



Child Protection Policy - Comprehensive Version

Child Protection Policy Statement

PLEASE NOTE THAT THAT THIS POLICY IS AN EXAMPLE CHILD PROTECTION POLICY

[Your organisation name] is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. **[Your organisation name]** has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised. Furthermore we will actively endeavour to keep up to date with national developments relating to the care and protection of children and young people.

[Your organisation name] will:

1. Ensure that all workers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation
2. Develop best practice in relation to the recruitment of all workers (paid staff and volunteers)
3. Provide opportunities for all newly appointed workers (paid and unpaid) through the provision of induction training, which gives an overview of the organisation's purpose, values, structure and services
4. Ensure that all workers understand their responsibility to work to the standards and procedures detailed in the organisation's Code of Good Practice, Good Conduct and Child Protection procedures
5. Ensure that all workers understand their obligations to report care or protection concerns about a child/young person, or a workers conduct towards a child/young person, to the organisation's designated person for child protection
6. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner

7. Ensure that the designated child protection officer understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work)
8. Ensure that the organisation meets all its responsibilities in adhering to the requirements of the Children Act 2004 & Childcare Act 2006
9. Provide opportunities for all workers (paid and unpaid) to develop their skills and knowledge particularly in relation to the care and protection of children and young people
10. Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's complaints procedures
11. Endeavour to keep up to date with national developments relating to the care and protection of children and young people

Child Protection Procedures

Section 1 - Introduction

This section should include:

- The purpose of the procedures (i.e. to ensure that all concerns about the care and protection of children/young people are effectively managed)
- Advise that all workers (paid or unpaid) for **[your organisation name]** are required to implement the child protection procedures
- A reference should be included to the Duty of Care that is placed on all those who work with children and young people - in legislative framework states that "it shall be the responsibility of a person who is 16 or over and who has care and control of a child under 16, to do what is reasonable to safeguard the child's health, development and welfare"
- **[Your organisation name]** has a commitment to children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions which directly affect them
- The names of the individual(s) responsible for developing and reviewing the organisation's Child Protection policy statement and other care and protection policies and guidelines
- A reference to the organisation's commitment to equal opportunities

Section 2 - Recruitment

This section should give clear guidelines on the recruitment tools that will be used by **[your organisation name]** for all applicants that apply to work (paid or unpaid) in a childcare position, for example:

- All applicants (staff and volunteers) will be asked to complete an application form
- All applicants (staff and volunteers) will be asked to complete a self declaration form
- All successful applicants (paid and unpaid positions) will be asked to provide suitable references
- All suitable applicants (paid and unpaid positions) will be asked to attend an interview
- All successful applicants (paid and unpaid) for childcare positions will be asked to complete an enhanced disclosure certificate
- Any applicant found to be fully listed on the Disqualified from Working with Children's List will not be appointed to work (paid or unpaid) in a childcare position

Section 3 - Training

This section should detail the training that will be provided to newly appointed workers (paid and unpaid) to childcare positions:

- All newly appointed workers (paid and unpaid) will complete an agreed probationary period
- Details of the structure of the organisation will be provided
- Details of the organisation's aims and objectives will be provided
- An assessment of staffs (paid and unpaid) training and development requirements will be completed
- The roles and responsibilities of staff and volunteers within the organisation will be clarified
- Clear details of the expectations, roles and responsibilities of all newly appointed staff and volunteers will be provided
- All staff and volunteers must agree and sign up to the organisation's child protection policy and procedures
- Training, information and a copy of the organisation's Code of Conduct will be provided (see appendix)
- Training, information and a copy of the organisation's code of practice will be provided

- The contact details and roles and responsibilities of the organisation's Child Protection Officer will be provided

Section 4 - Types of Abuse and a summary of sign and indicators

This section should include:

- General definitions of abuse and neglect
- The way in which abuse/neglect are categorised for child protection purposes (i.e. physical injury; neglect; sexual abuse; emotional abuse and non-organic failure to thrive)
- A summary of other issues which can lead to the abuse and neglect of children (for example, domestic abuse; children and families affected by substance abuse; severe and on-going bullying and harassment)
- A summary of signs and indicators of abuse and neglect

Section 5 - Procedures for responding to concerns about abuse /neglect

This section should include:

1. The procedure to be followed where a concern is raised that a child/young person may be experiencing abuse/neglect by an individual outwith the organisation. A concern of this nature may come to light because (for example):
 - A child/young person has alleged that they are being abused;or
 - The organisation has received a third party report that a child/young person is being abused/neglected;or
 - There are signs and indicators which could point to abuse/neglect

This procedure should state that all of these concerns will be referred to the child protection agencies (i.e. local area police and/or social work).

2. The procedure to be followed where a concern is raised that a child/young person is being harmed or abused by a worker from within the organisation. A concern of this nature may come to light because (for example):
 - A child/young person alleges that they have been harmed by a worker;or
 - A parent/carer or other individual from outwith the organisation alleges that their/a child has been harmed by a worker;or

- Other workers may have witnessed or have concerns about a worker's behaviour towards children/young people.

This procedure should state that all of these concerns will be referred to the child protection agencies (i.e. local police and/or social work).

***See further information - Where a worker has harmed a child or placed a child at risk of harm and has been removed from a childcare position, further agencies must be contacted.**

Section 6 - Summary of the referral process to child protection agencies

It is important that the referral process is as short as possible and involves as few individuals as possible. This section should stress that the organisation must never attempt to investigate any child protection concern (including allegations made against a worker).

It should also summarise when it is/is not appropriate to discuss child protection concerns with a child/young person's parent/carer. Organisations should seek advice on this issue from the child protection agencies when they report a child protection concern to them

Section 7 - Protection of Workers who report care and protection concerns

This section should give reassurance to a worker that the law protects them from actions by those individuals who have been implicated in the abuse, harm and/or neglect of a child or young person **as long as the worker's** report was not malicious or vexatious.

Section 8 - Data Protection and management of confidential information

This section should include:

A summary of the organisation's commitment to manage confidential information
A statement about the rights of a children and young people to confidentiality unless the organisation considers they could be at risk of abuse and/or harm.

Section 9 - Review of Child Protection policy and procedures

This section should include a brief statement on when and how the guidelines will be reviewed and who will be responsible for this task.