

# Child Protection Policy

Teesoutdoors is committed to practice, which protects children from harm.

Staff and volunteers accept and recognise our responsibilities to develop awareness of issues, which cause children, young people and vulnerable adults harm.

We will endeavour to safeguard children and young people by –

1. Adopting child protection guidelines through a code of behaviour for staff and volunteers.
2. Sharing information about child protection and good practice with children, parents, staff and volunteers.
3. Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
4. Following carefully the procedures for recruitment and selection of staff and volunteers
5. Providing effective management for staff and volunteers through supervision, support and training
6. We are also committed to reviewing our policy and good practice at regular intervals.

## Child Protection Policy

### CODE OF BEHAVIOUR

#### Statement of Intent

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

This organisation is committed to creating a safe environment, in which people can feel comfortable and secure while engaged in any of **Teesoutdoors** programmes, training events or workshops.

Teesoutdoors trainers should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects our ethos, values and principles.

#### Guidelines for all **Teesoutdoors** staff and volunteers

##### ATTITUDES

Treat children, young people and adults with respect and dignity.

Listen to what a person is saying

Valuing, and show value to each person

Recognise the unique contribution each individual can make

Encouraging and praising each child or young person

## BY EXAMPLE

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 with 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 and its whereabouts and that senior staff are aware of the need for this privacy

## PHYSICAL CONTACT

Staff and volunteers should never engage in provocative or rough physical games, including horseplay. These activities can be misread.

They should not do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, Teesoutdoors staff should seek a member of school staff or leader of the youth organisation to deal with such an incident. Allow, or engage in, inappropriate touching of any kind

## GENERAL

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

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

## **SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH, CHILDREN, STAFF AND VOLUNTEERS**

Good communication is essential, *Teesoutdoors* requires that every effort will be made to assure that, should 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. **Teesoutdoors** will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties. When sharing information, **Teesoutdoors** 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

Publicising information on all our programmes and activities and ensuring staff have relevant published memberships and qualifications available

Publishing the name and details of our designated child protection officer.

### **Staff & Volunteers**

As an organisation, which offers support and guidance to children and young people, it is imperative that each member of the Teesoutdoors team is aware of their responsibilities under the Child Protection legislation and has a working knowledge of our procedures. Each member of staff can prove 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 has concerns, a record should be made.**

### **Details must include, as far as practical:**

Details from their medical and consent form

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available

Then record separately, and keep safe!

- 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 any 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 details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc
- Has anyone else been consulted? If so, record details

### **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 no 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 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 *TEESOUTDOORS* Designated Persons for advice / guidance.

The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral. If either Designated Person is not available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves Record any discussions or actions taken within 24 hours.

## **PROCEDURES FOR RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS**

Teesoutdoors operates employment and supervision procedures that ensure highest priority is given to issues relating to child protection and safety

Each new member of staff will be required to undergo a DBS check, or submit their DBS number for an Update service check as part of our recruitment policy. All DBS numbers must be placed on the Update service and will be monitored annually or periodically before starting a new role. (this will cost each tutor £13.00 per year)

Teesoutdoors no longer relies only on certificates and verifies all NGB awards with the governing body to confirm currency and relevance. Staff are therefore obliged to ensure these are current and up to date before each annual appraisal date (Easter)

## **PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & VOLUNTEERING**

Teesoutdoors encourages the development of staff and volunteers through its ongoing support, supervision and training. Volunteers and tutors get discounted access to Teesoutdoors NGB courses.

### **INDUCTION**

Each new member of staff or volunteer is made familiar with *Teesoutdoors* policies and procedures including the Child Protection Policy.

### **APPRAISALS**

Each new member of staff undergoes 3 month and 6 month appraisals

### **MENTORING SCHEMES**

All new tutors will work with an experienced Teesoutdoors tutor prior to independent working. This has no fixed period.

### **TRAINING**

In *Teesoutdoors* we 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.

### **ANNUAL APPRAISAL**

There is an annual appraisal system for each member of staff including volunteers and freelancers, this may be relaxed or even online but will include:

- DBS Update check
- NGB Membership verifications
- Qualifications and updates
- First aid currency
- CPD logs and records