

**Child Protection Policy  
Statement  
Procedures and Guidelines.**



*Reviewed November 2016*

## INTRODUCTION

### SPARKLERS CHARITY

**Sparklers Charity (SC)** is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. SC acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

#### **In implementing this child protection policy SC will:**

- Ensure all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure all workers understand their responsibility to work to the standards that are detailed in the organisation's *Child Protection Procedures* and work at all times towards maintaining high standards of practice;
- Ensure all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection;

- Ensure the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Children's Social Care and/or Police);
- Ensure any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- Provide opportunities for all workers to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people;
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

## **Section 1: Introduction:**

Sparklers Charity works directly with all members of the family to help manage Special Needs, improve quality of life and raise SEND awareness for the general public.

Our staff and volunteers therefore have direct, one to one contact with children, young people and other vulnerable groups.

SC is therefore committed to the welfare and protection of children and/or young people within all the activities we undertake.

The purpose of these procedures is to ensure all workers, both paid and volunteers are clear about what action to take if any concerns arise about the

welfare of children (anyone who has not reached their 18<sup>th</sup> birthday) or young people they may come into contact with whilst carrying out their duties for Sparklers Charity.

## **Section 2: Recognising the Signs and Symptoms of Abuse**

All training details and copies of DBS certificates will be kept by the Safeguarding Lead and confidentiality rules will apply unless the safety of a child is thought to be at risk.

The following are examples of ways in which abuse can come to light. This is expanded upon in Appendix 1 and in training.

- a child or young person alleges that abuse has taken place or that they feel unsafe;
- a third party or anonymous allegation is received;
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a report is made regarding the serious misconduct of a volunteer towards a child or young person.

## **Section 3: Named Person(s) for Child Protection**

Sparklers Charity has nominated the following Named person and Deputy who have been trained in child protection. If you have any concerns about a child or young person you should report your concerns immediately to Sparklers Charity named person.

SC has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with.

The named persons for Child Protection within Sparklers Charity are:

**Named Person for Child Protection: Richard Agbenowu**

Work telephone number: 07854571041

Mobile: 07883604146

Email: [richarda@sparklers.org.uk](mailto:richarda@sparklers.org.uk)

**Deputy Named Person for Child Protection: Penny Whitfield**

Work telephone number: 07854571041

Email: [pennyw@sparklers.org.uk](mailto:pennyw@sparklers.org.uk)

The role and responsibilities of the named person(s) are:

- To ensure all staff are aware of what they should do and who they should go to if they are concerned a child or young person may be subject to abuse or neglect.
- Ensure any concerns about a child or young person are acted on, clearly recorded, referred on where necessary and followed up to ensure the issues are addressed.

- The Named Person(s) will record any reported incidents in relation to a child or young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

## **Section 4: Stages to follow if you are worried about a child**

Sparklers Charity recognises it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However, SC believes that the safety of the child should override any doubts or hesitations. When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance staff will:

### **Stage 1**

Sometimes children and young people may disclose information which may raise concern with a worker or the worker may notice behavior which may raise concern.

Recognising and respecting the significance of those moments for children and young people is part of the staff member's duty of care. Sometimes what is shared will be about serious matters such as abuse or neglect.

Your role in these situations is to do everything you can to enable the young person to share what they wish to share. This means listening respectfully, showing you care by your manner and allowing the child/young person time.

Initially, talk to a child/young person about what you are observing. It is okay to ask **open questions**, for example: 'I've noticed you don't appear yourself today, is everything okay?', or 'You look a bit down - can I help you with anything?'

Open questions invite information and allow the individual to only say what they wish to say. Open questions keep the conversation open and are rarely answered by a "yes" or "no". Encourage the child/young person to **describe** how they are feeling and what happened. **Do not investigate or ask leading questions.** Leading questions can usually be answered by a "yes" or "no". Leading questions tend to suggest information and ideas (put words in people's mouths).

A child can only be interviewed once for child protection cases and this should be done by a trained professional, otherwise your questioning could be classified as the interview and jeopardise gathering vital evidence and getting a case to court.

Here are some examples of leading questions:

- 'Is that a cigarette burn on your hand? Did mum or dad do that to you?'
- 'Has someone in the class been hurting you?'
  
- Listen carefully to what the child/young person has to say and take it seriously;
- Always explain to children/young people that any information they have given will have to be shared with others;
- Notify the organisation's Named Person for Child Protection.

- Record what was said as soon as possible after any disclosure;
- **The person who receives the allegation (from child/young person) or has a concern should complete a pro-forma** (these are available from your organisation) and ensure it is signed and dated.
- Respect confidentiality and file documents securely.

## **Stage 2**

You should contact the Named person(s) who will take immediate action if there is a suspicion a child/young has been abused or likely to be abused.

The Named Person will make a decision as to whether to make a referral to Surrey Children's Social Services Initial Contact Point **Tel: 03004709100** or the police where necessary – see Appendix 3) or outside of working hours the **Emergency Duty Team Tel: 01483517898**.

If a referral is made to Children's Social Care this must be followed up in writing.

The Named Person can also seek advice and clarity about a situation that is beginning to raise concern by contacting Children's Specialist Services on **03001231650**.

If they have reason to believe a child is at **IMMEDIATE RISK OF HARM**, will **contact the police on 999**

They can also contact the **NSPCC 24 hour National Child Protection Helpline on 0808 800 5000**.

## **Section 5: Managing Allegations made against a member of staff or volunteer**



SC will ensure any allegations made against volunteers or a member of staff will be dealt with swiftly and in accordance with these procedures:

- We will ensure the child is safe and away from the person against whom the allegation is made.
- The Named Person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person.
- The named person should contact the **Local Authority Designated Officer (LADO)** - who is based at the Children's Safeguarding and Reviewing Unit **Tel: 03001231650**, for advice on how to proceed with the immediate situation.
- Outside of working hours the **Emergency Duty Team Tel: 01483517898** can give advice and/or in the event of an emergency situation arising, contact the police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.
- Regardless of whether a police and/or social services investigation follows, SC will ensure an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependent on the nature of the incident.
- **Any allegations will also be reported to the DBS** by either the Named Person or Deputy Named Person.

**All useful telephone numbers if you have concerns about a child can be found on the Local Authority Safeguarding website.**

## **Section 6: Recording and managing confidential information**

- The pro-forma for recording concerns/allegations of abuse, harm and neglect should be completed by the person who receives the allegation or has the concern.
- This information will be held by the Named Person and stored confidentially in accordance with data protection guidance.
- SC will ensure the right of children and young people to confidentiality unless the organisation considers they could be at risk of abuse and/or harm.

## **Section 7: Disseminating/Reviewing Policies and Procedures**

SC will review and disseminate their Safeguarding policies and procedures annually. This will be carried out by the Named Person and signed off by the Trustees of SC.

Any changes/amendments need to be clarified and shared with staff and where significant changes appear these must be relayed to parents/Carers.

## **Appendix 1: DEFINITIONS OF ABUSE**

As cited in [Working Together to Safeguard Children 2015](#) A guide to inter-agency working to safeguard and promote the welfare of children (pages 92 and 93).

**ABUSE:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

**PHYSICAL ABUSE:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**EMOTIONAL ABUSE:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is inv

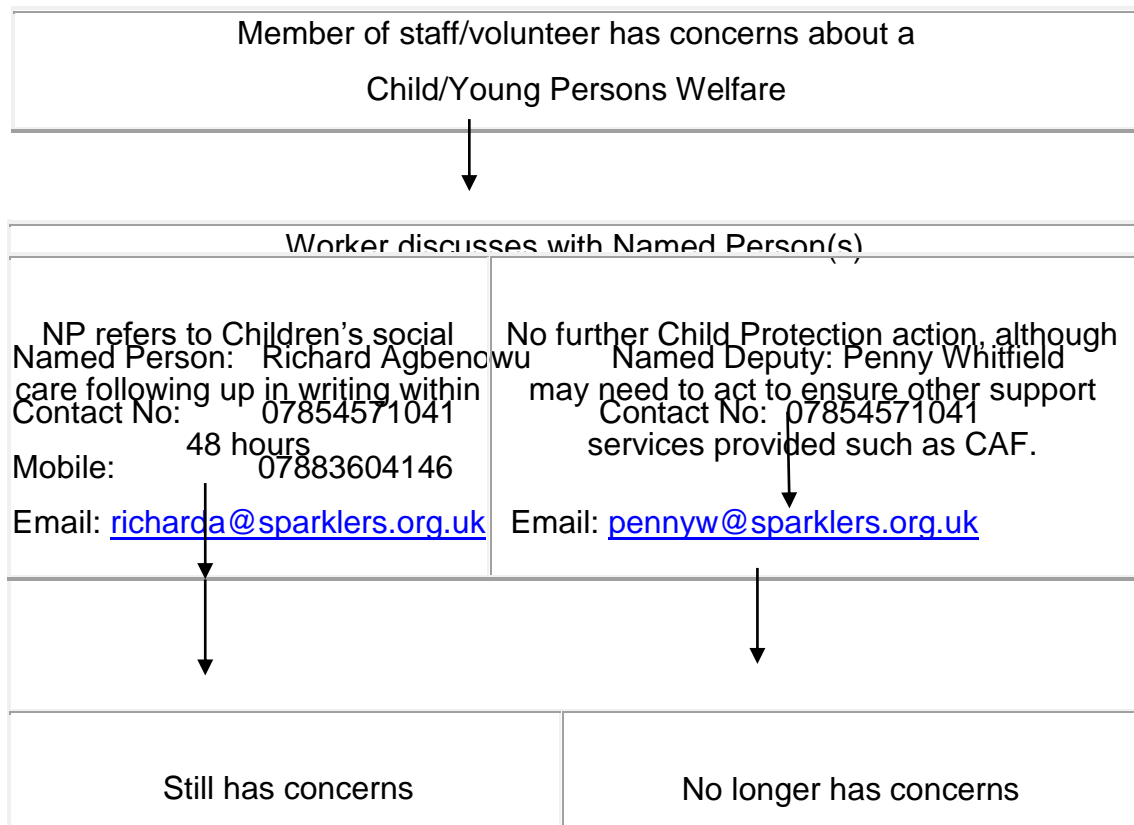
**SEXUAL ABUSE:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**NEGLECT:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

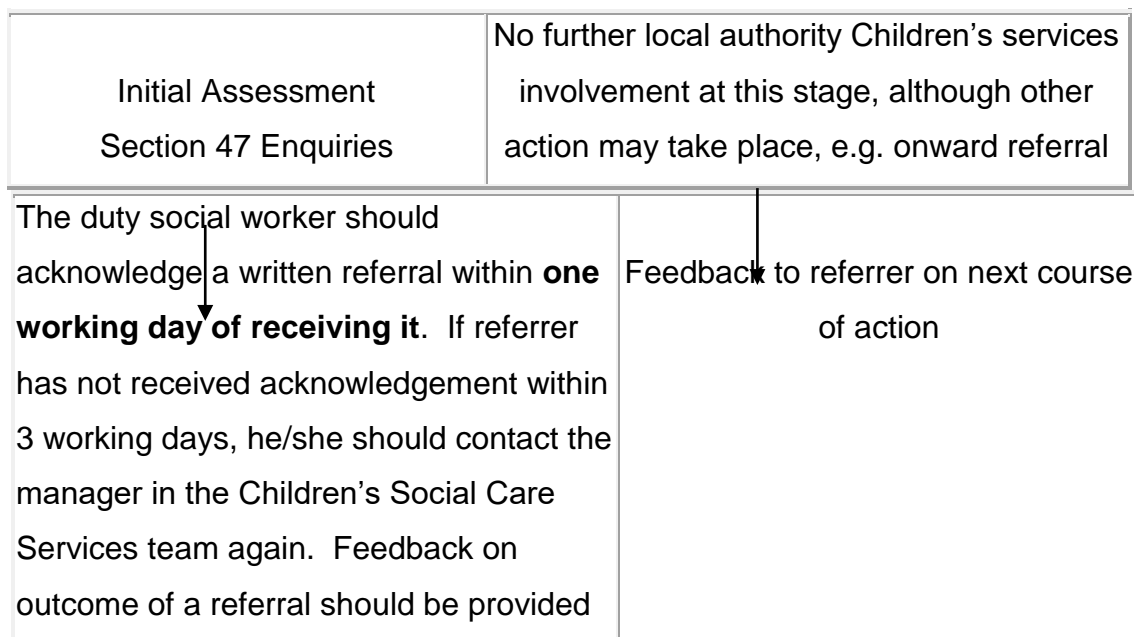
- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix 2: Flow Chart



### Possible Course of Action:



to referrer, including where no further action is to be taken.	
--	--

### **Appendix 3: USEFUL CONTACTS/SUPPORT ORGANISATIONS**

If you have concern a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure you speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action.

#### **KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY**

In the Surrey district, these are the numbers that you can ring for advice and to make a referral:

- During office hours (8.30am - 5pm Monday to Thursday, 4.30pm on Friday) call Children's Social Services Initial Contact Point –

**0300 1231650**

- At all other times, Social Services Emergency Duty Team –

**01483 517898**

- If you have reason to believe that a child is at **IMMEDIATE RISK OF HARM**, contact the police on **999**

- For all general enquires, contact Children's Specialist Services on **03004709100**

You need to ensure you speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action.

### **NSPCC Child Protection Helpline**

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. **Telephone: 0808 800 5000** or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Note: If you do have concerns a child is at risk of harm and you are not happy with advice or decisions from Bradford Children's Social Care, you can seek advice from the NSPCC who have a statutory duty to refer your case if they feel it warrants a referral.