

Child Protection Policy



Signed 
(on behalf of the Management Committee)

Name...Jasbir Chahal...(Chairperson)...

Date...19th April 2018

To be reviewed January 2019

ADDUP CHILD PROTECTION POLICY

Attention Deficit Disorders Uniting Parents (ADDUP) was set up to bring families together, to guide parents in the right direction to find the practical help they need for their children and to promote both public and professional awareness of ADHD. We value the input that we have from our staff and volunteers in delivering the high standard of service to our users

Addup values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

(NB This document will refer to those under 11 years old on 1 September of the current school year, i.e. year 6 and below, as 'children' and those who are 11 or older i.e. year 7 and over, as 'young people').

Purposes

- The purpose of any Addup children and young people's programme is to offer the children a safe and welcoming environment with fun activities where the children and young people can grow and learn. Every activity involving children and young people will be given special attention regarding safety. We will adhere to the Children's Act 1989 & 2004, Protection of Children Act 1999 and any other legislation or policy implemented by the local authority. We will enforce all duties on those undertaking a caring/responsible/active role.

Aims

1. To develop care and support for children and young people in the group
2. To support children and young people as they grow emotionally, physically and mentally.
3. To provide a safe environment for children and young people to participate in activities.
4. To enable the children and young people to express themselves.
5. To assist the children and young people to integrate into the community.
6. To help the children and young people to learn about ADHD and empower them to learn the skills to manage it thus aiding their development.

Organisation

1. For organised events, each child and young person should be formally registered with the group. The activity booking pack will include an information/consent form which their parent/carer must complete. These forms have vital information about health and emergency contacts and should be kept securely and brought to each session.
2. Attendance register: a register will be kept for each session.

Child Protection Representative

The group's appointed Designated Safeguarding Officer is Sheila Keeling. She will take on the following responsibilities:

- Ensuring that the policy is being put into practice and adhered to
- Being the first point of contact for child protection issues

- Keeping a record of any concerns expressed about child protection issues
- Where necessary, taking further steps, such as referring concerns to other agencies (Children’s Social Care Duty Officer 01708 434343)
- Bringing any child protection concerns to the notice of the Management Committee
- Ensuring that paid staff and volunteers are given appropriate training
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.
- Support staff and volunteers involved on each occasion.
- Ensuring that all staff and volunteers are aware of professional boundaries when using social networking sites
- Ensuring there are clear procedures for volunteers

Trips/Outings

1. When organising a trip/outing ensure that a trip, outing, permission, and information slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).
2. Ensure that there is adequate insurance for the work and activities.
3. Ensure that a risk assessment has been completed for each trip
4. Parent/carers, staff and volunteers adhere to the Rules & Guidelines set down by Addup
5. Staff and volunteers to wear Addup identification
6. That coaches used for outings must be a reputable company and have appropriate insurance.

Numbers of Youth and Children’s Volunteers

The leadership should include at least one female with a minimum of two workers present at every session.

Two workers may work alone with a group containing a number of young people aged sixteen or more, at least one young person must be nominated as a responsible person in the group. The above activity should not take place if the above working conditions cannot be fulfilled. For Organised Activities for children and young people, the group will employ the following staffing ratios with either paid members of staff or volunteers:

Staffing Ratios:

3 – 8 years	2 workers for every eight children
Over 8s:	
Up to 20 young people	4 workers and/or volunteers
21-30 young people	6 workers and/or volunteers

Guidelines

A group of children or young people must not be left unattended at any time. No member of staff or volunteer should be left alone with an individual child or young person at any time. Should a situation arise where there is a need to take a child from the room ensure that a senior member of staff is aware of why, where you are and who you are with.

Staff and volunteers should not arrange to meet a young person away from the activity without someone else being there. As such, meetings should be planned and have the approval of the Development Manager

Volunteer mentors should be supervised at all times by a paid member of staff.

Relationships

Under normal circumstances it is expected that a worker or assistant would not have an individual personal relationship with a child or young person in the group outside of their role within the group. (Family ties are an exception to this).

Safety

1. Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.
2. Make sure that all workers and volunteers know;
 - Where the Addup mobile is, who is responsible for it and what the number is
 - Where the first aid kit is located
 - Who is responsible for First Aid and how to record accidents or injuries in the accident book
 - What to do in the event of a fire or other emergency
 - All staff and volunteers adhere to the risk assessment
3. There will be a fire practice at least four times a year
4. No child or young people will be allowed to leave without an adult unless the parent/carer has specifically said in writing. No child or young person to leave with another adult unless the parent/carer has informed the office

New Workers

Workers and assistants are by far the most valuable resource the group has for working with children and young people. When recruiting, and selecting, paid workers and volunteers the following steps will be taken:

- Completion of an application form
- An interview by two or more people at least one of whom will be a member of the Management Committee
- Identifying reasons for gaps in employment, and other inconsistencies in the application
- Checking of the applicants' identity (passport, driving license, etc)
- Taking up references prior to the person starting work
- Ensuring a D.B.S has been carried out through relevant local agencies approved by the Criminal Records Bureau
- Taking appropriate advice before employing someone with a criminal record
- Allowing no unaccompanied access to children under any circumstances
- A probationary period of 6 months for new paid workers and volunteers to include induction procedure
- On-going supervision of paid workers and volunteers

- All staff and volunteers have their own individual file to include all required relevant information
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance

When considering new youth or children’s workers it is important that they have:

1. A desire to work with young people or children
2. Previous experience of working with children or young people. If there is no such experience, the worker should be willing to be trained and supervised during the first twelve months.
3. An understanding of ADHD and associated disorders or a willingness to learn
4. The ability to provide consistent care
5. A willingness to respect the background and culture of children in their care
6. A commitment to treat all children and young people as individuals and with equal concern
7. Reasonable physical health, mental stability, integrity and flexibility.

Training

It is a great benefit if workers undertake regular training to aid their development. The Development Manager will keep workers informed of relevant courses.

RESPONDING TO YOUNG PEOPLE’S NEEDS

What is child protection?

1. Child protection is the response to the different ways in which a young person’s or children’s physical, emotional, intellectual and spiritual health is damaged by the actions of another person and their circumstances.
2. Child abuse is classified as physical abuse, sexual abuse, emotional abuse or neglect. NB It is not only physical and sexual.
3. Most abuse is carried out by adults who are close to the young person or child or who are in a position of trust. Abuse by strangers is uncommon.
4. Child abuse takes place in all parts of society. It is not confined to any particular social or economic situation

What can Addup do?

All groups working with children and young people will want to keep them safe particularly when they are undertaking activities held in the name of the group. This should be extended to working to help and support families through difficult times and making sure that the group is a safe place of help for children and young people. Children and young people rarely lie about being abused and should be believed.

Procedures to follow

1. It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court)
2. Listen to the children and young people

3. Observe children and young people's behaviour for sudden and dramatic behaviour changes
4. Gain knowledge of their home lives and understanding of circumstances
5. Ensure that everyone in the team is prepared for the fact that a child or young person could disclose abuse or other fears at any time.

What you should do...

1. Any disclosure by a child or young person must be reported to the appropriate person without delay. (Development Manager)
2. Always finish by assuring the child or young person that you are treating the matter seriously and let him/her know what you will do next.
3. Make notes of exactly what the child or young person has said. Avoid making assumptions
4. You may be asked for a report, and in the event of a Children's Social Care investigation, this written account will be very important, and will be passed to Children's Services
5. It is vital that you write down the action you have taken. Sign and date it.

What you should not do

1. Unless you are the designated person, do not begin investigating the matter yourself
2. Do not discuss the matter with anyone except the correct people in authority.
3. Do not form your own opinions and decide to do nothing.
4. Do not say or suggest that you don't believe the child.
5. Do not make false promises
6. Do not agree to keep the information secret.
7. Do not discuss with friends.
8. Do not contact alleged abusers

If abuse by a member of your group is suspected or disclosed.

The statutory authorities will be consulted and in conjunction with them that person will be suspended from work connected with children and young people. A suspension does not imply guilt or blame and will only be shared on a need to know basis. Our desire is to protect both the potential victim/victims and the accused from injustice.

Further Advice on Responding to Children and Young People

There is no perfect pattern for responding to a child or young person who confides in you, because each individual and situation is different. The following guidelines may be of general use

General Points

1. Look at the child or young person directly
2. Tell the truth
3. Do not promise to keep any secrets before you know what they are, but always let the young person or child know if, and why, you are going to tell anyone else.
4. Take whatever the young person or child says seriously.

5. Help the young person or child to trust his/her own feelings

Things to say or do:

1. 'What you are telling me is very important'
2. 'This is not your fault'
3. 'I am sorry that this has happened/is happening'
4. 'You were right to tell someone'
5. 'What you are telling me should not be happening to you and I will find out the best way to help you'
6. Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

Things not to say or do:

1. Do not ask leading questions – Why? How? What
2. Do not say 'Are you sure?'
3. Do not show your own emotions e.g. shock/disbelief
4. Do not make false promises

Any breach of this policy will be addressed by the Management Staff and reported to the Chair.