

AR01 - Child Protection Policy and Procedure

Purpose

- | To comply with good practice in child protection in situations where employees may have unsupervised access to children while working, for instance where a child lives in a Service User's own home.
- | To comply with safe practice where children visit Service Users in registered premises, or in the Service User's own home.

Scope

- | Situations whereby employees have unsupervised access to children while working.
- | Situations where children visit Service Users in registered premises, or in the Service User's own home.

Policy

- | We in Kaf Training And Recruitment Agency are committed to practices which protect children from harm. Staff in this organisation accept and recognise our responsibility to develop awareness of issues that can 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 and staff;
 - | 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;
 - | Providing effective management for staff through supervision, support and training;
 - | Providing a safe environment for children.

Procedure

CODE OF BEHAVIOUR

Statement of Intent

- | It is the policy of Kaf Training And Recruitment Agency to safeguard the welfare of all children and young people by protecting them from physical danger, and all forms of abuse, including physical, emotional and sexual harm.
- | Kaf Training And Recruitment Agency is committed to creating an environment in which young people can feel safe and comfortable and secure while in contact with any of Kaf Training And Recruitment Agency's employees or in any workplace controlled by Kaf Training And Recruitment Agency. Personnel should at all times show respect and understanding for individuals' rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Kaf Training And Recruitment Agency.

Guidelines for all Kaf Training And Recruitment Agency employees

Attitudes

- | Staff should be committed to:
 - | Treating children and young people with respect and dignity;

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- i Always listening to what a child or young person is saying;
- i Valuing each child and young person;
- i Recognising the unique contribution each individual can make;
- i Encouraging and praising each child or young person.

By Example

- i Staff should endeavour to:
 - i Provide an example, which we would wish others to follow;
 - i 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;
 - i Respect a young person's right to privacy.

One-to-one Contact

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

Physical Contact

- i Staff should never:
 - i Engage in sexually provocative or rough physical games, including horseplay;
 - i 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, Kaf Training And Recruitment Agency staff should seek a member of their family to deal with such an incident;
 - i Allow, or engage in, inappropriate touching of any kind.

General

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

Risk Assessments

- i Where children are admitted to a premises, or are resident on the premises, all risk assessments carried out on

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the environment, equipment, substances and anything with which the child may come into contact must specifically assess the risks to and from children. Until this range has been checked, extended where necessary, and all advised actions carried out, children should not be admitted on the premises.

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

- | Good communication is essential in any organisation. In Kaf Training And Recruitment Agency every effort will be made to ensure 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. Kaf Training And Recruitment Agency will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.
- | When sharing information, Kaf Training And Recruitment Agency 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 in contact with staff employed by a credible organisation.
- | Where the children are not the recipient of the Service, but are simply visiting a Service User Parents should also closely supervise at all times and accept responsibility for their children when they are visiting a Service User at home, whether that is the Service User's own home or a registered premises such as a hospital or care home. It is the responsibility of the parent(s) to ensure that their children:
 - | Are made aware of the need for the privacy of the Service Users;
 - | Are made aware of the need to not disturb other Service Users in the vicinity;
 - | Are made aware that a registered premises, and often a Service User's own home, may hold materials which may be harmful to children. The parents must be vigilant for such dangers, and children aware that they should not touch or consume anything without checking with their parents first;
 - | Are made aware that a registered premises, and often a Service User's own home, may contain equipment which may be harmful to children. The parents must be vigilant for such dangers, and children aware that they should not touch anything without checking with their parents first.

Staff

- | As an organisation whose employees may occasionally be in contact with children and young people in the workplace, it is imperative that each staff member of the Kaf Training And Recruitment Agency staff in this situation is aware of their responsibilities under the Child Protection legislation and has a working knowledge of Kaf Training And Recruitment Agency's procedures.
- | Staff will report to their line manager if children or young people enter their workplace.
- | The line manager will ensure that all staff who do or may have contact with children or young people receive direct supervision with regard to the contents of this policy, and conduct regular checks on the workplace.

Other Bodies

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- | 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 - PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

- | In any case where an allegation is made, or someone in Kaf Training And Recruitment Agency has concerns, a record should be made. As far as is practically possible, details must include:
 - | Name of child or young person;
 - | Age;
 - | The Agency address (if known);
 - | Date of birth (if known);
 - | Name(s) and address(es) 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 of any specific incidents;
 - | Whether the child or young person has been spoken to;
 - | If so, what was said;
 - | Whether anybody has 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;
 - | Whether anyone else has been consulted? If so, record details;
 - | **ACTION TAKEN.**

Record Keeping

- | All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet.
- | Only 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, rather than question him or her directly.
- | Offer him / her reassurance without making promises, and take what the child says seriously.

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- | 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 Kaf Training And Recruitment Agency Registered Manager for advice / guidance.
- | The Registered Manager may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- | If either Registered Manager is not available, or it is inappropriate to approach them, the member of staff with the concern should make direct contact with the relevant organisation themselves.
- | Record any discussions or actions taken within 24 hours.

Key Lines of Enquiry Table

Key Line of Enquiry	Primary	Supporting	Mandatory
C.S2 - How are risks to individuals and the service managed so that people are protected and their freedom is supported and respected?	✓		✓

Note: All QCS Policies are reviewed annually, more frequently, or as necessary.

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