

## SLOW THE FLOW: CALDERDALE

### CHILD PROTECTION POLICY

**Slow The Flow: Calderdale** recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

The Group recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The Group is committed to practice which protects children from harm. All members of the Group accept and recognize their responsibilities to develop awareness of the issues which cause children harm.

The Group believes that:

- All children will be treated equally and with respect and dignity;
- The welfare of each child will always be put first;
- A balanced relationship based on mutual trust will be built which empowers the children to share the decision-making process;
- Enthusiastic and constructive feedback will be given rather than negative criticism;
- Bullying will not be accepted or condoned;
- All adult members of the Group provide a positive role model for dealing with other people;
- Action will be taken to stop any inappropriate verbal or physical behaviour;
- It will keep up-to-date with health & safety legislation;
- It will keep informed of changes to legislation and policies for the protection of children;
- It will undertake relevant development and training;
- It will hold a register of every child involved with the Group and will retain a contact name and number close at hand in case of emergencies.

The Group has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person's name is Adrian Horton and he can be contacted by email: [adrianhorton4@gmail.com](mailto:adrianhorton4@gmail.com) or phone 07557 945113

This policy will be regularly monitored by the **Management Group** and will be subject to annual review.

## **CHILD PROTECTION POLICY PROCEDURES**

### **Responsibilities of the Group**

At the outset of any project involving children the Group will:

- Undertake a risk assessment and monitor risk throughout the process;
- Identify at the outset the person with designated responsibility for child protection;
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local education authority);
- Ensure that children are supervised at all times;
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

### **Parents**

- The Group believes it to be important that there is a partnership between parents and the Group. Parents are encouraged to be involved in the activities of the Group and to share responsibility for the care of children. All parents will be given a copy of the Group's Child Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their children after project activity. It is NOT the responsibility of the Group to take children home.

### **Unsupervised Contact**

- The Group will **(attempt to)** ensure that no adult has unsupervised contact with children.
- Young people under the age of 18 must be accompanied by a parent or an authorised person with a chaperones license issued by a local authority. Evidence of this license must be shown to an officer prior to the supervision of the young person
- If possible there will always be two adults when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area or in a designated room with a door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she will be required to obtain a criminal record disclosure.
- Adults will not usually give lifts to children. Permission from parents will be required if adults regularly bring children to and from project activity
- Adults will not be 'friends' of children in their care on Facebook or other social media.

### **Physical Contact**

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

### **Managing sensitive information**

- The Group has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children.

- The Group's web-based materials and activities will be carefully monitored for inappropriate use.
- The Group will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

### **Suspicion of abuse**

- If you see or suspect abuse of a child while in the care of the Group, please make this known to the person with responsibility for child protection, If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to a member of the Management Group.
- Adults should make a note for their own records of what they witnessed as well as their response at the time or immediately after the incident, in case there is follow-up in which they are involved.
- If a serious allegation is made against any member of the Group, chaperone, etc., that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the work of the Group.

### **Disclosure of abuse**

- If a child confides in you that abuse has taken place;
  - ❖ Remain calm and in control but do not delay taking action.
  - ❖ Listen carefully to what has been said. Allow the child to tell you at its own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
  - ❖ Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
  - ❖ Reassure the child that 'they did the right thing' in telling someone.
  - ❖ Tell the child what you are going to do next.
  - ❖ Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
  - ❖ As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Don't paraphrase. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.
  - ❖ Disclosure of abuse or suspicion of abuse should be reported to the local Children's Social Care team by the person with responsibility for Child Protection. Parents should be advised of action taken unless the child's safety or a criminal investigation would be jeopardised by doing so.
  - ❖ The Calderdale Council team First Response team can be contacted on 01422 353279. Out of hours the Emergency Duty Team can be contacted on 0845 1111 137 or the Police on 01422 337059. Other contact details are listed at the end of the procedure.

## **Recording**

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. Suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

## **Rights & Confidentiality**

- If a complaint is made against a member of the Group he or she will be made aware of his rights under the Group's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

## **Accidents**

- To avoid accidents, chaperones and children will be advised of 'house rules' regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of the Group, a designated first-aider will administer first aid and the injury will be recorded in the Group's accident book. This record will be counter-signed by the person with responsibility for child protection.
- If a child joins in the work of the Group with an obvious physical injury a record of this will be made in the accident book. This record will be counter-signed by the person with responsibility for child protection. This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the Group's work

## **Criminal Record Disclosures**

- If the Group believes it is in its best interests to obtain criminal record disclosures for chaperones or other personnel it will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply for anyone with supervised access to children. An Enhanced disclosure will be required for anyone with unsupervised access.
- The Group will have a written code of practice for the handling of disclosure information.
- The Group will ensure that information contained in the disclosure is not misused.

## 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.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

### Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of children, though it may occur alone.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (i.e. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually 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 and development.

Neglect may occur during pregnancy as a result of maternal substance misuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

If a child discloses or you suspect abuse of any nature please contact the following for help or advice:

First Response Team, Northgate House,  
Halifax Tel 353279

Emergency Duty Team Calderdale ( Out of hours service)

Tel: 0845 1111 137

Local Authority Designated Officer (LADO) 01422 393296 or 07920 758455

Lisa Golding- Smith, Safeguarding Unit Halifax 393337 or [lisa.golding-smith@calderdale.gov.uk](mailto:lisa.golding-smith@calderdale.gov.uk)

who will direct you to Local Authority Designated Officer (LADO)

Police Safeguarding Unit Halifax 337042

Police 01422 337059

Safeguarding Procedures [www.calderdale-safeguarding.gov.uk](http://www.calderdale-safeguarding.gov.uk), website.

Name	Role	Date	Signature
Joey Williams	Chairperson	01/12/2016	
Bede Mullen	Secretary	01/12/2016	
Steve Garrod	Treasurer	01/12/2016	