



CHILD PROTECTION POLICY

This policy was adopted by Innovate Dorset on:
Wednesday 25th September 2019
the next review date for this policy: 25th September 2020

CHILD PROTECTION POLICY

Innovate Dorset 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.

Purposes

The purpose of Innovate Dorset is to offer the young people a safe, supportive and welcoming environment to progress.

Aims

- To provide mentoring for young people to help them develop from childhood into adulthood and to provide support for them.
- To enable the young people to express themselves.
- To assist the young people in integrating into the community.
- To help children/young people appreciate the diversity of their cultures.

Organisation

1. Each child and young person should be formally referred. The information includes an information/consent form which their parent/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely.
2. Attendance register: a report will be written for each session.

Child Protection Representative

Innovate Dorset has appointed a child protection representative. If any worker has any child safety concerns, they should discuss them with him/her. He/she will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Management and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

Trips/Outings

1. When organising a trip/outing make sure the company has appropriate consent and the mentor has risk assessed the activity. This must all be added to the sessional report.
2. Ensure that there is adequate insurance for the work and activities.

Personal/Personnel Safety

- A young people under sixteen should not be left unattended at any time.
- A Young Person should not be contacted at any other time other than through pre-arranged meetings arranged by the office.
- No contact should be made with a young person via staff personal social media accounts of mobile phones.
- As such meetings should be planned and have the approval of Management

Child Safety

1. Make sure that the area you are using for activities is fit for the purpose
2. Make sure that all workers and assistants know
 - Where the emergency phone is and how to operate it
 - Where the first aid kit is
 - Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - What to do in the event of a fire or other emergency
3. Once a year there should be a fire practice
4. Never let a child go with another adult unless the parent/Carer has informed you that this will happen.
5. If private cars are used for an outing, the drivers must be approved by the Management, be properly insured, have rested before driving, and should have clean licenses. All vehicles should be fitted with full seatbelts, not just lap belts. Full seatbelts should always be used.

Under normal circumstances, workers should only give a lift home to a young person from group activities if the parents of the young person have specifically asked for them to do so.

New Workers

Workers and assistants are by far the most valuable resource Innovate Dorset has for working with 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 Managers, who will take the final decision;
- 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 criminal record checks have 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 until all of the above have been completed;
- A probationary period of 3 months for new paid workers and volunteers;
- On-going supervision of paid workers and volunteers;
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;
- A nominated child Protection representative on the Management

Training

It is a great benefit if workers undertake regular training for this type of work. The company should keep workers informed of relevant courses.

What is child protection?

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

What you should do

1. Listen to the child/young person
2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
3. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
4. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
5. It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
6. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

What you should *not* do

1. Mentors should not begin investigating the matter themselves.
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.

Things to say or do:

- 'What you are telling me is very important'
- This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- What you are telling me should not be happening to you and I will find out the best way to help you'
- 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:

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

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Signed on behalf of the Company by:

Signature:

A handwritten signature in black ink, appearing to be 'Kevin Tatchell', with a long horizontal line extending to the right.

Name in Capitals: KEVIN TATCHELL