

## **Child Protection (staff) – Statement of Intent**

All new members of staff/volunteers will not be able to commence employment until satisfactory enhanced criminal record checks have been received. Two satisfactory references will need to be received also before commencement of employment may begin.

In order to safeguard staff, volunteers and students against allegations of child abuse, the following Personal Code of Conduct must be adhered to.

- All staff, volunteers and student must be aware of the relative powerlessness of children (especially disabled children) in relation to adults.
- All staff, volunteers and students must be committed to actively preventing the exploitation and abuse of children.
- All staff, volunteers and students should form appropriate relationships with children. These should be based on mutual trust and respect.
- All staff, volunteers and students must be aware of and follow The Base Behaviour Policy, in particular that physical or verbal abuse of any child is unacceptable and that no child will be humiliated, embarrassed or frightened. Physical intervention or restraint will only be used to prevent an accident or injury. It will be used with minimum force for minimum time and full details entered on a behaviour incident sheet and handed to the Senior Play Worker.
- Ofsted and the LADO will be notified of any allegations of serious harm or abuse by any person working with the children on the premises or elsewhere. Allegations will be reported as soon as possible but within 14 days of receiving allegation.

## **Safe Caring**

- All staff understands the clubs safe guarding procedure and has had appropriate training and guidance in the principles of safe caring.
- Every effort will be made to ensure all staff and volunteers are not left alone with a child. If for any reason a staff or volunteer are left alone with a child then the door of the room should be kept open and another member of staff will be informed.
- If a child makes inappropriate physical contact with a member of staff or volunteer this will be recorded fully in the incident record book. The Senior Play Worker will mention this incident to the parent/carer on collection of the child.
- Staff will never carryout a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany a child into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch children given there age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- All allegations made by a child against a member of staff will be fully recorded including any actions taken in the incident record book. In the event of there being a witness to an incident they should sign the records to confirm this. The allegations will then be referred to the local authority by the Designated Safeguarding Officer. If the allegations are against the

DSO, the designated officer for safeguarding from the committee will work with the Local Authority to investigate.

### **Allegations of abuse by a The Base member of staff/volunteer**

Allegations regarding person(s) working in or on behalf of The Base (including volunteers)

Where an allegation is made against working or on behalf of The Base, that he or she has:

- a) Behaved in a way that has harmed a child or may have harmed a child
- b) Possibly committed a criminal offence against or related to a child or,
- c) Has behaved towards a child or children in a way that indicates she/he is unsuitable to work with children.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is therefore, essential that all allegations are investigated properly, sensitively and in line with agreed procedures.

The club will not carry out any investigations itself into any suspected child abuse incident. On discovering an allegation of abuse the child protection officer (Christine Matthews) will immediately refer the case to the local statutory child protection agencies.

Further to this the following principles will govern any suspected or reported case of abuse.

## **Initial Action**

- The person who has received an allegation or witnessed an incident will immediately inform the designated person and make a written record.
- Staff are encouraged and supported to trust their professional judgement and if they suspect abuse has, or is taking place to report this.
- In the event that the allegation is made against the designated person the matter will be reported to the Chair of the Voluntary Management Committee, who will proceed as the designated person.
- The designated person will take steps where necessary to secure the immediate safety of that person and any urgent medical needs.
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of that person.
- The designated person may need to clarify any information regarding the allegation. However, no person will be interviewed at this stage unless deemed necessary.
- If interviews are deemed necessary then they will be minuted and signed by those concerned as a true and accurate account of events before a final draft is kept on file. The minute taker will be an impartial individual that has agreed to undertake the task and has been approved by both parties to do so. Any person(s) involved may request a representative attend any such meetings with them.
- The designated person will liaise with Social Care Services to determine if it is appropriate for the allegation to be dealt with by the setting or if there

needs to be a referral to the police for further investigation.

- Consideration will be given throughout to the support all individuals involved. Support from outside agencies will be sourced should the need arise.
- However, the Voluntary Management Committee may feel the need to suspend the person(s) involved in any allegation reported if they consider this is the best action for the person(s) involved.
- The designated person will inform the Chair of the Voluntary Management Committee of any allegations.
- If any outside agency has been approached by anyone making an allegation against a The Base member of staff. The Base will support the staff member through any investigation and will assist any outside agency with their investigation as necessary. Although if any allegation against that person(s) is found to be true that person can expect to have their contract terminated, with immediate effect.
- All allegations that are reported on will be submitted to Ofsted for their information, regardless of outcome.

### **Referring Allegations to Child Protection Agencies**

If the Senior Play Worker or child protection officer has reasonable grounds for believing that a child has been or is in grave danger of being subject to abuse the following procedure will be activated.

- Contact will be made at the earliest possible opportunity with the local social care department.
- The Senior Play Worker or the child protection officer will communicate as much information about the allegation and related incidents as is consistent with advice given by social care services and the police.
- At all times the safety, protection and interests of children concerned will take precedence. The Senior Play Worker and staff will work with and support parent/carers as far as their legally able.
- The club will assist the social services and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
- Ofsted will be informed of any allegations of abuse against a member of staff or volunteer, or any abuse that has allegedly taken place on the premises or during a visit.

**Signed** \_\_\_\_\_ **(Manager)** \_\_\_\_\_ **(Date)**

**Signed** \_\_\_\_\_ **(Chairperson)** \_\_\_\_\_ **(Date)**