

Challenging Perceptions Safeguarding/ Child Protection



Designated Child Protection and Vulnerable Adult Officer: Carl Bailey

Policy Completed By: Carl Bailey

Date:

Date of review:

Challenging Perceptions C.I.C, Park Lane Centre, Park Lane, Woodside, TF7 5QZ

Telephone: 01952 897 333 | www.cptelford.co.uk | Info@cptelford.co.uk

©Copyright Challenging Perceptions C.I.C 2018

CONTENTS

- Policy Statement
- Our aims and objectives to staff and users
- Principles
- Nature of Abuse – types
- Knowledge of abuse
- Prevention of abuse
- Staff Disclosures and allegations
- Confidentiality
- Training
- Recruitment
- Community Events
- Lost and Found Children
- Use of Cameras and Mobile Phones
- Photo Opportunities
- CCTV
- Recording information and record keeping
- Referral Procedures
- Standards
- Review of policy and procedures
- Role and responsibilities for Child Protection and Vulnerable Adult Officers
- Essential Contact Numbers
- Declarations

Policy Statement

Introduction

- It is the policy of Challenging Perceptions that all children have a right to protection and for their welfare to be paramount.

The following Child Protection and Vulnerable Adult Procedures will be formally adopted and made known to all members of staff and volunteers.

- This procedure is to be adopted and used by all persons representing Challenging Perceptions both as members of staff, group users, or volunteers.

This document is open for all to inspect at any time and will be kept in the Policies and Procedures file in the Challenging Perceptions office and on our website.

- By the nature of the organisation, it is inevitable that various degrees of contact with children will occur and it is therefore our policy to have in place clear guidelines for safeguarding children and promoting their welfare.
- **It is the duty of all staff to be aware of the Policies and Procedures file and its contents. All new staff will be required to sign that they have read and understood this policy as a requirement of their induction process.**
- Our procedures for the safeguarding of children are consistent with guidelines from the Department of Health, the Home Office and the Department of Education. Our policies have been drawn up in accordance with the guidance in **'Working Together to Safeguard Children'** 2013 and the Child Protection and Vulnerable Adult Procedures of Telford and Wrekin Safeguarding Children Board.

Our aims and objectives to staff and users

We will undertake:

- To offer a safe, secure, and happy environment and show a duty of care to all children who come to Challenging Perceptions for whatever reason;
- To work with, share information with and inform colleagues on all issues of Child Protection and Vulnerable Adult and its implementation.
- To enable staff, parents, user group members, customers and volunteers to feel confident in reporting any issues on Child Protection and Vulnerable Adult;
- To welcome, encourage and foster a successful partnership between us and all user groups that use our facilities, having open access to our policy files and, in doing so, assist them with the promotion of Child Protection and Vulnerable Adult. **Individual case material will be kept confidential.**
- To train all our staff in the basic principles of Child Protection and Vulnerable Adult and, where appropriate, extend course knowledge to suit the risk and level of responsibility;
- To promote, as far as is possible, all aspects of Child Protection and Vulnerable Adult and for all staff to be aware of procedures, be confident of reporting, and to prominently publicise referral and the details our Child Protection and Vulnerable Adult Officer at Challenging Perceptions.

Principles

- All staff and especially those that regularly interact with children at the Challenging Perceptions should be able to recognise, and know how to act upon, indicators that a child's welfare or safety may be at risk.
- Training to be alert to potential indicators of abuse or neglect and knowing how to act upon concerns will be part of the induction process with all staff/volunteers. It will be the responsibility of the person charged with arranging such introductory programmes for new workers to ensure that they are made aware of this policy and the following procedures, including contact points.

Challenging Perceptions will have a named designated Child Protection and Vulnerable Adult Officer who is Carl Bailey.

Staff and volunteers should become aware of who to contact in what circumstances and how to do so.

- Staff should be alert to the possibility of the abuse or neglect of children. Any concerns about a child should be acted upon in accordance with government guidance (see Section 12). This applies to any information that you learn even if it is second or third hand or even 'just heresay'.
- Before undertaking any work with children, staff/volunteers must be clear of the following:
 - What is their role (duty)?
 - Who has authorised this?
 - Are there clear boundaries about expectations and about issues such as confidentiality?
- We attempt to create a safe and open environment in which children and adults feel respected and listened to. Clear routines and boundaries are set to establish a sense of security and stability.
- Members of staff/volunteers/leaders should avoid situations which make them vulnerable to allegations of abuse. This may involve on calling upon colleagues to assist with sensitive matters.
- A culture of "whistle blowing" regarding any concerns about a colleague is encouraged within the organisation. We have adopted Telford and Wrekin Council's Speak Up policy.
- Any accidents involving a child must be recorded immediately in the Accident File. Normal RIDDOR procedures apply.

- Concerns that a child attending Challenging Perceptions or a user group may be suffering, or at risk of significant harm from anyone, must always lead to consultation with the appointed Child Protection and Vulnerable Adult Officer.
- The Child Protection and Vulnerable Adult Officer will immediately contact Telford and Wrekin Council Family Connect and in the event of lack of response to then contact the Police.
- Members of staff and volunteers should always pay proper regard to Health & Safety Regulations when organising any activity or contact with children. This applies to both organised activities and those where children have access to the grounds, parking and any other shared areas and their safety in those areas must be assured as far as possible by appropriate planning.

Nature of abuse

Child abuse is the term used when an adult harms a child or a young person under the age of 18. Below are the main types of abuse, all of which can cause long term damage to a child.

1. Physical abuse

This is when a child is hurt or injured by a child or an adult. Physical abuse includes hitting, kicking, punching and other ways of inflicting pain or injury such as poisoning, drowning or smothering. It also includes giving a child harmful drugs or alcohol.

2. Emotional abuse

This is when adults deny children love or affection, or constantly threaten or humiliate them. Sarcasm, degrading punishments and ignoring a child are also forms of emotional abuse and undermine a child's confidence and sense of self-worth.

3. Neglect

This is when a child's basic need for love, food, warmth, safety, education and medical attention is not met by parents or carers.

4. Sexual abuse

This is when a child is used sexually by an adult or young person. Sexual abuse can include kissing, touching the child's genitals or breasts, vaginal or anal intercourse and oral sex. Encouraging a child to look at pornographic magazines or videos is also sexual abuse.

5. Bullying and Cyberbullying

Bullying can occur in any group of children or young people whatever its type or size or the age of its members. There are many different forms of bullying; at one end of the scale it can be teasing and at the other it becomes serious assault or harassment. Verbal and psychological bullying can be just as harmful and hurtful as physical violence. **Sexual and racial harassment** are particularly serious forms of bullying.

Bullying that happens online, using social networks and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Effects of bullying and Cyberbullying

The effects of bullying can lead to children and young people:

- becoming depressed - they actually become ill
- experience low self esteem
- becoming shy and withdrawn
- experiencing physical complaints, like constant stomach aches and headaches, which are brought on by stress
- feeling so anxious that they truant from school.

One kind of bullying which causes great stress is spreading hurtful rumours, which in some cases has led to self-harm or suicide.

Bullying, racism and other types of discrimination are forms of child abuse. Like other kinds of abuse, they can harm a child physically and emotionally.

Exposing children and young people to domestic violence

In households where domestic abuse may happen, children are at a high risk of suffering violent behaviors.

The emotional effects of children witnessing domestic violence can be compared to the psychological damage to those who have suffered child abuse directly or indirectly.

Some of following things may happen to children in homes with domestic violence:

- The child may be hurt while trying to protect their mother, father or sibling.
- Domestic abuse could occur when children might indirectly receive an injury, this might happen when items are thrown or weapons used.
- Develop difficulties at school, absences and lack of concentration.
- Take responsibility for the abuse that is happening.
- Develop low self-esteem.
- Become socially isolated.
- Suffer physical complaints, eating and sleeping difficulties.
- Older children may try alcohol or drugs and may drop out of school.

The issue of children living with domestic violence is now recognised as a matter of concern by both government and key children's services agencies.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Child sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening.

It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Child sexual exploitation doesn't always involve physical contact and can happen online.

Child sexual abuse online

When sexual exploitation happens online, young people may be persuaded, or forced, to:

- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- have sexual conversations by text or online.

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in other sexual activity.

Images or videos may continue to be shared long after the sexual abuse has stopped.

Child sexual exploitation in gangs

Sexual exploitation is used in gangs to:

- exert power and control over members
- initiate young people into the gang
- exchange sexual activity for status or protection
- entrap rival gang members by exploiting girls and young women
- inflict sexual assault as a weapon in conflict.

Girls and young women are frequently forced into sexual activity by gang members. Research by Beckett (2012) found girls considered to be engaging in casual sex were seen as forfeiting their right to refuse sex.

The majority of sexual exploitation within gangs is committed by teenage boys and men in their twenties (Berelowitz et al, 2012).

Other forms of abuse include:

Child Trafficking

Child trafficking is child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.

Children are trafficked for:

- sexual abuse
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs, bag theft.

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

Grooming

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation.

Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

Groomers may be male or female. They could be any age.

Many children and young people don't understand that they have been groomed, or that what has happened is abuse.

Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or sunna.

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

FGM has been a criminal offence in the UK since 1985.

In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation. Anyone found guilty of the offence faces a maximum penalty of 14 years in prison.

Knowledge of Abuse

The abuse, or possible abuse, of a child may come to attention in a variety of ways. There may be aspects of a young person's behaviour, presentation or family history that lead you to suspect that she/he may be at risk. These possible clues should be shared with your nominated Child Protection and Vulnerable Adult Officer who may then decide to refer them to care agencies for further enquiries to be made.

These include:

- Information given by the child;
- Information reported by a concerned adult, even if it is second or third-hand or 'just heresy';
- The child's behaviour;
- An injury that causes suspicion or appears inconsistent with the explanation;
- Long term concerns for the welfare of the child because of their development or demeanour;
- Contact between the child and a known offender against children;
- Substance abuse by the child or their carers.

Prevention of Abuse

Challenging Perceptions is committed to taking all possible measures to help minimise the possibility of children or young people being abused by those in a position of trust.

Staff-Disclosures and Allegations

- Staff (to whom a disclosure was made, who will be supporting the child and who might be attending, strategy and case conferences) would be able to liaise with the DCPO, with the minimum number of people involved who have “a need to know basis” of detail.
- Of the staff not directly involved they will be informed on a “need to know basis”.
- Staff may also need support either as a person who has received a disclosure or if an allegation has been made against them and subsequently needs investigation to conclusion
- The process of managing allegations against those who work with children can be viewed on <http://westmidlands.procedures.org.uk/> Section 1.14 “Allegations Against Staff or Volunteers”.
- Challenging Perceptions has internal procedures and processes in place for dealing with allegations and will follow Policies & Procedures and involve the DCPO and Board of Directors. The procedures make it clear that all allegations are to be reported straight away, normally to the CEO for referral if necessary. The procedures also allow for the Directors to be informed. The TWSCB procedures allow for the Local Authority Designated Officer (LADO) to be party and responsible for monitoring cases to conclusion.

Challenging Perceptions will ensure that any allegations made against a member or members of staff/volunteers will be dealt with swiftly and in accordance with these procedures:

- The person hearing the allegation should firstly separate the vulnerable adult/child or young person away from the member of staff against whom the allegations have been made – do not confront them.
- The named person for Safeguarding should be informed immediately (if they are not available or are the subject of the allegation then report to CEO)
- Advice should be sought from: Local Authority Designated Officer (LADO – who is based at the Child Protection Unit or Adult protection Unit) for advice on how to proceed with the immediate situation (out of hours advice Emergency Duty Team of social services or Police would be able to offer advice); YMCA England Regional contact for support around communications.
- The Safeguarding Officer and CEO (along with the Safeguarding Board Champion for serious allegations) as appropriate would then make decisions and plan next course of actions – reporting back to the worker receiving the allegation to advise them of what to do next. Support for all involved must be considered as part of the plan as we recognise that this is a very stressful and difficult situation for all parties involved.
- The individual who first received/witnessed the concern should make a full written record or 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 Safeguarding Officer (if appropriate) can support the worker during this process but they must not complete the report for them.
- Regardless of whether a police investigation and/or social services investigation follows, Challenging Perceptions will ensure that an internal investigation takes place – this would most likely involve suspension (on full pay) for the member of staff/volunteer against which the allegation was made. If it was not deemed necessary to suspend the member of staff/volunteer

during the investigation, they would be expected to work in an area that would not bring them into contact with the child/young person who had made an allegation against them.

- The investigation would take full priority with the investigating officer being freed up by whatever means necessary to ensure it is carried out as swiftly as possible.
- The member of staff/volunteer against whom an allegation has been made will be treated respectfully throughout the investigation and will have a named Challenging Perceptions member of staff to support them during this time.
- We would cooperate fully with any inquiries made by the police or social services as a result of an allegation – providing original copies of reports and any of our findings (always photocopy any originals before handing over and date and record who they have been passed to).
- Consideration will be given to appropriate disciplinary action and/or ultimate dismissal dependant on the nature of the incident in those cases where the staff/ volunteer is found to be in breach.
- There will be appropriate planning, management and support of those who have been involved in an incident where no evidence / allegation proved to be unfounded or malicious. The feelings/needs of the vulnerable adult/child/young person and the staff/volunteer will be carefully considered.

Confidentiality

- If abuse is suspected, information should be given directly to the DCPO for Child Protection and Vulnerable Adult or, in their absence, to another member of the DCPO of the Senior Management Team.
- The personal information about anyone is regarded by those who work at Challenging Perceptions as confidential. All staff need to be aware of the confidential nature of personal information and will aim to maintain this confidentiality in all areas.
- If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he/she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the welfare of that child.
- Within that context, the child should however be reassured that this will be shared on a “need to know” basis. If conversations need to take place and confidentiality is paramount to welfare, then these conversations will be held in appropriate settings and away from any general areas, where that confidentiality may be compromised.

-

Training

We will undertake to ensure that **all** staff shall have a basic knowledge of Child Protection and Vulnerable Adult and renewed every 2 years.

- The nominated Child Protection and Vulnerable Adult Officer will undertake more intense training in Child Protection and Vulnerable Adult in line with this role.

- All staff training will be recorded in the Training File as will any other supplementary training an individual may have received.
- We will expect user groups to follow the same principles, with each user group's Child Protection and Vulnerable Adult Officer having DBS authorisation and for that group to take responsibility for updating training records and reference verification of leaders and volunteers, who are in **regular contact** with children. Also we expect them to follow their NGB guidelines deemed appropriate in Child Protection and Vulnerable Adult.

Recruitment

- Challenging Perceptions recruitment policy includes taking references and Enhanced DBS checks on all staff and volunteers. User groups will be expected to have their appointed Child Protection and Vulnerable Adult Officer DBS checked and any other support staff, leaders and volunteers they see fit.
- Members of staff, user groups and volunteers are expected to raise any concerns that they have about any unacceptable behaviour by other staff, leaders and volunteers or from any external contacts. These concerns can be addressed in a manner protecting the source of information.

Community Events

To provide good Child Protection and Vulnerable Adult procedures at community events e.g. festivals, community celebrations, outdoor activities etc, workers must establish a '**culture of vigilance**' and be aware and sensitive at all times to activities around them.

Child Protection and Vulnerable Adult must be part of the planning for the event with all staff reporting any suspicious activity to a nominated officer, who would be key worker co-ordinating the event in that area.

During an event should a suspicious incident occur the Police should be contacted immediately.

Lost/Found Children

Procedures for dealing with found children

- Get down to the child's height, tell them that you work at Challenging Perceptions. In the first instance try to find out the child's name, giving the child time to respond as they may be extremely distressed. If that proves difficult the look for a discarded jumper or coat as often there are name tags in clothing. **Do not physically touch the child** to find out these details and seek another member of staff, as soon as possible, to help. Take the child's age, name, address and telephone number if possible.

If you cannot obtain any details at all then you must inform the Police.

- Carry out a brief search of the immediate area with the child. Lost children are often near their family who are simply obscured by people or objects. Ask the child where they last saw the Parent/Carer/Guardian. Older children sometimes have been left on site by parents who are to return later, be vigilant as to where and how long children are waiting for parents to return.
- Small children, however, must be kept at a central point, unless very distressed; in this case the child may be best taken around **with 2 members of staff** to search. Ensure **2 members of staff stay with the child all the time**, preferably the one person who has made the initial contact – this avoids confusing a distressed youngster. Alert all other staff on duty. Never leave a child unattended. If a child refuses to stay then call the Police immediately and stay vigilant as to their direction;
- **At no time put the child in a vehicle.** At the discretion of the Child Protection and Vulnerable Adult Officer contact Police after 30 minutes of an unsuccessful search;
- If parents are found, ask for identification. Do not release children to anyone under the age of 16.

Use of cameras, video recorders, and mobile phone camera use in and around Challenging Perceptions and during community events.

It is now common practice to use mobile phones to photograph or record events. However should a visitor complain or express concern regarding the use of a camera, mobile phone or video recorder, the person using the phone or camera must respect the rights of these and other customers and stop taking photographs or recording.

- It is **not permitted** to photograph in the following areas;

All changing areas Toilet areas Fitness classes
Crèches Children's activity sessions

Organised Photographic Opportunities

The majority of promotional and press releases are organised through Carl Bailey. These are generally agreed by both parties in advance. We undertake not to use children's images unless we have written consent from the parent or carer. This applies to Social Media and our website as well as printed publications. Media photographers will be required to produce formal ID on arrival at the Centre.

CCTV

- The CCTV installed at Challenging Perceptions complies with guidelines regarding the positioning of cameras etc and appropriate signage is in place.
- Should an incident arise which is captured by CCTV, either live or when played back, staff should immediately contact Telford and Wrekin Council's **Family Connect** . If the incident is considered to be suspicious, the Police should be contacted immediately.

Planning Community Events

- It is vital that Child Protection and Vulnerable Adult is discussed in the planning of a community event.
- It should also be minuted, and the notes kept, so that they can be referred to if necessary.
- The Challenging Perceptions employee should let the planning group know who is the contact in case of an incident.
- Staff and volunteers should be informed that if they have any concerns about the welfare of a child at an event, where appropriate they should notify the named Child Protection and Vulnerable Adult person(s) involved in the event.
- If this person is not immediately accessible, then they should contact the police.
- All staff are expected to work within a culture of vigilance and awareness, to create a shield of protection, in as far as we can, to protect children and young people.

Good practice and statement of ethics

It is expected that all employees, coaches and volunteers of the organization will act within the appropriate and expected standards of behavior of adults towards children and young adults.

There is similar understanding of acceptable behavior of children within any organized activity or user group environment towards other children.

All disciplinary measures and sanctions adopted within the organization/club are to be non-violent and will not impose humiliation.

Discrimination, prejudice and oppressive behavior or language is unacceptable within this organization and in any club.

All children have equal rights to protection and this will be provided without regard to age, gender, race, religion or disability. This is in line with the following legislation;

In accordance with the Challenging Perceptions Equal Opportunities Policy incorporating the following;

- Race Relations Act 1976
- The Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1986
- Children Act 2004
- Human Rights Act 1998
- UN Convention on the Rights of the Child (ratified by UK Government in 1991)
- Disability Discrimination Act 2005
- Disabled Persons Act 1958, 1986

If a child does make a disclosure of abuse the following actions are to be taken:

- Listen to what the child tells you rather than directly ask questions;
- Never stop a child who is freely recalling significant events;
- Make a note of the discussion, taking care to record the time, setting and other people present, as well as a record of what was said;
- Try to record verbatim what the child said about the abuse;
- Record any subsequent events and actions;
- **Never promise a child that what they have told you can be kept a secret.** Explain to the child that you have a responsibility for their safety and therefore have to tell somebody in authority;
- A child may recall former abuse once in a safe situation. Although they may be under no current threat to their safety, any disclosure must be raised with the designated member of staff/welfare officer on duty and followed through appropriately.

Recording Information

- Make some brief handwritten notes at the time or immediately afterwards; record the date, time, place and context of disclosure or concern, recording facts, who you shared them with and not assumption, supposition and interpretation.
- Also record where you spoke with them and personal safety details such as “I discussed the incident with the child in the manager’s office with the door open” or justify if it were closed, but naming those who you told this to be the case. If alone, reason that rationale stating “the child stated they would only confide in me if I was alone”.
- If it is observation of bruising or an injury try to record detail, e.g. “right arm above elbow”, “bruise noticed on fleshy part leg”.

- Note the non-verbal behavior and the key words in the language used by the child (try not to translate into 'proper terms' ensuring that you use the child's own words). Body language should be noted and support any disclosure.
- Relevant incident, accident or near miss report to be completed as per flowchart and policies.

It is important to retain on file signed original handwritten notes and pass them on to the DCPs along with a cause for concern form who may ask you to complete a Family Connect Safeguarding Team referral request for service form

Referral procedures

Making a referral within the Organization

Follow flowchart attached.

- All concerns of abuse are to be responded to, with urgency. They are to be promptly drawn to attention of the designated Child Protection and Vulnerable Adult Officer;
- If you believe a child to be at risk of "significant harm", you should inform the Child Protection and Vulnerable Adult Officer immediately. If that person is not available you should contact Telford and Wrekin Council Family Connect or the Police without delay;
- Any concern for the welfare of a child should be dealt with in the same manner, even when there is no specific allegation or disclosure of abuse;
- This Child Protection and Vulnerable Adult Procedure is available for consultation by all and open to inspection by anyone, although specific personal details of recorded incidents should be held elsewhere and only accessible to the nominated child, Protection Officer and responsible persons representing investigating agencies;
- The responsible officer will record all incidents brought to their attention and will contact Telford and Wrekin Council Family Connect or the Police. The non-availability of the designated officer must not delay the making of such a referral;
- The responsible officer will ensure that children, young people and others are made aware if the organization Complaints Procedures relating to Child Protection and Vulnerable Adult;
- All information is to be dealt with in a sensitive manner. No guarantees of confidentiality can be made which would lead to a failure to fully safeguard a child. The Data Protection Act does not restrict the sharing of information in order to ensure a child's safety.

Making a referral to Telford and Wrekin Council Family Connect and/or the Police

The following information is taken from Telford and Wrekin Council Family Connect website:

If you have a concern about the welfare of a child you will need to contact Family Connect on **01952 385385** to speak to a Family Connect Safeguarding Advisor.

Family Connect Safeguarding Advisors are available between 9am – 5pm Monday to Friday (excluding bank Holidays).

Out of Hours Service

Contact the Emergency Duty Team on 01952 676500.

If you believe a criminal offence has been committed you can contact West Mercia Police on 101 or in an emergency dial 999.

Information Required when Making a Referral

It is important to have as much accurate information as possible and for you to have thought through the reasons for your concerns. You will be asked for the following information – the lack of availability of all, or any, of it should not delay making the referral.

Factual Information

- Name and dates of birth or ages of family members;
- Home address;
- Ethnicity and any Disability issues;
- Names of anybody that you know who hold parental responsibility;
- Your involvement with the child;
- Are the child and/or their parent aware of the referral being made?

Source and Nature of Concerns

- Is there something that you have seen?
- Is it based on behavior, an injury or what the child or somebody else has said?
- Are you passing on somebody else's concerns, if so whom?
- Has this concern developed over a period of time or does it follow something that has happened today?
- What evidence do you have for the concern? Have you made a record of this?
- Whom do you believe to be the source of harm or possible risk?
- Are there any other children in the family who may be at risk of harm?
- In your opinion, does the child need immediate protection?

Establish what Action is to be taken

The referrer and the Family Connect Advisor should be clear about the next course of action to ensure there is no misunderstanding or contamination of evidence.

Review of Policy and Procedures

- This policy and procedure document was issued by Challenging Perceptions on (APRIL **2017**). It will be subject to review whenever there is a significant change in the organization or relevant legislation change.

Roles and responsibilities of Child Protection and Vulnerable Adult officers

It is essential that the Child Protection and Vulnerable Adult Officer of Challenging Perceptions has a management role, in order to ensure that they can lead and develop site specific Child Protection and Vulnerable Adult and issues around it. The Policies and Procedures file will be updated as and when necessary.

Being the lead officer does not mean that that person has sole responsibility for the organization's response to Child Protection and Vulnerable Adult.

Responsibility of the trustees

It is the responsibility of the Trustees to ensure that proper arrangements are made to enable the organization to fulfill its "duty of care" towards children and young people. Equally, all adults working with children and young people have a responsibility to ensure that their welfare is the organization's top priority. The Child Protection and Vulnerable Adult Officer has an important role to play at site specific level. Conversely, we will expect clubs to be an integral part of this partnership as major stakeholders.

ESSENTIAL CONTACT NUMBERS

- Telford and Wrekin Council Family Connect
01952 385385
- Out of hours – Emergency Duty Team
01952 676500
- Police
101 or 999

Further information can be found on the NSPCC website: www.nspcc.or.guk

Declarations

This policy has been endorsed by the Board trustees at Challenging Perceptions and follows the policies and procedures laid down by Telford and Wrekin Council.

Signature

Date

The Child Protection and Vulnerable Adult Officer at this site is:

Name: CARL BAILEY

Telephone 01952 897 333

Fax 01952 683707

Email carl.bailey@cptelford.co.uk
challengingperceptions@protonmail.com