



## Whole Again Communities Child Protection Policy

*Amended March 2018 to be reviewed March 2019*

**Whole Again Communities (WAC)** is committed to protecting children from harm. Staff and volunteers accept and recognise the responsibility 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.

### CODE OF BEHAVIOUR

It is the aim of **WAC** to safeguard the welfare of all children and young people by protecting them from all forms of abuse including 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 **WAC's** programmes, training events or workshops.

**WAC** members should at all times show respect and understanding for an individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of **WAC**.

## Guidelines for All WAC Staff and Volunteers

### Attitudes

**WAC** staff and volunteers should be committed to treating children and young people with respect and dignity.

- Always listen to what a child or young person is saying.
- Value each child and young person.
- Recognise the unique contribution each individual can make.
- Encourage and praise each child or young person.

### By Example

**WAC** 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

**WAC** Staff and volunteers should not spend excessive amounts of time alone with children, away from others. In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible. If privacy is needed, ensure that other staff or volunteers are informed of the meeting and its whereabouts

### Physical Contact

**WAC** staff and volunteers should never engage in sexually provocative or rough physical games, including horseplay or do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, **WAC** staff or volunteers should seek an appropriate member of staff to deal with such an incident. **WAC** volunteers or staff should not allow, or engage in, inappropriate touching of any kind

## General

- **WAC** staff and volunteers should be aware that someone might misinterpret your actions no matter how well intentioned.
- Never draw any conclusions about others without checking the facts
- Never allow yourself to be drawn into inappropriate attention seeking 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

**WAC** 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 **WAC**

### Sharing Information about Child Protection and Good Practice with Children, Staff and Volunteers

Good communication is essential in any organisation. In **WAC** every effort will be made to insure 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. **WAC** will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, **WAC** 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 sharing information with delivery partners and gaining information about their child protection policies including the named Designated Child Protection Person(s) and how to make a complaint.

- **WAC** will have a full copy of the Child Protection Policy that will be publicised to all Staff & Volunteers.
- As an organisation, which can offer support and guidance to children and young people, **it is imperative that each member of the WAC Volunteers and staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of WAC'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.

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

In any case where an allegation is made, or someone in **WAC** 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 parents or persons 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 of 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. Children's centre, school designated officer, social services etc.	
Has anyone else been consulted?	
If so, record details	
<b>ACTION TAKEN</b>	
<b>REPORTING PROCEDURES</b>	
Staff / volunteer has concerns Record & Report	
Designated Person(s) Liz Sullivan & Janet Ross	
Is this a serious concern?	
Yes/ No/ Possibly	
Seek advice from designated officer of Children's Centre, school / relevant	
Organisation or Social Services	
Report & Record	
Yes/ No	
Identify training or practice issues	
Designated C.P. Officer of Children Centre, school / relevant organisation / Social Services or Police	
Refer back to staff /volunteer and / or appropriate personnel	
<b>DESIGNATED CHILD PROTECTION PERSONS</b>	
For reasons of confidentiality the only person(s) who need to know this information are the following Designated Child Protection Persons	

## The person to make first contact with is

Liz Sullivan Managing Director WAC  
22 Penbrea Road  
Treneere  
Penzance  
TR18 3NY  
Mobile: 07557 807015  
Landline: 01736 363947  
Email: liz@wholeagaincommunities.co.uk

## Or

Sarah Judd WAC Board Member  
46, Horizon Fields  
Sennen  
Penzance  
TR19 7AU  
Mobile: 07929 446262  
Landline: 017360871377  
Email: sjpenberth@googlemail.com

**If you have clear evidence about actual or likely risk or harm to a child please contact the Cornwall Multi-Agency Referral Unit**

**Contact details 0300 1231 1116**

**After 17: 15pm and at weekends 01208 251300**

The Multi-Agency Referral Unit (MARU) also provides advice and guidance so Partner Agencies including voluntary organisations can get the right help at the right time by the right service.

## WAC 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.

## WAC Disclosure

Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.

- Listen to the child, rather than question him or her directly. Offer him / her reassurance without making promises, and take what the child says seriously. Allow the child 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 **WAC** 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.

## Following Carefully the Procedures for Recruitment & Selection of Staff & Volunteers

- **WAC** operates volunteer employment and supervision procedures that ensure highest priority is given to issues relating to child protection.
- **Every member of staff and any volunteers who work directly with children and young people will have a DSB check and Child Protection Awareness training.**
- **WAC** encourages the development of staff and volunteers through its on-going support, supervision and training.
- Each new member of staff or volunteer is made familiar with **WAC's** policies and procedures including the Child Protection Policy and Code of Behaviour

At **WAC** the management take responsibility for the training needs of staff and volunteers, with support from richard.mckie@cywp.org.uk

We also encourage and support volunteers/staff to identify areas they feel they require training in.

For further information on local South West Safeguarding and Child Protection policies and procedures go to: <http://www.online-procedures.co.uk/swcpp/>.