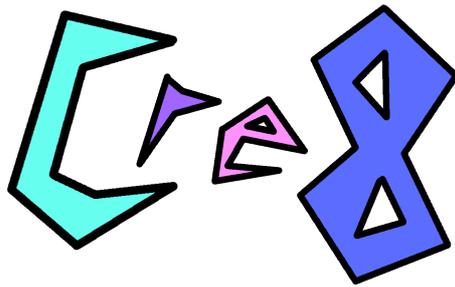


CRE8 CHILD PROTECTION POLICY



Cre8 inspires conscientious, resourceful children towards purposeful, beautiful creations.

Cre8 Child Protection Policy

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AT CRE8:

- the welfare of the child is paramount.
 - all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
 - all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
 - all staff (paid/unpaid) have a responsibility to report concerns to the appropriate officer.
 - staff/volunteers attend suitable training and understand that it is not their role to decide if abuse has occurred, but to report any concerns to the appropriate authority or colleague.
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POLICY AIMS

- Cre8 has a duty of care to safeguard all children from harm.
- All children have a right to protection, and the needs of children with a disability and others who may be particularly vulnerable must be taken into account.
- Cre8 will ensure the safety and protection of all children involved through adherence to Leeds Safeguarding Children Board procedures (<http://www.leedslscb.org/Practitioners>) in respect of concerns about a child or allegations against members of staff.
- The aim of the Cre8 Child Protection Policy is to promote good practice by:
 - providing children and young people with appropriate safety and protection whilst in our care.
 - training and supporting all staff volunteers to make informed and confident responses to specific child protection issues.
 - teaching children how to keep themselves safe

PROMOTING GOOD PRACTICE

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with judgments about the appropriate action to take.

Abuse can occur within many situations including the home, school and the childcare environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A childcare worker, teacher, coach, official or volunteer will have regular contact with children and be an important link in identifying cases where they need protection. All suspicious cases of poor practice and or abuse should be reported following the guidelines in this document.

When a child enters the club/setting having been subjected to child abuse outside the childcare environment, support and an open, safe environment can play a crucial role in improving the child's self-esteem. In such instances Cre8 will aim to work with the parents/

carers and appropriate agencies (if applicable) to ensure the child receives the required support and that staff are well informed.

GOOD PRACTICE GUIDELINES

All staff and volunteers will be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
 - Treating all children with equal concern and with respect and dignity.
 - Always putting the welfare of each child first.
 - Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
 - Making activities fun, enjoyable and promoting fair play. Activities should be age appropriate.
 - Ensuring that if any form of manual/physical support is required, it should be provided openly and according to the child's needs as identified in partnership working with parents and other relevant professionals involved in the child's care.
 - Consulting with children and their parents. Involving parents/carers wherever possible.
 - Ensuring that appropriate qualifications and training is provided to all staff.
 - Ensuring that first aid and safeguarding training is in place.
 - Being an excellent role model in all aspects of respect (for self and others) and fair play.
 - Giving enthusiastic and constructive feedback rather than negative criticism to both children and adults.
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- Recognising the developmental needs and capacity of children including those with additional needs - avoiding excessive training or competition and not pushing them against their will. Providing opportunities that will challenge but are achievable.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Ensuring that up to date contact details are available and that details of adults responsible for collection of the child are recorded and adhered to.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Ensuring that a working phone (mobile or landline) is always accessible and well charged (if applicable).

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children away from others
- Avoid taking or dropping off a child to an event or activity.
- Avoid taking photographs of children unless written permission has been given by parent/carer.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
 - Share a toilet or changing facility with a child.
 - Allow or engage in any form of inappropriate touching.
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- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Fail to act upon and record any allegations made by a child.
- Do things, especially of a personal nature, for children that they can do for themselves.
- Invite or allow children to meet or stay with you at your home.
- Invite children to 'become friends' on social networking sites such as Facebook.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or have a disability. These tasks should only be carried out with the full understanding and consent of parents and the child involved. There is a need to be responsive to the child or young person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to Cre8's designated child protection liaison person (Will Lawton - Director) and record the incident - you should also ensure the parents of the child are informed unless doing so puts the child at additional risk:

- If you accidentally hurt a child.
 - If he/she seems distressed in any manner.
 - If a child appears to be sexually aroused by your actions or displays sexual activity.
 - If a child misunderstands or misinterprets something you have done.
 - If a child discloses abuse of any kind – physical, emotional, sexual, neglect.
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- If any adult behaves in a way is inappropriate or may pose a threat to the safety of children.

USE OF PHOTOGRAPHIC EQUIPMENT

There is evidence that some people have used childcare as an opportunity to take inappropriate photographs or film footage of young children in vulnerable positions. Cre8 will be vigilant and any concerns will be reported to the designated child protection liaison person (Will Lawton - Director) who will then follow Leeds Safeguarding Children Board's guidance (<https://www.leedslscb.org.uk/Practitioners>).

Any photos should be taken using the Cre8's designated camera – not personal ones or personal mobile phones. Written permission will be sought from parents/carers to take photographs for use within the club's sessions (eg. for creative purposes), providing details of how they will be used. Further, distinct, permission will be sought from parents/carers to take photographs for use in any Cre8 promotional material (including Cre8's website and social media).

USE OF MOBILE PHONES

There is a need for Cre8 to have access to emergency support and a mobile is often the best way to ensure this. However, with the development and advance of mobile technology this may now pose a threat to the safety of children – images and video footage can be taken and uploaded to the internet without anyone being aware. All staff members should be asked to leave their personal mobiles in a secure place and access them only during breaks and not in the presence of the cared for children. Similarly, there should also be consideration taken regarding the children's use of mobiles during their time with Cre8. Provision will be made to ensure the safety of the children and this may mean storing the children's phones in named envelopes/small plastic bags which are kept safe. Children will not be permitted the use of personal mobile devices within Cre8 sessions. It is the supervisor's responsibility to make exceptions to this (in the case of a family emergency etc.) and to risk assess appropriately.

RECRUITMENT AND TRAINING OF STAFF AND VOLUNTEERS

Cre8 recognises that anyone may have the potential to abuse children in some way and will take all reasonable steps to ensure unsuitable people are prevented from working with children. Pre-selection checks will include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record.
- Consent will be obtained from an applicant to seek information from the Disclosure and Barring Service.
- Two confidential references, ideally including one regarding previous work with children. These references must be taken up and confirmed through telephone contact before employment/voluntary work commences.
- Evidence of identity (passport or driving license with photo).
- Details of staff/volunteers' successful DBS confirmation will be recorded on a 'Central Record Document'.

Interview and induction

All employees (and volunteers) are required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
 - Their qualifications should be substantiated with evidence of the originals checked.
 - The job requirements and responsibilities should be clarified and any questions discussed and clarified.
 - Expectations of behaviour should be clearly explained and given in writing.
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- Child protection procedures are explained.
- They should be asked to sign to say that they have received copies of, and understand, the organisation's behaviour policy as well as their responsibility to report any concerns regarding Child Protection Policy.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to support staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

Cre8 is committed to exemplary safeguarding, and requires that:

- All permanent staff, including volunteers, will attend a foundation child protection course to ensure their practice is exemplary and to facilitate the development of a positive culture towards the recognition and reporting of any child protection concern.
 - Supervisors must attend a Foundation Safeguarding course or the advanced multiagency child protection training.
 - A member of staff is named as the child protection liaison person (Will Lawton - Director) and all other staff will be made aware of this individual as the first point of contact if any safeguarding concerns are raised. Staff will also be aware that if they have safeguarding concerns about that named individual then they know how to report these concerns.
 - Staff will be supported to identify training needs as part of their continuous professional development.
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RESPONDING TO ALLEGATIONS OR SUSPICIONS

It is not the responsibility of anyone working with Cre8, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the named child protection liaison person (Will Lawton - Director) and following the Leeds Safeguarding Children Board's guidance (<https://www.leedslscb.org.uk/Practitioners>)

Cre8 reassures all staff/volunteers that we will fully support and protect anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation or even a combination of all:

- a child protection investigation
- a criminal investigation
- a disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information should be used to reach a decision.

Action if there are concerns

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; the designated child protection liaison person (Will Lawton - Director) will deal with it as a conduct issue.
 - If the allegation is about the poor practice of the designated child protection liaison person, or if the matter has been handled inadequately and concerns remain, any person may report directly to the Leeds LADO (local authority designated officer) at Leeds Council (contact details below), who will decide how to deal with the allegation and advise regarding whether to initiate disciplinary proceedings.
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2. Concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer must be reported to the designated child protection liaison person (Will Lawton - Director), who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The designated child protection liaison person (Will Lawton - Director) must follow the Leeds Safeguarding Children Board's guidance (<https://www.leedslscb.org.uk/Practitioners/Managing-allegations>), referring the allegation to the social services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department or the LADO and providing this will not put the child at risk of further harm.
- If the child protection liaison person is the subject of the suspicion/allegation, the report must be made directly to the Leeds LADO at Leeds Council (contact details below).

3. Concerns outside the immediate club environment (e.g. a parent or carer):

- Report your concerns to the child protection liaison person (Will Lawton - Director) who should contact social services or the police as soon as possible. See **4.** below regarding information needed for social services
- If the child protection liaison person is not available, the person being told of or discovering the abuse should follow the Leeds Safeguarding Child Board guidelines (<https://www.leedslscb.org.uk/Concerned-about-a-child>). Social Services will decide how to proceed.
- Maintain confidentiality on a need to know basis only.

4. Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else. The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes. Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Whether the have parents been contacted and, if so, what has been said.
- Whether anyone has else been consulted and, if so, details of the consultation.
- Whether the child/children involved have been spoken to, if not involved in reporting the event.

Where possible referral to the police or social services should be confirmed in writing within 24 hours. The name of the person who took the referral should be recorded.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a 'need to know' basis only. This includes the following people:

- The child protection liaison person.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.

In English law, where there are concerns that a child is, or may be, at risk of significant harm, the prevailing consideration is to safeguard the child and confidentiality may be overridden in such situations.

Any information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Allegations of previous (historical) abuse

Allegations of abuse may be made some time after the event (for example by an adult who was abused as a child or an allegation about someone who is still currently working with children has abused).

Where such an allegation is made, Cre8 will follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside Cre8, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

Bullying is also classed as abuse and the LSCB procedures should also be followed. If the allegation is against a member of staff then the procedures should be followed as can be found on the LSCB website (<https://www.leedslscb.org.uk/Practitioners/Managing-allegations>). If the allegation is against another child then the LSCB guidance on what do do if you are concerned about the safety of a child (<https://www.leedslscb.org.uk/Concerned-about-a-child>) can be used and confidential advice sought in the first instance regarding the most appropriate action to take.

Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
 - Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately).
 - Help the victim to speak out and make all children aware of the importance to tell the person in charge or someone in authority.
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- Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the club/setting's child protection liaison person.

Action towards the bully:

- Follow Restorative Practice guidance, as outlined in the Cre8 Positive Behaviour Policy (separate).
- Inform the bully's parents.
- Where possible, hold meetings with the families to support and report on progress.
- Inform all staff members of action taken.
- Keep a written record of action taken.
- Most 'low level' incidents will be dealt with at the time by staff and volunteers. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the designated child protection liaison person and may lead to criminal charges.

CONTACT DETAILS AND FURTHER INFORMATION

Current information on Leeds and West Yorkshire guidance and procedures can be accessed at <https://www.leedslscb.org.uk/Practitioners>.

If you are concerned about a child, guidance for reporting the concern can be found at <https://www.leedslscb.org.uk/Concerned-about-a-child>. Please act immediately if you believe the child is at risk of being harmed.

Further confidential advice can be sought from NSPCC Helpline on 0808 800 5000, or Childline on 0800 11 11.

If you think a child is in immediate danger call the police on 999.

Leeds Council Local Authority Designated Officers

The Local Authority Designated Officers in Leeds can be contacted Monday to Friday on: 0113 247 8652

If you think that a professional has harmed a child:

1. **Make telephone contact first** to discuss any allegations or concerns
2. Complete this [notification form](#)
3. Email the form to: LADO@leeds.gcsx.gov.uk

If you are not viewing this electronically, the above information, including link to notification form, can be found at <https://www.leedslscb.org.uk/Practitioners/Managing-allegations>.
