Procedure

The Policy and Procedures should also be read in conjunction with the following Council documents:

- Recruitment and Selection Policy and Procedures
- Corporate Equality Policy
- Code of Conduct for Staff
- Disciplinary and Grievance Procedures.
- Complaints Procedure
- Whistle blowing Code

12 Responding Appropriately to a Child Making an Allegation of Abuse

1. Stay calm.
2. Listen carefully to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at her/his own pace.
6. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
7. Reassure the child that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared.
9. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
10. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated child protection person in the organisation.

Late Update

March 2013

Chair on Behalf of the BOARD of DIRECTORS
