BRECKLAND COUNCIL

CHILD PROTECTION POLICY

GUIDANCE AND PROCEDURES

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Q: I don’t directly work with children, so does this Policy affect me? A: Yes it Does!!

This policy applies to all situations within the Council’s operation, which could potentially involve children or young people, from young children running around in a reception area to home visits where children or young people are present,

Therefore, although your work may not directly impact on or relate to children or young people, you have a responsibility to recognise and respond to child protection situations and concerns appropriately and must be aware of this policy and its procedures.

This policy affects every Breckland Council staff member, elected member, volunteer and anyone working on behalf of and/or representing the Council.

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1. Introduction

Children and young people have the right to be safe in the services provided for them and activities they choose to participate in.

The Council believes that all children have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy normal activities, and to be treated with dignity and respect. Although hundreds and thousands of children have wonderful experiences, abuse does happen.

There is a considerable body of legislation, government guidance and standards designed to ensure that children are protected from harm (see Appendix A). These include ‘The Children Act 1989’, ‘The Children Act 2004’, ‘Every Child Matters’ and the ‘Working Together to Safeguard Children’ document by the Department of Health.

Lord Laming in the Victoria Climbie Inquiry Report stated “The support and protection of children cannot be achieved by a single agency. Every service has to play its part. All staff must have placed upon them the clear expectation that their primary responsibility is to the child and his or her family.” Section 11 of the Children Act 2004 places a duty on key persons and bodies to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children. As an organisation with reasonability for children and young people across its services, Breckland Council has both a moral and legal obligation to ensure a duty of care.

Breckland Council is committed to ensuring that all children and young people are protected and kept safe from harm whilst engaged in services organised and supported by the Council.

The council is not an investigative or intervention agency for child protection. However, because some staff are in regular contact with children and ‘young people they are in a position to observe outward signs of abuse and can and should alert others when such signs are observed. The Council has a responsibility to refer suspected cases of abuse to Norfolk County Council Social Services Department and or the Police.

1. Child Protection Policy

The Child Protection Policy is designed to safeguard children and young people from potential abuse as well as protect Breckland Council, its staff, elected members and volunteers from false allegations of abuse.

Breckland Council recognises that:

* + The term children or young people is used to refer to anyone under the age of 18 years.
  + The term parent is used as a generic term to represent parents, carers and guardians.
  + The term staff, elected members and volunteers is used to refer to anyone working on behalf of and/or representing the Council.
  + All children and young people irrespective of their age, class, religion, culture, disability, gender, ethnicity or sexual preference have the right to protection from abuse.

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1. What is Child Abuse?

Abuse is the neglect of a child or young person by inflicting harm, or by failing to act to prevent harm. There is evidence that children and young people have been abused in a family or in an institutional (e.g. school, care home) or social setting; by those known to them or more rarely, by a stranger.

* 1. The Main Forms of Abuse

It is generally accepted that there are four main forms of abuse. The following definitions are based on those from Working Together to Safeguard Children (Department of Health, Home Office, Department of Education and Employment, 1999) (National Assembly for Wales 2000); Co-operating to Safeguard Children (2002) (Northern Ireland); Protecting Children – A Shared Responsibility (Scottish Executive 1998).

* + 1. Physical Abuse

Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person are examples of physical abuse.

Physical harm is also caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child or young person whom they are looking after. The situation is commonly described as factitious illness, fabricated or induced illness in children or ‘Munchausen Syndrome by Proxy’ after the person who first identified this situation. A person might do this because they enjoy or need the attention they get through having a sick child or young person.

Physical abuse, as well as being a result of a deliberate act, can also be caused through an omission or the failure to act to protect.

* + 1. Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child or young person such as to cause severe and persistent adverse effects on the child or young person’s emotional development. It involves making a child or young person feel or believes that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or young people. It may also involve causing children or young people to frequently feel frightened or in danger, or the exploitation or corruption of a child or young person.

Some level of emotional abuse is involved in all types of ill treatment of a child or young person, though it may occur alone.

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* + 1. Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, such as fondling.

Sexual abuse also includes non-contact activities, such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

* + 1. Neglect

Neglect is the persistent failure to meet a child or young person’s basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person’s health or development, for example a parent or carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child or young person gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or young persons basic emotional needs.

* + 1. Diagram 3a – Main forms of Abuse

Neglect

Is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development?

PHYSICAL ABUSE

E.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

MAIN

FORMS OF ABUSE

EMOTIONAL ABUSE

The persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development.

SEXUAL ABUSE

Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening?

It is accepted that in all forms of abuse there are elements of emotional abuse and that some children or young people are subjected to more than one form of abuse at any one time.

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* 1. Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. A young person can abuse another young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons, being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Bullying can include:

* + - Physical: e.g. hitting, kicking and theft
    - Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures or being excluded by their peers.
    - Emotional: e.g. tormenting, ridiculing, humiliating and ignoring
    - Sexual: e.g. unwanted physical contact or abusive comments.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a young person is being bullied:

* + - Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school etc.
    - A drop off in performance at school or standard of play
    - Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed- wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
    - A shortage of money or frequent loss of possessions.

1. Recognising Child Abuse

Recognising child abuse is not easy, and is not the responsibility of Council staff, elected members or volunteers to decide whether or not child abuse has taken place or it a child or young person is at significant risk. Council staffs, elected members and volunteers however, do have a responsibility to act if they have a concern.

* 1. Signs and Indicators

Every child and young person is unique and it is difficult to predict how their behaviour will change as a result of their experience of abuse. Listed below are some physical signs and behavioural indicators that may be commonly seen in children and young people who are abused, but remember they may only be an indication and not confirmation that abuse is taking place.

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* + 1. Physical Abuse

|  |  |  |  |
| --- | --- | --- | --- |
| PHYSICAL ABUSE | | | |
| Physical Signs | | Behavioural Indicators | |
| Y | Unexplained bruising, marks or | Y | Fear of parents being approached |
|  | injuries on any part of the body |  | for an explanation |
| Y | Bruises which reflect hand marks | Y | Aggressive behaviour or severe |
|  | or fingertips (from slapping or |  | temper outbursts |
|  | pinching) | Y | Flinching when approached or |
| Y | Cigarette burns |  | touched |
| Y | Bite marks | Y | Reluctance to get changed, for |
| Y | Broken bones |  | example wearing long sleeves in hot |
| Y | Scalds |  | weather |
| Y | Depression |
| Y | Withdrawn behaviour |
| Y | Running away from home |

* + 1. Emotional Abuse

|  |  |
| --- | --- |
| EMOTIONAL ABUSE | |
| Physical Signs | Behavioural Indicators |
| Y A failure to thrive or grow  Y Sudden speech disorders  Y Development delay, either in terms of physical or emotional progress | Y Neurotic behaviour, e.g. hair twisting, rocking.  Y Being unable to play  Y Fear of making mistakes  Y Self harm  Y Fear of parent being approached regarding their behaviour |

* + 1. Sexual Abuse

|  |  |  |  |
| --- | --- | --- | --- |
| SEXUAL ABUSE | | | |
| Physical Signs | | Behavioural Indicators | |
| Y | Pain or itching in the genital/anal | Y | Sudden or unexplained changes in |
|  | areas |  | behaviour, e.g. becoming aggressive |
| Y | Bruising or bleeding near |  | or withdrawn |
|  | genital/anal areas | Y | Fear of being left with a specific |
| Y | Sexually transmitted disease |  | person or group of people |
| Y | Vaginal discharge or infection | Y | Having nightmares |
| Y | Stomach pains | Y | Running away from home |
| Y | Discomfort when walking or sitting | Y | Sexual knowledge which is beyond |
|  | down |  | their age or development age |
| Y | Pregnancy | Y | Sexual drawings or language |
| Y | Bedwetting |
| Y | Saying they have secrets they |
|  | cannot tell anyone about |
| Y | Self harm or mutilation, sometimes |
|  | leading to suicide attempts |
| Y | Eating problems such as overeating |
| or anorexia |

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* + 1. Neglect

|  |  |
| --- | --- |
| NEGLECT | |
| Physical Signs | Behavioural Indicators |
| Y Constant hunger, sometimes stealing food from others  Y Constantly dirty or ‘smelly’  Y Loss of weight, or being constantly underweight  Y Inappropriate dress for the conditions | Y Complaining of being tired all the time  Y Not requesting medical assistance and/or failing to attend appointments  Y Having few friends  Y Mentioning their being left alone or unsupervised |

The above lists are not exhaustive or definitive but are a guide.

* 1. Important Rule

It is important to remember that many children and young people will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring.

There may well be other reasons for changes in behaviour such as death, or the birth of a new baby in the family, relationship problems between parents/carers, etc.

REMEMBER

There may be other reasons that a child or young person is exhibiting some of the signs and indicators

1. Responding to Concerns and Allegations

These procedures inform all staff, elected members and volunteers of what actions they should take if they have concerns or encounter a case of alleged or suspected child abuse, i.e. response actions. The procedures apply to all Breckland Council staff, elected members and volunteers.

* 1. Important Rule

It is important that all staff, elected members and volunteers are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. However, staff, elected members and volunteers do have a duty of care to the children or young people and should report any suspicions.

REMEMBER

It is not your job to judge or investigate BUT to inform

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* 1. Responsibilities of Senior Managers (Chief Executive, Operations Managers and Service Managers)

Staff, elected members and volunteers must (see 5.4 and 5.5), inform or report any concerns or cases of alleged or suspected abuse directly to their Service Manager or in their absence directly to an Operations Manager. Where a delay would place the child at serious risk of harm then the Norfolk County Council Social Services and or the Police should be informed immediately.

Where an elected member needs to inform or report any concerns or cases of alleged or suspected abuse they should do this directly to an Operations Manager or the Chief Executive.

The responsibility for the implantation of the Councils’ Child Protection Policy rests with the Chief Executive who requires all Operation Managers and Service Managers to implement the policy and ensure that the guidance and procedures are suitable for how the Council and its contractors work with children and young people. All Operations Managers and Service Managers are authorised to receive reports and act upon issues relating to child protection on his behalf.

The relevant contact numbers for Police and Children’s Services are in the back of these guidelines.

* 1. Response Situations

In general there are 3 situations that staff, elected members and volunteers may need to respond to a concern or case of alleged or suspected abuse:

* + 1. Responding to a child or young person disclosing abuse, i.e. they make an allegation of abuse
    2. Responding to allegations or concerns about a member of staff, elected member, volunteer or person acting on behalf of the Council.
    3. Responding to allegations or concerns about any other person, i.e. parent, carer, other service user.

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* 1. Basic Response Procedure

If appropriate directly inform Police and/or Social Services

Report to Senior Manager as appropriate

and/or

Diagram 5a illustrates the basic response procedure/actions that should be followed for the above response situations.

Diagram 5a

Basic response procedure/actions

1. Responding to a child or young person making an

allegation of abuse

2. Responding to allegations of concerns about a member of

staff, elected member or volunteer

Record details in writing on a Child Protection Incident Reporting Form (Appendix C)

3. Responding to allegations or concerns about any other

person

Senior Manager informs Police and/or Social Services if and as appropriate

Senior Manager seeks advice, if appropriate

and/or

Senior manager informs the Police and/or Social Services if and as appropriate

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* 1. Specific Response Procedures

The following procedures should be followed in each situation.

* + 1. Responding to a child or young person making an allegation of abuse

Abused children and young people will only tell people they trust and with whom they feel safe. By listening and taking seriously what the child or young person is saying, you are already helping the situation. The following points are a guide to help you respond appropriately.

Stay Calm.

* Listen carefully to what is said.
* Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
* Allow the child or young person to continue at their own pace.
* Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
* Reassure the child or young person that they have done the right thing in telling you.
* Tell them what you will do next and with whom the information will be shared.
* Record in writing on a Child Protection Incident Reporting Form (see Appendix C) all the details that you are aware of and what was said using the child or young person’s own words, as soon as possible. In your record you should include:
  + The date and time
  + The child or young persons name, address and date of birth
  + The nature of the allegation
  + A description of any visible injuries
  + Your observations – e.g. a description of the child or young person’s behaviour and physical and emotional state.
  + Exactly what the child or young person said and what you said. Record the child or young persons account of what has happened as close as possible.
  + Any action you took as a result of your concerns e.g. who you spoke to and resulting actions. Include names, addresses and telephone numbers.
  + Sign and date what you have recorded.
* Report to and inform your line manager or in the case of elected members directly to an Operations Manager or the Chief Executive.
* Senior manager seeks advice from another senior manager if appropriate.
* Senior manager informs relevant persons, i.e. Social Services and/or the Police if appropriate. This should be done initially by phone to alert a named person that a form will be sent through, then the form should be sent via email or fax and a receipt of transmission kept on file.
* If confirmation of receipt of the reporting form C is not received within 2 hours then this must be followed up until confirmation of receipt of the form has been received.
* An audit trail of all correspondence should be kept.
* In situations where your regular managers are not available, report it to any Service Manager or Operations Manager.

REMEMBER

It is not your job to judge or investigate BUT to inform

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* + 1. Responding to allegations or concerns against a member of staff, elected Member or volunteer
       - Take the allegation or concern seriously.
       - Consider any allegation or concern to be potentially dangerous to the child or young person.
       - Record in writing on a Child Protection Incident Reporting Form (see Appendix C) all the details that you are aware of as soon as possible.
       - Report to and inform your line manager in the case where your immediate line manager is involved, report directly to an Operations Manager. In the case of elected members directly to an operations manager or the chief executive.
       - Senior manager seeks advice from another senior manager if appropriate.
       - Senior manager informs relevant persons, i.e. Social Services and/or the Police if appropriate. This should be done initially by phone to alert a named person that a form will be sent through, then the form should be sent via email or fax and a receipt of transmission kept on file.
       - If confirmation of receipt of the reporting form C is not received within 2 hours then this must be followed up until confirmation of receipt of the form has been received.
       - An audit trail of all correspondence should be kept.
       - In situations where your regular managers are not available, report it to any Service Manager or Operations Manager.
       - Where appropriate the Council disciplinary process will be invoked.

REMEMBER

It is not your job to judge or investigate BUT to inform

* + 1. Responding to allegations or concerns against any other person, i.e. parent, carer, service user
       - Take the allegation or concern seriously.
       - Consider any allegation or concern to be potentially dangerous to the child or young person.
       - Record in writing on a Child Protection Incident Reporting Form (see Appendix C) all the details that you are aware of as soon as possible.
       - Report to and inform your line manager or in the case of elected members directly to an operations manager or the chief executive.
       - Senior managers seek advice from another senior manager if appropriate.
       - Senior manager informs relevant persons, i.e. Social Services and/or the Police if appropriate. This should be done initially by phone to alert a named person that a form will be sent through, then the form should be sent via email or fax and a receipt of transmission kept on file.
       - If confirmation of receipt of the reporting form C is not received within 2 hours then this must be followed up until confirmation of receipt of the form has been received.
       - An audit trail of all correspondence should be kept.
       - In situations where your regular managers are not available, report it to any Service Manager or Operations Manager.

REMEMBER

It is not your job to judge or investigate BUT to inform

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* 1. Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only, i.e. Senior Managers, Social Services and the Police.

It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child or young person, their family and any child protection investigations that may follow.

Informing the parents of a child or young person you may have concerns about needs to be dealt with in a sensitive way and must only be done after consultation with the Police or Social Services.

Any individual under supervision have the right to be notified about the cause for concern. This should be done by Social Services and the Police. It is important the timing of this does not prejudice the investigation.

If enquiries arise from the public (including parents) or any branch of the media, it is vital that all staff, elected members and volunteers are briefed so that they do not make any comments regarding the situation. Staff, elected members and volunteers should be informed who the relevant designated Council spokesperson will be, and all enquiries directed through them. Individual members of staff, elected members and volunteers must direct all enquiries to the Council spokesperson and make no comment.

* 1. Photography and Pornography

There is increasing evidence that some people have used children and young people’s activities and events, as an opportunity to take inappropriate photographs, mobile phone pictures or video footage of children and young people. Staff, elected members and volunteers should be vigilant at all times and any person operating cameras, videos or other image recording equipment within Breckland Council services and at events or activities which involve children and young people should be approached and asked to complete a Consent Form for the use of Cameras and other Image Recorders, including mobile phones (See Appendix E).

When commissioning professional photographers or inviting press to cover Council services, events and activities you must ensure that you make the Councils expectations clear in relation to child protection.

* + - Check credentials of any photographers and organisations used.
    - Ensure identification is worn at all times, if they do not have their own – provide it.
    - Do not allow unsupervised access to children or young people or one to one photographic sessions.
    - Do not allow photographic sessions outside of the activities or services, or at a child or young persons home.
    - Parents must be informed that photographs of their child or young person may be taken during Council services, activities or events, and parental consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used (see Appendix D).

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* + - It is recommended that the names of children or young people should not be used in photographs or video footage, where a name can be attributed to an individual and without with the express permission of the child or young persons parent.

1. Good Practice for Staff, Elected Members and Volunteers
   1. The care of Children and Young People

It is possible to limit the situations where abuse of children and young people may occur, by promoting good practice to all staff, elected members, volunteers and others working on behalf of the Council.

The following basic guidelines will help safeguard children and young people, staff, elected members, volunteers, Breckland Council and other concerned organisations. The guidelines aim to promote positive practice and are examples of care, which should be taken by staff, elected members and volunteers while working with children and young people.

* 1. Guidelines for anybody working with young people.

Good practice for anybody working with young people.

* + - Always be publicly open when working with children and young people. Avoid situations where a member of staff, elected member or volunteer and an individual child or young person are alone unobserved.
    - Children or young people should never be left unattended.
    - If any form of physical contact is required it should be provided openly and according to appropriate guidelines, i.e. The national governing body’s guidelines for that particular sport or activity, details can be found from Child Protection in Sport. [www.thecpsu.org.uk.](http://www.thecpsu.org.uk/)
    - If supervision in changing rooms or similar environments is required, ensure staff work in pairs and never enter opposite sex changing rooms.
    - With mixed groups, supervision should be by a male and female member of staff, where possible.
    - Staff, elected members and volunteers must place the well being and safety of the child or young person above the development of performance.
    - Staff, elected members and volunteers must feel confident to report concerns or worries about the behaviour of other staff members, elected members, volunteers or others acting on behalf of the Council, to the appropriate person in authority.
    - Managers and parents must be informed of all incidents and accidents at the earliest opportunity. This can be done by telephone or writing depending on the situation. All incidents and accidents must be recorded on Form F.
    - If a child or young person is accidentally injured as the result of a staff member, elected member or volunteers actions, seems distressed in any way, appears to be sexually aroused by your actions, misunderstands or misinterprets something you have done, always report such incidents as soon as possible to another colleague and make a written report.
    - If a child or young person arrives at an activity or service showing any signs or symptoms of abuse that give you cause for concern you must act appropriately and follow the procedures in Section 5.

It is not good practice for people working with young people to:

* + - Spend unreasonable amounts of time alone with an individual child or young person away from others.
    - Take a child or young person alone on a car journey, however short.

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* + - Arrange to meet children or young people outside an organised activity or service.

If these situations are unavoidable, they should only occur with full prior/knowledge and consent from your line manager and the child or young person’s parents/carer.

Anybody working with young people should never:

* Take children or young people to your home where they will be alone with you.
* Engage in rough physical games including horseplay.
* Engage in sexually provocative games
* Allow or engage in inappropriate touching of any form.
* Allow children or young people to use inappropriate language unchallenged, or use it yourself.
* Make sexually suggestive comments about or to a child or young person, even in fun.
* Let any allegation a child or young person makes be ignored or go unrecorded.
* Do things of a personal nature for children and young people that they can do for themselves, e.g. assist with changing.

o NB. It may sometimes be necessary to do things of a personal nature for children or young people, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the parents. In an emergency situation that requires this type of help, you should endeavour to have someone present and fully inform the parents as soon as it is reasonably possible. In such situations it is important that you ensure that all the people involved are sensitive to the child or young person and undertake personal care tasks with utmost discretion.

* Share a bedroom with a child or young person.
* Enter areas designated only for the opposite sex.
* Use the internet to access child pornography sites (see Breckland Council Email and Internet Policy and Guidance).

If you observe anybody engaging in any of these actions, it should be reported as per 5.5.2

1. Good Practice for Breckland Council
   1. The Care of the Organisation

Anyone has the potential to abuse children or young people in some way and it is important that all reasonable steps are taken by Breckland Council to ensure that unsuitable people are prevented from working with children and young people.

* 1. Use of Contractors (including organisations funded by or acting on behalf of Breckland Council)

The Council will ensure that any contractor or sub-contractor (including consultants) engaged or funded by the Council in areas where workers are likely to come into contact with children, should have its own Child Protection Policy which is equivalent to the Breckland Council policy.

* + - If a contractor has its own policy, the Officer responsible for the contract, will obtain a copy and check that it is equivalent to the Councils. In the case of any ambiguities or differences the Council will require that the contractor gives its written agreement to comply with the Council’s policy before acceptance of any offer or before entering into any agreement.

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* + - The contractor must have a named child protection officer.
    - Contractors must inform the Council of the names of any staff disciplined for breach of their child protection policy.
    - The contractor’s failure to comply with this policy could amount to a breach of contract within contract or sub-contract terms and conditions.
    - In the case of a serious failure or repeated failures to comply with the policy the Council may terminate its contract or agreement with the contractor.
    - Contract to have financial penalty if child protection policy is breached.
  1. Recruitment and Selection of Staff and Volunteers (where working or having contact with children is a requirement of the job)
     + It is important that all staff and volunteers working or having contact with children and young people, whether they are full time, paid or unpaid, have the same recruitment and selection procedures applied to them and that we ascertain as much information as possible.
     + The Council will adopt and maintain appropriate recruitment procedures. In all cases where Council employees or those acting on behalf of the Council will have direct contact with children or young people they will be:
       - Subject to enhanced Criminal Records Bureau check
       - Be asked to provide one referee from where they have worked with children previously, who can comment on their suitability to work directly with children and young people.
     + It is the responsibility of the Manager concerned, as part of the recruitment process, to inform the HR department if the post requires direct contact with children or young people.
     + As part of the induction process by managers, staff and volunteers will be taken through the child protection policy and guidelines and where necessary further training provided.
     + The HR department in cooperation with Service Managers will establish a register of posts which require CRB checking and ensure that checks are repeated every three years.
     + Where volunteers or work placement students are in full time education, CRB checking can be replaced by a written statement from the Head Teacher confirming the students suitability to work with children and young people.
     + Where sessional staff are used for a limited period, the Council will accept transferred CRB disclosures from another organisation, provided it was carried out within the previous 18 months. A reference confirming their suitability to work with children and young people must also be obtained from a previous employer.

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Appendix A

Legislation and Guidance

Legislation

* The Children Act 1989

<http://www.opsi.gov.uk/acts/acts1989/Ukpga> 19890041 en 1.htm

* The Children Act 2004

<http://www.opsi.gov.uk/acts/acts2004/20040031.htm>

* Human Rights Act 1998

[www.opsi.gov.uk/acts/acts1998/19980042.htm](http://www.opsi.gov.uk/acts/acts1998/19980042.htm)

#### The Data Protection Act 1984 and 1998

[www.legislation.opsi.gov.uk/acts/acts1998/19980029.htm](http://www.legislation.opsi.gov.uk/acts/acts1998/19980029.htm)

* The Protection of Children Act 1999

[www.dh.gov.uk](http://www.dh.gov.uk/)

* Criminal Justice and Court Services Act 2000

[www.opsi.gov.uk](http://www.opsi.gov.uk/)

* Sexual Offences (Amendments) Act 2000

[www.opsi.gov.uk](http://www.opsi.gov.uk/)

* Health and Safety at Work Act 1974

[www.hse.gov.uk](http://www.hse.gov.uk/)

* Criminal Records Bureau (CRIB)

[www.crb.gov.uk](http://www.crb.gov.uk/)

Guidance

* Working Together to Safeguard Children (Department of Health)

[www.dh.gov.uk](http://www.dh.gov.uk/)

* Multi-Agency Child Protection Procedures (Area Child Protection Committee)

[www.acpc.norfolk.gov.uk/](http://www.acpc.norfolk.gov.uk/)

* Every Child Matters (Department for Education and Skills)

[www.dfes.gov.uk/everychildmatters](http://www.dfes.gov.uk/everychildmatters)

* First Check 0 NSPCC

A step by step guide for organisations to safeguard children, implement a child protection policy, procedure and code of practice.

[www.nspcc.org.uk](http://www.nspcc.org.uk/)

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Appendix B

Useful Contacts

#### Norfolk Children’s Services

24 Hour Children’s Services Social Care – 0844 800 8014

* Norfolk Constabulary (Police)

Police Child Protection: 01603 276313 (family protection unit) MAIN NUMBER CHILD PROTECTION 24 HOURS 0844 8008014

* NSPCC

Child Protection Helpline 0808 800 5000

Tel: 0207 825 2500

National Centre, 42 Curtain Road, London EC2A 3NH [www.nspcc.org.uk](http://www.nspcc.org.uk/)

* Childline UK

Freepost 1111, London N1 0BR Tel: 0800 1111

* SAFE Guarding Children Partnership (Local contact for advice and training) The Pineapple, 63 Bracondale, Norwich NR1 2EE

Tel: 01603 222288

* Criminal Records Bureau (CRB) PO Box 110, Liverpool L69 3EF Tel: 0870 90 90 811 [www.crb.gov.uk](http://www.crb.gov.uk/)

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Child Protection Incident Reporting Form

All information will be treated in strict confidence

Appendix C

Date:

Time:

Venue

Name of Child:

Age:

Date of Birth:

Address:

Postcode:

Telephone Number:

Next of Kin:

Address (if different from above):

Are you reporting your own concerns or passing on those of someone else? Give details:

Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents:

Any physical, behavioural or Indirect signs?

Have you spoken to the child? If so, what was said?

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Have you spoken to the parent(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details?

Have you consulted anybody? Give details

Your name:

Position:

To whom reported:

Date of Reporting:

Signature:

Date:

This form should now be given to a Senior Manager / line manager by hand, you should inform them verbally of the contents and ask them to sign and date the receipt slip.

……………………………………………………………………………………………………………………………….

Receipt Slip

To be retained by the Officer making the report.

Your name: Position: Initials of Child

Date of Reporting

Name of Manager



Signature of Manager

Appendix D

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Consent Form

All information will be treated in strict confidence

Please use block capitals and print clearly

Event/Activity:

Date:

Name of Child:

Age:

Date of Birth:

Home Address:

Postcode:

Home Telephone Number:

Mobile Telephone Number:

Medical Conditions: (if any) e.g. asthmas, diabetes, allergies:

#### I confirm that my son/daughter is in good health and I give consent for my son/daughter to participate in the above event/activity.

I consent to any emergency treatment required by my son/daughter during the course of the event/activity.

I give consent for my son/daughter to be photographed during the course of the above event/activity and I consent to the photographs being used by Breckland Council for bona fide promotional purposes. This also includes the use on the World Wide Web (internet).

The information you provide will be used in accordance with the Data Protection Act 1998, to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the Council using the information, which you have supplied in the manner stated above.

Name of Parent/Guardian:

Signature:

Date:

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Consent Form for the use of Cameras And other Image Recorders

Appendix E

|  |  |
| --- | --- |
| Venue/Area: ......................................................... | Ref No: ................................................................ |
| Description of Equipment:.........................................................................................................................  ................................................................................................................................................................. | |
| Surname:.............................................................. Forenames:................................................................ | |
| Address: ................................................................................................................................................... | |
| ................................................................................................................................................................. | |
| ........................................................................... Postcode:..................................................................... | |
| Telephone No:.................................................... | Mobile Telephone No:......................................... |
| Fax No:............................................................... | Email Address:.................................................... |
| Name(s) of the subjects(s) | |
| 1. ............................................................................. 5.................................................................................... | |
| 2. ............................................................................. 6.................................................................................... | |
| 3. ............................................................................. 7.................................................................................... | |
| 4. ............................................................................. 8.................................................................................... | |
| Relationship of the photographer and subject (s)............................................................................................  ....................................................................................................................................................................... | |
| Reason for taking photographs and/or uses the images are being, or are intended to be put to (i.e. family record/advertising etc)  .......................................................................................................................................................................  ....................................................................................................................................................................... | |
| I declare that the information provided is true and correct and that the images will only be used for the purposes stated.  Signed: .................................................................... Date: ............................................................................. | |
| Authorised by: ......................................................... Date: .............................................................................  Position held:.................................................................................................................................................. | |

Under the Data Protection Act 1998 the information that you have provided will be used only for the purposes of monitoring camera and image recorder use and will be destroyed at the end of a year.

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Accident Recording Form



Appendix F

All information will be treated in strict confidence

This form should be copied and a copy given to the parent / Guardian

Date:

Time:

Venue

Name of Child:

Age:

Date of Birth:

Address:

Postcode:

Telephone Number:

Parent Guardian:

What Happened?:

Nature of Injury (state left or right limb etc):

Sketch of Injured Body Are, Indicate Position of Injury:

Treatment Given / Action taken.

Attended by a Doctor or other medical professional (give details):

Name, Address and telephone number of witness.

Signed Signed

Injured person, if possible Staff member

Parent / Guardian

Date Date

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Declaration

#### Breckland Council is fully committed to safeguarding the well being of children and young people by protecting them, from neglect, physical, sexual and emotional harm.

Working as an employee or volunteer of Breckland Council or as an elected member it is important that you have taken time to thoroughly read this Child Protection Policy and Procedures.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and young people in our care.

-------------------------------------------------------------------------------------------------------------------------

Declaration:

I have read and understood Breckland Council’s Child Protection Policy and Procedures and I accept the principles therein.

Signed:.................................................................................... Date: .....................................

Name: ....................................................................................................................................

(Please print)

Position in Organisation: ........................................................................................................

This will be kept in your personnel file

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