

## Future Youth Project (FYP)

### Child Protection Policy and Procedure

This Policy was approved by the Management Committee / Board of Trustees on 22/01/13

This Policy will be reviewed by 22/01/14

### Future Youth Project (FYP) Safeguarding Children

#### Child Protection Policy

The FYP is committed to a practice which protects children from harm.

Staff and volunteers in the organisation accept and recognise our responsibilities to develop awareness of issues, which 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, staff and volunteers.
- 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 and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- We are also committed to reviewing our policy and good practice at regular intervals.

#### Code of Behaviour

##### **Statement of intent**

It is the policy of FYP to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

FYP is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of FYP's projects, training events or workshops. Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos of FYP.

#### Guidelines for all FYP staff and volunteers.

##### **ATTITUDES**

Staff and volunteers should be committed to

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child or young person.
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

#### BY EXAMPLE

- Staff and volunteers should endeavour to
- Provide an example, which we would wish others to follow
- 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
- Respect a young person's right to privacy

#### ONE TO ONE CONTACT

Staff and volunteers should

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

#### PHYSICAL CONTACT

Staff and volunteers should never

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child or young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, FYP staff should seek another adult worker ( FYP worker, teacher, group leader etc) to deal with such an incident.
- Allow, or engage in, inappropriate touching of any kind.

#### GENERAL

Staff and volunteers should

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

## RELATIONSHIPS

### Staff and volunteers

Who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within FYP or the work of FYP.

#### Sharing information about child protection and good practice with, children, staff and volunteers

Good communication is essential in any organisation. In FYP every effort will be made to assure that, should any 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. FYP will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, FYP 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 involved with a credible organisation.

We achieve this by

- Publishing information on all our work with young people
- Publishing the named Designated Child Protection Person(s) and how to make a complaint.
- Publishing a full copy of the Child Protection Policy on the internet site.

#### Staff and Volunteers

As an organisation, which offers support and guidance to children and young people, it is imperative that each member of FYP staff is aware of their responsibilities under the child protection legislation and has a working knowledge of FYP procedures. Each member of staff will receive updated training in child protection.

#### Other bodies

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 FYP has concerns, a record should be made.

Details must include, as far as practical:

Name of young person

Age

Home Address (If known)

Date of Birth (If known)

Name and Address 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 specific incidents

Has the child or young person been spoken to? If so, what was said?

Has anybody been alleged to be the abuser. If so, record the details.

Who has this been passed on to, in order that appropriate action taken? Eg school, FYP worker, social services etc?

Has anyone else been consulted? If so, record details.

ACTION TAKEN.....

### Reporting Procedures

Staff/ Volunteer has concerns

Reports to Project Manager/Line Manager and group leader attending with FYP

Reports to Social Services or other relevant statutory organisation.

Follow up call made by Project Manager/Development Manager.

### Designated Child Protection Persons

For reasons of confidentiality the only person(s) who need to know this information are the following Designated Child Protection Persons.

1. The Project Manager

The Designated Person(s) will inform the relevant outside organisation of the incident.

Social Services

Police

## Record Keeping

- All Records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet.
- Only the 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.
- 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 not 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/young person'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 FYP designated persons for advice/guidance. The designated person may then discuss the concerns/suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- Record any discussions or actions taken within 24 hours.

## Following carefully the procedures for recruitment and selection of staff and volunteers

- FYP operates employment and supervision procedures that ensure highest priority is given to issues relating to child protection.
- All new members of staff are required to undergo a CRB check as part of our recruitment policy. No FYP employee may have any convictions of either violent offences, sexual offences or **any** offences against minors.

## Providing Effective management for staff and volunteering through supervision, support and training

FYP encourages the development of staff and volunteers through its ongoing support, supervision and training.

- Induction – Each new member of staff or volunteer is made familiar with FYP Policies and Procedures including Child Protection Policy and Code of Behaviour
- Supervision – Each member of staff receives regular supervision.
- Appraisals – Each member of staff receives an annual performance appraisal
- Training – FYP management take responsibility for the training needs of staff and volunteers. The individual however, also plays a part in identifying areas they feel they require training in.