

Child Protection & Safeguarding Policy

A working document that incorporates best practice

Adopted by the Management Committee on 16 November 2011

Last Updated January 2019 - See Management Committee Meeting minutes for detail of changes

Last Reviewed January 2020

Basic Principles

New Dawn Child Contact Centre

1. Believes that children and young people need safe environments in which they can develop and grow in confidence.
2. Recognises that organisations working with and supporting children and young people have a duty to keep them safe.
3. Places Safeguarding children and young people and Child Protection at the centre of its activities
4. Is committed to and working towards meeting the objectives contained within Every Child Matters / Rights to Action / Families Matter¹
5. Believes that children and young people should not be exposed to negligence or avoidable risks.
6. Recognises that Safeguarding and Child Protection are emotive issues that need to be handled both sensitively and carefully
7. Is committed to creating and implementing policies and procedures that will ensure where risks need to be taken regarding children and young people they are both calculated and carefully managed.
8. Recognises the difference between Child Protection and Safeguarding namely:
 - Child Protection involves recognising signs of physical, sexual or emotional abuse or neglect and acting upon it.
 - Safeguarding involves keeping children and young people safe from a much wider range of potential harm and looks at preventative action and not just reaction.
9. Recognises that safeguarding is everyone's responsibility and is committed to ensuring that all its volunteers, staff and trustees are aware of, kept up to date with and operate in accordance with good practice in relation to Safeguarding and Child Protection.
This will mean that they will have the ability to recognise, respond to, report, record and refer issues of Safeguarding and Child Protection.

Continued

¹ We note that the government are moving away from "Every Child Matters" and DfE produced the document "Working together to safeguard children" in March 2013. NACCC expects its member centres to follow the guidance in the above document. The Guidance makes clear that all those working to support children and their families should follow the guidance and states:

"It should be read and followed by LSCB Chairs and senior managers within organisations who commission and provide services for children and families, including social workers and professionals from health services, adult services, the police, Academy Trusts, education and the voluntary and community sector who have contact with children and families. All relevant professionals should read and comply with this guidance unless exceptional circumstances arise"

Recruitment

New Dawn Child Contact Centre will have a clearly defined recruitment process for its staff, volunteers and trustees. This will include application forms, checking ID, interviews, checking references, induction procedures and probationary periods. A named volunteer or member of staff will be responsible for ensuring these processes are followed.

New Dawn Child Contact Centre's commitment to Safeguarding and Child Protection will also extend to the following:

Disclosure and Barring Service (DBS) Formerly Criminal Record Bureau Checks (CRB)

All of its volunteers, staff and trustees will be checked to an enhanced level when they first join the organisation and every three years thereafter.

All of its volunteers, staff and trustees, will be aware of and kept up to date with good practice and procedural changes in relation to DBS checks.

Education and Training

The centre's induction process will include "Safeguarding and Child Protection" training for all volunteers, staff and trustees. This is mandatory for volunteers and will be refreshed annually. Records of all training will be kept.

Managing Safeguarding and Child Protection

1. New Dawn Child Contact Centre has a named volunteer or member of staff who will be responsible and accountable for all aspects of the organisation's work in relation to Safeguarding and Child Protection. This Person is Kirsty Cummins.
2. This person is responsible for:
 - Ensuring the centre is aware of and operating in accordance with their Local Safeguarding Boards policies and procedures in relation to Safeguarding and Child Protection.
 - Ensuring that volunteers/staff have access to the phone numbers they need to report allegations or concerns relating to Safeguarding or Child Protection to Children's Services and or the police.
 - Ensuring that either themselves or another named volunteer or member of staff passes accurate information relating to Safeguarding or Child Protection both directly and quickly to the statutory agency responsible for investigating it.
 - Establishing timely contact and seeking advice from National Association of Child Contact Centres (NACCC) if they have any concerns about Safeguarding, Child Protection or Inappropriate Referrals to their centre.

Sharing Information

1. New Dawn Child Contact Centre has a statutory obligation to pass information to relevant partner organisations when a Safeguarding or Child Protection issue has arisen within the centre or elsewhere.
2. New Dawn Child Contact Centre has a recognised procedure for volunteers, staff and trustees to follow when a Safeguarding or Child Protection issue has arisen within the centre or elsewhere.
3. New Dawn Child Contact Centre will make families using the centre and referrers aware of their statutory obligation to record and report any incidents relating to Safeguarding and Child Protection

Providing Advice and Support

New Dawn Child Contact Centre will ensure that its volunteers and staff receive the supervision and support they require when they are working with Safeguarding and Child Protection incidents or concerns.

NACCC has nominated advice lines:

Monday-Friday 9.30am-4.30pm Tel: 0845 4500 280 or 0115 948 4557

Dedicated Saturday safeguarding helpline: 075 4070 3577

These lines are run by trained members of NACCC staff to provide its member centres with guidance and support when they are working with Safeguarding or Child Protection concerns.

Failure to Follow this Policy and Procedures

Failing to follow or non-compliance with recognised procedures and good practice in relation to Safeguarding and Child Protection by New Dawn Child Contact Centre's volunteers, staff and trustees will be met with the provision of support, information or training. Serious cases of non-compliance may result in an individual being suspended or removed from their role.

New Dawn Child Contact Centre also understands that if the National Association of Child Contact Centres (NACCC) becomes aware of any failings or non-compliance with recognised procedures and good practice concerning its procedures or practice in relation to Safeguarding and Child Protection it will act in one or a combination of the following ways, as appropriate and reasonable:

Enhanced support and training for the Centre

Agreement for further action by the Centre

Temporary suspension from membership of NACCC

Removal of NACCC accreditation status

Notification of partner organisations that are making referrals to and or funding the centre.

Distribution of New Dawn Child Contact Centre's Policy for Safeguarding and Child Protection

A current copy of this policy will be included in the guidance notes given to volunteers, staff and trustees. Copies of the policy will also be available to referrers, families using the centre and other organisations upon request.

Revision of New Dawn Child Contact Centre's Policy for Safeguarding and Child Protection

This will take place as and when required. Additional changes are to take account of new legislation and practice guidance.

End of Child Protection & Safeguarding Policy