



**ILDERTON
FOUNDATION**

Child Protection – Addendum to Safeguarding & Child Protection Policy April 08.

The safety and security of trainees attending Ilderton Foundation is our utmost priority.

We aim to create a safe environment where trainees feel safe, secure, valued, listen to and are taken seriously at all times.

This update to our Safeguarding policy is designed to help all staff regardless of their role within the organisation, parents, volunteers, visitors and trainees achieve the best practice and maintain the highest standards to ensure the safety and security of trainees at Ilderton Foundation.

WHAT IS ABUSE?

All lists of 'signs' or 'symptoms' of child abuse should be treated with caution. At times there will be straightforward explanations for injuries or behaviour. What is paramount is that project workers (all staff) share their concerns with the designated project worker for child protection and in their absence their project manager and in the light of what is known about the child and family / carers and with those professionals with the responsibility of investigating abuse.

There is a growing recognition that children brought up in 'high criticism, low warmth' households are particularly vulnerable.

Definitions of Child Abuse

Physical Abuse: a parent (or somebody caring for the child) physically hurts, injures or kills a child. This can involve hitting, shaking, squeezing, burning and biting. It also involves giving a child poisonous substances, inappropriate drugs and alcohol, and attempted suffocation or drowning. It includes the use of excessive force when carrying out tasks like feeding or nappy changing.

Emotional Abuse: Where children are harmed by constant lack of love and affection or by threats, verbal attacks, taunting or shouting.

Sexual Abuse: When someone seeks sexual gratification by using children (girls or boys). This may be by having sexual intercourse (including buggery), engaging with the child in fondling, masturbation or oral sex, and includes encouraging children to watch sexually explicit behaviour or pornographic material, including videos.

Neglect: Where parents (or other carer) fail to meet the basic essential needs of children, like adequate food, clothes, warmth and medical care. Leaving young children alone and unsupervised is another example of neglect. Refusing or failing to give adequate love and affection is a case of emotional neglect.

When to be concerned

Staff should be concerned if a trainee:

- Has any injury which is not typical of the bumps and scrapes normally associated with children's activities;
- Regularly has unexplained injuries;
- Frequently has injuries even when apparently reasonable explanations are given;
- Offers confused or conflicting explanations about how injuries were sustained;
- Exhibits significant changes in behaviour, which is unusually explicit and/or inappropriate to his or her age; discloses an experience in which he or she may have been significantly harmed.

Roles and Responsibilities:

The Designated Child Protection Officer(s) are Rosemarie Phillips, Rosemarie McGarvey and David Wambebe

The role of the Designated IF Child Protection Officer(s) is to:

- Ensure that the London Safeguarding Board Committee procedures are followed in the organisation.
- Ensure that all staff are aware of these procedures.
- Ensure that appropriate training and support is provided to all staff.
- Maintain effective working relationships with other agencies and services.
- Decided whether to take further action and about specific concerns e.g. refer to Social Services.
- Liaise with Social Services teams over suspected cases of child abuse.
- Ensure that accurate records relating to individual children are kept in a secure place and marked 'strictly confidential'
- Ensure that the Project effectively monitors children who have been identified as at risk;
- Provide guidance to parents, children and staff about obtaining suitable support

Procedures:

Iderton Foundation Procedures:

- Project staff and volunteers should raise any 'observed' concerns of abuse outlined above to the (the designated child protection officer(s))
- The member of staff must record information regarding the concerns on the same day within the hour. The recording must be a clear, precise, factual account of the observations.

- The Designated Ilderton Child Protection Officer will decide whether the concerns should be referred to the Social Services Department (Safeguarding Children Board). If it is decided to make a referral to Safeguarding Board, this will be done after discussion with the parents/carer.
- If a referral is made to the Safeguarding board (Social Services), the designated Ilderton Child Protection Officer will ensure that a written report of the concerns is sent to the Social Worker dealing with the case within 48 hours. Particular attention will be paid to the attendance and development of any child who has been identified as at risk, or who has been placed on the Child Protection Register.
- If a trainee is referred to the project has a Child Protection Plan, the designated Ilderton Child Protection Officer will inform the Social Worker responsible for the case, and when the trainee ceases to work with Ilderton those involved in the Child Protection Plan will be informed.

Dealing with Disclosure:

If a trainee directly discloses that he or she has been abused in some way, the member of staff should:

- Listen to what is being said without displaying shock or disbelief;
- Accept what is being said
- Allow the child to talk freely
- Reassure the child, but not make the promises which it might not be possible to keep;
- Not promise confidentiality;
- Reassure the trainee that what has happened is not their fault;
- Stress that it was the right thing to tell;
- Listen, **DO NOT** ask direct questions;
- Not criticise the perpetrator;
- **NOT INVESTIGATE** further
- Explain that the information will be passed onto the Child Protection Officer

Recording keeping

When a trainee has made a disclosure, the member of staff should use the CPIF form to:

- Make some brief notes as soon as possible after the conversation;
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child;
- Draw a diagram to indicate the position of any bruising or other injury;
- Record statements and observations, rather than interpretations assumptions.

The Ilderton child protection officer will place a colour sticker on the trainees referral file to indicate there has been a child protection concern:

Blue Sticker – referral Safeguarding Panel – Social Services

Green Sticker – trainee being monitored, no referral made yet.

Dealing with a disclosure from a child is likely to be a stressful experience. The member of staff concerned should consider seeking support for her/himself and discuss this with the designated Ilderton child protection officer.

- **Do not destroy any original notes in case they are needed by a court.**

Each training centre will have a red book to record and monitor concerns project staff or volunteers have about a trainee. This should be kept confidential and all staff should know where the book is kept and how to access this.

The book should keep a simple record: Name of trainee, date of entry and the type of concern noted. The book should then be regularly inspected and monitored by the designated Child Protection Officer(s).

Support / Staff Code of Conduct:

You have a professional responsibility to ensure that in carrying out your duties you make every effort to minimise the possibility of an allegation being made against you.

Attitudes, demeanour and language, as well as behaviour, all require care and modesty when providing for a safe and secure environment: staff should therefore refrain from:

- Swearing, play fighting or encouraging conflicting situations
- Using homophobic language or signs
- Using derogatory sexist language
- Using inappropriate sexual references
- Teasing or reference to difference in ability or gender

Following any incident where a member of staff feels that his/her actions have been or may be misconstrued, a written report of the incident should be submitted immediately to the Child Protection Officer.

You should seek wherever possible to avoid situations where you are alone with an individual trainee. If this cannot be avoided you should ensure that meeting is conducted in a room with **visual access** or by leaving the door open and in an area likely to be frequented by other people.

All employees in all circumstances must avoid the use of any unnecessary physical intervention as a part of their work with trainees. Physical contact which may be misconstrued by the trainee, parent or other casual observer should be avoided.

There may be occasions when a distressed trainee needs comfort and reassurance, for example administering first aid, which may include physical comforting such as a caring parent would give. In such situations the trainee's permission should normally be sought before physical contact is made.

Staff joining the project should undergo a thorough induction which includes Safeguarding of young people policy and practice and undergo further training as required and relevant to their work.

Some staff are likely to come into physical contact with trainees from time to time, for example when showing how to use a piece of equipment or whilst checking a safety harness or riding equipment. Project staff should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted by the trainee.

Transporting Trainees:

Whenever possible trainees should be transported by minibus and every minibus should have a minimum of two staff present (1 driver) and (1 passenger) to sit at the rear of the bus to maintain and monitor trainee behaviour. All trainees must wear a seat belt for the duration of the journey, whether short or long.

When a member of staff is required to assist a trainee, for example following first aid, and has to accompany a child to hospital. The remaining member of staff should contact their Project Manager to note this. However, if a large group is returning to base a second worker maybe dispatched following a risk assessment, at the discretion of the Project Manager to accompany the party home.

If a personal vehicle is used to transport a child, another member of staff should be present in the vehicle and the child be seated in the rear and must wear a seat belt. The worker must also have insurance which allows the vehicle to be used in conjunction with their business. If transporting children is part of a project delivery and is a regular occurrence a senior colleague should be informed and their approval given.

Educational Visits / Trips:

Trainee conduct when on external visits can be different from that in the project, as staff and trainees may work closer together for longer periods of time and a more social interaction may take place than normal training activities. Staff must act in accordance with the above guidelines and maintain the highest standards of safeguarding they would in their centre. Act with caution and discretion at all times.

Teaching Materials:

Project workers should avoid using any materials for example in life skills for personal or social education that could be misinterpreted. When using materials of a sensitive nature they should be aware of the danger that use by either trainee or staff, might, after the event be open to criticism.

When using the internet trainees should **NOT**:

- be left unsupervised
- be able to access sites of a pornographic nature or open to misinterpretation
- be left to access chat rooms

- be able to freely access any site promoting (racism, homophobia, political or religious extremism of any origin)
- be sending emails unless approved access is given

Project staff should enable young people to:

- Only access sites relevant to their training subject
- Personal development is relevant to their age and context of need (eg job search) (FRANK – drug education advice)
- EV Planning

Project staff should not use the internet to access inappropriate materials for their personal use. Staff should not upload personal images or photos which might be misconstrued.

Any accidents should be logged into the office diary and noted and witnessed by colleagues present at the time.

Any concerns about the Misuse of the internet MUST be brought to the attention of the Senior Manager or Child Protection Officer(s).

Pastoral responsibilities:

Trainees may seek to involve you in discussions of a sensitive and intimate nature, where they are not an integral part of the ongoing programme of work. All staff must keep a log of the date, time, duration and subject of discussions of a significant nature and alert a senior colleague.

Allegations involving Project staff:

If a child, parent, makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the Child Protection Officer(s).

Any member of staff who has reason to suspect that trainee may have been abused by another member of staff; either at Project or elsewhere, must immediately inform the Child Protection Officer(s).

A record of the concerns must be made, including a note of anyone else that witnessed the incident or allegation.

The Child Protection Officer(s) will not investigate the allegation itself, or take written or detailed statements, but she/he will assess whether it is necessary to refer to the local Social Services team in accordance with the Safeguarding Policy and procedures.

In doing this IF's Child Protection Officer(s) may consult with the Child Protection Officer from the referring agency, or senior officer from Social Services and Safeguarding board.

If the Child Protection Officer decides that the allegation warrants further action through Safeguarding child protection procedures they will make a direct referral to the Social Services team.

If the allegation constitutes a serious criminal offence, it will be necessary to contact Social Services before informing the member of staff.

If it is decided that it is not necessary to refer to Social Services the Child Protection Officer will consider if there needs to be an internal investigation.