

SAFEGUARDING THE WELLBEING OF CHILDREN AND YOUNG PEOPLE

Good Practice Guidance

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GOOD PRACTICE GUIDANCE POLICY

The Trustees wish to ensure that Child Protection is paramount for all of the Charity's activity with children and young people, not only to provide the best possible care for children, young people and vulnerable adults, but also to avoid allegations of poor practice and to ensure the safety of staff and participants. Therefore the trustees have outlined procedures that will ensure children, young people and staff are never placed in a vulnerable position.

GOOD PRACTICE GUIDANCE PROCEDURES

1. Child Protection Policy

To ensure the Charity ascertain a high level of Good Practice in relation to the Welfare of Children, Young People & Vulnerable adults the Project Manager and under manager will be appointed as the Child Protection Coordinator, who will be responsible for monitoring and implementing the policies and procedures in relation to safeguarding the welfare of Children and Young People.

The Child Protection Officer will have the responsibility to:

- Assist the Charity to put in place policies and implement plans for child protection, equity and welfare.
- Act as the first point of contact for staff, young people and parents for any issue concerning child welfare, poor practice or potential/ alleged abuse.
- Ensure that all incidents are correctly reported and referred out in accordance with the policies and procedures laid out in the Policy and

Procedures for Safeguarding the Welfare of Children and Young People document.

- Ensure that procedures for recruiting staff are followed and all existing staff have up-to-date Disclosures.
- Maintain local contact details for Social Services, the Police and Area Child Protection Committees (ACPC).
- Advise other staff and trustees committee on Child Protection issues.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

It is also important to highlight that although the Child Protection Coordinator has the overall responsibility of managing the Child Protection Policy, it is the responsibility of all members of staff to implement and monitor the effectiveness of the policy document.

2. Managing Good Practice

The following are examples of how to manage and encourage good practice:

- Adoption of the Charity's Policy and Procedures for Safeguarding the Well-being of Children and Young People.
- Promotion of the policy to all service users and parents to show the organisations commitment to a safe environment.
- Promotion of an environment where all legitimate concerns can be raised without fear of victimisation or reprisal.
- Establishing procedures through which complaints or concerns can be voiced and dealt with confidentially, complying with the Charity's reporting guidelines.
- Requesting written consent for participation, contact details, photography consent, medical information and agreement to act in loco parentis in an emergency.
- Keeping written records of any poor practice or child protection related incident and accidents, and any action taken.
- Provision of regular training for workers making regular contact with children/ young people.
- Provision of an open-door environment.
- Ensuring that every effort is made to prevent situations where an adult is alone with a child/ young person or group of children/ young people.

- Ensuring that there are at least two responsible adults present at all group work sessions.
- Ensuring that there are good practice guidelines in place for any trips or events away from the regular assembly location.
- Keeping children/ young people and their legal guardians fully informed about child protection procedures.
- Designating a person to deal with child protection and welfare issues and ensuring this person receives appropriate training.
- Careful screening of all staff.
- Provide regular monitoring and appraisal opportunities to receive feedback regarding staff training needs and issues such as poor practices.
- Encouraging staff to observe exponents of good practice.

The Child Protection Coordinator will also offer support to those who report concerns regarding suspicious or poor practice.

3. Good Practice for Members of Staff

A good and caring staff member will continually reflect upon their own practice to ensure the safety and well-being of the children/ young people they work with.

The following are examples of good practice, which will create a safe and desirable environment:

- Always be publicly open when working with children/ young people. Avoid unnecessary situations where a member of staff and an individual child or vulnerable adult cannot be observed.
- Always ensure that there is at least one other responsible adult present during group work sessions.
- Ensure that if mixed gender groups are away on trips, at least one male and one female member of staff accompany the group.
- Treat all participants equally with respect and dignity.
- Always place the safety and welfare of the participants as the highest priority.
- Behave in an exemplary manner and provide a role model for excellent behaviour.

- Respect the needs and wishes of the participants and do not exert them against their will.
- Motivate children/ young people involved through positive feedback and constructive criticism.
- Create a safe and enjoyable environment.
- Obtain written consent from parents to act in loco parentis, and if the need arises, to administer emergency first aid, and / or other medical treatment.
- Request written consent from parents when children and young people are required to be transported.
- Maintain a written report of any incident or injury together with any subsequent treatment or action.
- Do not take a child alone on a car journey unless in unforeseen circumstances.

Where these situations are unavoidable, they should only occur with the full knowledge and consent of the Child Protection Coordinator. If transporting children/ young people, obtain prior consent from legal guardians. Organise central pick-up and drop off points to ensure the driver is not alone with a child and make sure the route breaks (if necessary) are well planned.

The following are practices never to be condoned:

- Take children/ young people to your home or other secluded place where they will be alone with you.
- Engage in rough, physical or sexually provocative games.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive remarks to a child/ young person or vulnerable adult – even in fun.
- Reduce a child/ young person to tears as a form of control.
- Allow children to use inappropriate language unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for a child/ young person that they can do for themselves, unless you have been requested to do so by the parents, or do so with the utmost discretion.

- Depart from the premises until you have supervised the safe dispersal of the children/ young people.
- Resort to bullying tactics, or verbal abuse.
- Cause a participant to lose self esteem by embarrassing, humiliating or undermining the individual.
- Spend excessive amounts of time alone with children/ young people away from others.

The Charity does accept that on occasions there may be situations where the unexpected does occur. In these situations, you should report immediately to the Child Protection Coordinator and make a brief written note of the event. Where appropriate ensure that the parent is informed of any incident.

4. Use of Photographic or Recorded Images

It is the intent of the Charity to ensure photographic practices are carefully monitored to enable them to act if inappropriate imagery is circulated and to deter anyone with undesirable intentions.

Therefore the following guidelines must be adhered to:

- A photograph or image of a child/ young person should not be published without written consent, and personal information of the individual, other than first name, should not accompany the image.
- Care must be taken to ensure that images of children/ young people who are under a court order are not recorded or published without permission.
- Any instance of the use of inappropriate images should be reported to the Child Protection Coordinator who may then inform the appropriate authorities.
- Parental consent for the taking and publishing of videos, photographs and images will form a part of all consent forms used by the Charity.
- Permission must be gained by the Child Protection Coordinator before any outside agency can use photographic or recorded images owned by the Community Support Service.

If at any point a child/ young person or their legal guardian does not feel comfortable with photographic or recorded they may request that those promotional materials be removed from circulation.

5. Supervision

From the moment a child/ young person arrives at an event organised by or attended in conjunction with the Charity, the staff have a duty of care and, while

carrying out a supervisory role, should act in loco parentis. The responsibility remains until the event is over.

It is essential that appropriate ratios for supervision are adopted and everyone is clear of their supervisory responsibility. Ratios would be determined by considering age, the type of activity and where it is taking place.

This policy was adopted by the YoMo! Trustees on Wednesday, 10th October 2022 to be implemented from immediately.