

# Child Protection and Safeguarding Policy

We at Esteem are committed to a practice, which protects children and young people from harm.

Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.

We will endeavour to safeguard children and young people by –

- Adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training

We are also committed to reviewing our policy and good practice at regular intervals.

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## Child Protection Policy

### CODE OF BEHAVIOUR

#### Statement of Intent

It is the policy of Esteem to safeguard the welfare of all children and young people by protecting them from all forms of abuse including neglect, physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of Esteem's programmes, mentoring, training events or workshops. Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Esteem.

Guidelines for all Esteem staff and volunteers

### ATTITUDES AND VALUES

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volunteers

### BY EXAMPLE

Staff and volunteers should endeavour to:

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy

### ONE TO ONE CONTACT

Staff and volunteers should:

- Not spend excessive amounts of time alone with children or young people, away from others
- In the event of having to meet with every effort to keep this meeting as open as possible i.e. office space or public space (café, library). If privacy is needed, ensure that other staff are informed and follow lone-working policy.
- If needed to meet with a young person in a closed room, ensure that the door either has a window or the door is left ajar.



### PHYSICAL CONTACT

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child or a young person that they can do for themselves – this extends to treatment of self-harm where the young person should be supported to tend to their own injuries with exception when an ambulance is needed.
- Allow, or engage in, inappropriate touching of any kind – this also included 'front hugging' when genitalia may be in contact, and lingering touches to any body part.

### GENERAL

Staff and volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention-needing situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun

## RELATIONSHIPS

Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within Esteem or the work of Esteem and should be disclosed to a manager.

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## SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH, CHILDREN, YOUNG PEOPLE, STAFF AND VOLUNTEERS

Good communication is essential in any organisation. In Esteem every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them. Esteem will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, Esteem personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by

- Publicising information on all our youth and parenting work.
- Publishing the named Designated Child Protection Person(s) and how to make a complaint
- Publishing a full copy of the Child Protection Policy on the internet site [www.esteem.org.uk](http://www.esteem.org.uk)

Staff & Volunteers

As an organisation, which offers support and guidance to children and young people, it is imperative that each member of the Esteem staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of Esteem's procedures. Each member of staff will receive updated training in Child Protection.

Other Bodies

A copy of our Child Protection Policy will be made available to any other appropriate body.

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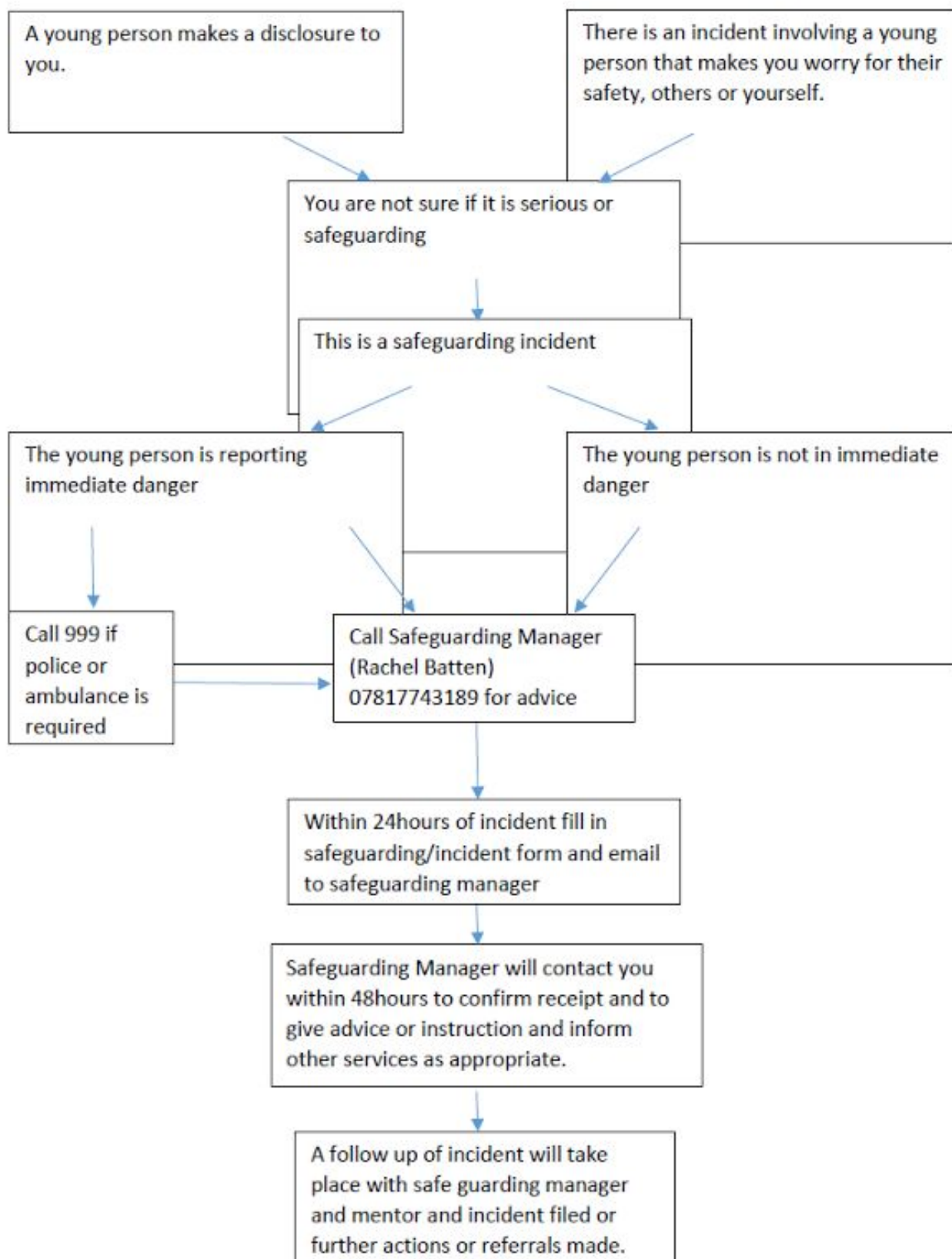
## SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES WHO NEED TO KNOW AND INVOLVING PARENTS AND CHILDREN APPROPRIATELY PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

In any case where an allegation is made, or someone in Esteem has concerns, a record should be made. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns? Include dates and times any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc
- Has anyone else been consulted? If so, record details
  - Any action taken e.g. reporting to designated safeguarding Manager should also be added.

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## REPORTING PROCEDURES



#### DESIGNATED CHILD PROTECTION PERSONS

For reasons of confidentiality the only person(s) who need to know this information are the following Designated Child Protection Manager (or deputies):

Social Services

101 (or 999 in an emergency)

Ask for **Child Protection Team**

0800 800 500

24 hours, Freephone advice line

0800 1111

Freephone advice line

Police

NSPCC Help line

Child Line (NI)

2.

Cat Vizor  
Chief Executive Officer & Designated Child Protection Deputy

Tel: 07767431153

1. Peter Latham  
Trustee

Tel: 07450311681

The Designated Manager or Deputy will inform the relevant outside organisation of the incident, advise staff/volunteers on next steps, and feedback on any outcomes.

Children's Access Point

01403 229900

CAP@westsussex.gcsx.gov.uk

## RECORD-KEEPING

- All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet.
- Only the designated Persons will have access to these files.

## DISCLOSURE

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child or young person, rather than question him or her directly. Offer him / her reassurance without making promises, and take what the child says seriously.
- Allow the child or young person to speak without interruption, accept what is said – it is not your role to investigate or question.  
Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on. Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event:  
Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact one of the Esteem Designated Persons for advice / guidance.  
The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If either Designated Person is not available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves.
- Record any discussions or actions taken within 24 hours.

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## FOLLOWING CAREFULLY THE PROCEDURES FOR RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS

Esteem operates employment and supervision procedures that ensure highest priority is given to issues relating to child

protection.

Each new member of staff and volunteer will be required to undergo a police check (DBS) as part of our recruitment policy.

## PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & VOLUNTEERING THROUGH SUPERVISION, SUPPORT & TRAINING

Esteem encourages the development of staff and volunteers through its ongoing support, supervision and training.

- INDUCTION

Each new member of staff or volunteer is made familiar with Esteem's policies and procedures including the Child Protection Policy and Volunteer agreement.

- APPRASIALS

Each new member of staff undergoes a 6 month appraisal

- TRAINING

In Esteem the management take responsibility for the training needs of staff and volunteers. The individual, however, also plays a part in identifying areas they feel they require training in.