

# **Child Protection Policy**

## **1. Introduction**

The primary responsibility for children's welfare rests with the adult supervising the child (parent/carer)

Cromer Town Council wishes to ensure that children are safe and protected from harm whilst visiting its premises and using its facilities.

The following Child Protection Policy outlines the systems and procedures Cromer Town Council have put in place in order to achieve this aim. Its successful achievement requires co-operation and partnership between Cromer Town Council and the users of its facilities; all staff and volunteers are responsible for supporting this policy.

This document sets out the principles underlying the policy. The document also seeks to provide practical guidance to members of Cromer Town Council staff and volunteers working with young people.

Note: This policy shall apply to Cromer Town Council's dealings with adults - in particular vulnerable adults - with such changes, modifications and interpretations as are appropriate to dealings with adults rather than children. The Council's fundamental stance is that it will take such care as is appropriate in each circumstance to look after persons using its premises and dealing with its staff as is proportionate and reasonable to such persons.

## **Section 1: Principles and Definitions**

### **1.1 Child Protection Policy Statement**

The council wants to ensure that children are protected from harm while they visit the premises of Cromer Town Council. This will be done by –

- · Following the appropriate guidelines to select appropriate staff and to carry out enhanced CRB checks as per these guidelines
- · Giving group leaders, service providers and any other interested parties information about Cromer Town Council's procedures regarding the safety of children whilst at the council's premises when requested
- · When requested, providing information to group leaders, service providers and any other interested parties about Cromer Town Council's expectations regarding child protection responsibilities while visiting council premises.

### **1.2 Key principles**

The key principles of this policy are:

To ensure that children visiting the council's premises can be protected by setting standards of best practice. This will also ensure that council staff and volunteers are protected and do not place themselves in an unnecessarily vulnerable position.

### **1.3 Definition of Child Abuse**

The following definition is drawn from the Department of Health and Social Services document entitled 'Co-operating to Safeguard Children' (2003):

"Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those who

know them or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them.”

## **Section 2:**

### **Practical Guidance for Council Staff and Volunteers working with young people**

This section seeks to offer practical guidance to those working at council premises or engaged in council events that involve contact with young people to ensure that they and the young people with whom they are working are protected.

#### **2.1 General Conduct when working with Young People**

Council staff and volunteers should be encouraged to demonstrate exemplary behaviour in order to protect themselves from allegations of abuse. Stated below are the standards of behaviour required of council staff and volunteers to ensure that a positive culture and climate is created during all council activities involving contact with young people:-

- To always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets)
- To treat all young people equally and with respect and dignity;
- To maintain a safe and appropriate distance from the young people;
- To build balanced relationships based on mutual trust which empowers young people to share in the decisions- making process;
- To involve group leaders, parents/carers and other key influences wherever possible;
- To be an excellent role model
- To give enthusiastic and constructive feedback rather than negative criticism;
- To secure parental consent in writing to act in loco parentis, if the need arises to give permission for the administrations of emergency first aid and/or other medical treatment;
- To obtain written parental consent if staff members are required to transport young people in their cars;
- To obtain written consent prior to any photographs, videoing or audio recording;

#### **2.2 Unacceptable Practices**

The following should never be sanctioned:

- Spending excessive amounts of time alone with young people away from others
- Taking young people to your home where they will be alone with you
- Allowing young people to travel on their own with you in a vehicle
- Engaging in rough, physical or sexually provocative games, including horseplay
- Sharing a room with a young person
- Entering a toilet with young people unless another adult is present or gives permission (this may include parent, teacher or group leader).
- Allowing or engaging in any form of inappropriate contact
- Allowing or encouraging abusive peer activities (e.g. any game/activity where an individual may be held up to ridicule)
- Allowing young people to use inappropriate language unchallenged
- Making sexually suggestive comments to, or within the hearing of a young person, even in fun
- Reducing a young person to tears as a form of control
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon;

- Doing things of a personal nature for young people or disabled adults that they can do for themselves;

## 2.3 Responding to complaints and alleged or suspected incidents

The following guidelines should be used when an allegation is disclosed by a young person to a member of council staff and/or volunteer:

### i) Listen and reassure

- Maintain confidentiality but do not make promises you cannot keep, and explain that the information will have to be passed on and what action you will be taking in this regard
- Be calm
- Be reassuring and make it clear that you are glad that they have told you
- Show that you are taking the child seriously and that you understand and believe them
- Keep questions to a minimum; if you have to ask questions keep them open and not leading.

### Important points to remember when dealing with a disclosure:

- Try not to display any sign of shock or disapproval when the young person is making a disclosure
- Do not jump to conclusions
- The young person may not regard the experience as either bad or painful, they may not feel guilty or angry
- Be aware of your own feelings which may be different to those of the young person
- Take care of yourself by making sure that you have an opportunity to discuss your feelings with someone at a later stage
- Do not destroy any evidence as it may be useful in a court of law
- Initial disclosure, even if retracted, must still be referred.

### ii) Recording information

Information will be stored securely in the council office with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### iii) Designated Officer – Clerk to the Council

The designated officer handles the child protection issues and oversees the policy's implementation. The designated officer will always be the initial point of contact for all staff and volunteers with concerns or if abuse has been disclosed. Necessary steps can then be taken to ensure the safety of the young person.

### iv) Informing the appropriate authorities

Whilst it is not the responsibility of any council staff member and/or volunteer to determine if abuse is taking place **it is their responsibility to report concerns to the Designated Officer (or to local social services or the police) in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.**

## Contacts

|                       |  |
|-----------------------|--|
| Local Social Services | <i>Norfolk County Council Social Services</i><br>0344 800 8020 |
| Police                | 999 / 101  |

### National Contacts\* *check addresses etc*

|   |  |                               |
|---|--|-------------------------------|
| The NSPCC   | National Centre<br>42 Curtain Road<br>London EC2A 3NH  | Helpline: 0808 800<br>5000    |
| Childline UK  | National Centre<br>42 Curtain Road<br>London EC2A 3NH  | Tel: 0800 1111                |
| SAFE guarding Children<br>Partnership – <b>Local<br/>contact, for advice and<br/>training</b> | Norfolk Safeguarding<br>Children Board<br>Room 60<br>Lower Ground Floor<br>County Hall<br>Martineau Lane<br>Norwich<br>NR1 2HD | 0344 800 8020<br>01603 223473 |

### iv) Allegations against Staff or Volunteers

In the case of the allegation being against a staff member or volunteer it is of equal importance to act immediately on the allegation. If activity/contact is on-going when the incident is reported then it is the responsibility of the Designated Officer to ensure the immediate safety of that young person by taking the necessary steps, including the removal of alleged individuals.

Any individual accused of abuse will be suspended in line with the local disciplinary procedure pending further police and social services inquiries.

Irrespective of the findings of social services or police inquiries, all individual cases must be assessed under the appropriate misconduct/disciplinary procedure to completion, to decide whether a member of staff or volunteer should be reinstated and how this can be sensitively handled with other staff or volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, a decision must be based on the balance of probabilities in relation to continued risk, and all available information. ***The welfare of children will always remain paramount.***

**SAMPLE INCIDENT RECORD FORM**

**Referrers name:**

**Referrers phone number:**

Referrers position:

Child's name:

Child's address:

CONTACTED YES  NO

Parents/carers names, address and phone number:

Child's date of birth:

Date and time of any incident:

Your observations KEEP FACTUAL:

Exactly what the child said (using the child's language) and what you said:  
(Remember; do not lead the child – record actual details. Continue on separate sheet if necessary)

Sign ..... Date ..... Time .....  
DO NOT DELAY IN THE SUBMISSION OF THIS FORM BECAUSE YOU ARE UNABLE TO COMPLETE ALL OF THE DETAILS, PLEASE CONTINUE TO NEXT PAGE

**Details of alleged / suspected abuser:**

Name:

Their position:

Address:

Any other details that you feel will be important:

External agencies contacted in an emergency or when a Designated Officer was not contactable:

Police:

Name and number of contact:

Action Agreed:

Social Services:

Name and number of contact:

Action Agreed:

I can confirm that to the best of my knowledge the information provided above is correct, and that

I will be available to answer any further questions on this matter.

Referrers Signature:

Print name:

Date: