

CARTWHEELS CHILDREN'S CENTRE

Child Protection Policy

We comply with the procedures as approved by the Area Child Protection Committee. We intend to create in our Centres an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

Exclude known abusers

It will be made clear to all applicants for posts within the Centres that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work within the Centres, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

Seek and supply training

We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

Prevent abuse by the means of good practice

Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside - for example, for time out after behaviour that needs improvement - will leave the door ajar.

Adults who have not been registered as 'suitable' persons will not take children unaccompanied to the toilet.

Children will be encouraged to develop a sense of autonomy and independence/ through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the premises will permit constant supervision of all children.

Respond appropriately to suspicions of abuse.

The first concern will be the children. Children whose condition has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

Changes in children's behaviour/appearance will be investigated.

Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with the Social Care services.

In exceptional circumstances, the Social Care services may be the first point of reference.

All suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the members of staff/keyworker, the Centres manager and the management committee chair.

If a volunteer or member of staff is accused of any form of children abuse, s/he will be interviewed immediately by the person in charge of the group. The person accused may choose to attend the interview accompanied by a friend or colleague and to seek advice from a union representative. The interview will usually be with the Centres manager, but if the allegation is against the leader, the interview may be conducted by the owner/committee chair. The person against whom the allegation is made will be informed of the allegation and will immediately be suspended on full pay while an investigation is made. Investigations will be in line with the Area Child Protection Committee procedures and conducted in conjunction with the Area Child Protection Committee. Confidential records will be kept of the allegation and all subsequent proceedings.

Keep Records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on going records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation, where possible the exact words spoken by the child; the dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people other than the Centres manager, chair and keyworker or other member of staff as appropriate.

Liaise with other bodies

The Centres operate in accordance to guidelines laid down by the registering authority - Ofsted. Confidential records kept on children about whom the

Centres are anxious will be shared with Social Care services, if the Centres feel that adequate explanations for changes in the child's behaviour/appearance have not been provided.

The Centres will maintain ongoing contact with the registering authority, together with the names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency for the Centres and Social Care services to work well together.

Records will also be kept of the local NSPCC contact, or other contacts as appropriate.

Support families

The Centres will take every step in their power to build up trusting and supportive relationships between families, staff and volunteers in the Centres.

Where abuse at home is suspected, the Centres will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with the parents.

With the proviso that the care and safety of the child must always be paramount the Centres will do all in their power to support and work with the child's family.

CHILD PROTECTION POLICY [3]

NAME OF ORGANISATION:	
THE DESIGNATED CHILD PROTECTION OFFICER IS:	
THE ALTERNATE CHILD PROTECTION OFFICER IS:	

WE RECOGNISE that the welfare of children and young people is paramount and that they have equal rights of protection. We have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment whilst they attend our activities.

WE WILL:

- ✓ treat all children and young people with respect and celebrate their achievements.
- ✓ carefully recruit & select all adults whether paid or voluntary
- ✓ respond to concerns and allegations appropriately
- ✓ adopt the recommendations of the S.A.F.E. Pack

WHEN THERE ARE CONCERNS about the welfare of any child/young person *all adults* in our organisation are expected to share those concerns with the designated Child Protection Officer.

He/she is responsible for:

- ✓ Monitoring & recording concerns
- ✓ Making referrals to social care services without delay
- ✓ Liaison with other agencies
- ✓ Arranging training for all staff