

KINGS LYNN CHILD CONTACT CENTRE

Child protection and Safeguarding Policy

Kings Lynn Child Contact Centre(KLCCC) believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognises that it has a responsibility in safeguarding the welfare of all children and young people by being committed to promoting a practise that protects them all.

- The Kings Lynn Child Contact Centre (KLCCC) believes that the welfare of the child/ children is paramount.**
- KLCCC believes that all children and young people regardless of age, gender, racial heritage, religions belief, sexual orientation or identity have a right to equal protection from all those types of harm and abuse and need safe environments in which they can grow and develop in confidence.**
- KLCCC recognises that organisations working with and supporting children and young people have a duty to keep them safe.**
- KLCCC places Safeguarding children and young people and Child Protection at the centre of their activities.**
- KLCCC believes that Children and young people should not be exposed to negligence or avoidable risks.**
- KLCCC recognises that Safeguarding and Child Protection are emotive issues that need to be handled sensitively and carefully.**
- KLCCC 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.**
- KLCCC recognises the difference between Child Protection and Safeguarding namely:**
 - a). Child Protection is the process of protecting individual children as identified as either suffering or likely to suffer significant harm as a result of abuse or neglect ("Working Together2010"). It involves recognising signs and symptoms of physical, sexual or emotional abuse or harm and acting upon them.**
 - b). Safeguarding involves keeping children and young people safe from a much wider range of potential dangers and /or harm. It will look at preventative action rather than just reactive action.**
- KLCCC is committed to ensuring that all its staff, trustees and volunteers are aware of, kept up to date with and operate in accordance with good practice in relation to Safeguarding and Child Protection,**

Accountability

Two copies of this policy and its accompanying Statement of Commitment will be given to all of the KLCCC's existing and new volunteers and members of the Management Committee.

They will be expected to retain the first copy and to sign and return the second copy together with a signed copy of the Statement of Commitment.

Intentions

KLCCC will have one named person who will be responsible for ensuring that the policy and its processes are implemented and adhered to. That person is Alison Bisset.

KLCCC will also have one committee member who will have specific responsibility for all matters referring to Safeguarding and Child Protection. That person is Judith Berry.

Recruitment

KLCCC will take all necessary steps to ensure that unsuitable people are prevented from working at their centre. They will:-

- a. Require the completion of an application form,**
- b. Require the applicant to attend for an interview,**
- c. Obtain references from two people who have first hand knowledge of them,**
- d. Carry out appropriate checks with the Disclosure and Disbarring Service,**
- e. Make any appointment conditional of a successful probationary period.**

And

- f. Ensure that all volunteers and staff receive the appropriate training and support.**

Education and Training.

KLCCC will provide the appropriate training and support which shall include induction training with Safeguarding and promoting the welfare of children training. Records of all training will be maintained.

Support and Supervision

All volunteers and employees with direct access to information about or relating to children will be given on going support.

They will also have regular and formal evaluations with a member of the Management committee which will be at least once a year.

Sharing Information

KLCCC staff (including the volunteers) will follow a procedure that ensures that every safeguarding issue brought to the attention of the co-ordinator is logged correctly and followed up so as to ensure that the Information is shared with the relevant agencies.

Providing support and Advice.

KLCCC will ensure that the issue of Child Protection and Safeguarding shall remain an item that is considered at all times in all staff supervision.

Failure to follow or non compliance with the recognised practises and good practise in relation to safeguarding and promoting the welfare of the child by anyone associated with the KLCCC will generate support, information and training.

In the event of serious breaches of standards, disciplinary proceedings may be instigated and in more serious cases the person concerned may be removed from their post at the centre.

General

Volunteers are aware that in most situations the family member should accompany the child to the toilet. If there has been a request for a volunteer to take a child to the toilet or if there is a concern about a parent, they should be accompanied by another volunteer. Volunteers should not take a child to the toilet on their own.

KLCCC will not knowingly accept a referral or volunteers application when somebody involved has been convicted of an offence in relation to any physical or sexual abuse of any child unless there are exceptional circumstances and that they have sought the appropriate professional advice.

If the co-ordinator and or the volunteers have concerns that a child may be being or has been abused, then details of those concerns must be given to the Co-ordinator (or her deputy if she is absent) and that person will report those concerns to the appropriate body including Childrens Services. The concerns may be passed on the same day if considered urgent or in a non urgent situation to the duty officer. The police may also be notified.

The co-ordinators reserve the right to seek the immediate advice of the NACCC on their helpline which is available on a Saturday in the event they are not certain about the situation. In the event of the concerns not being an emergency the Co-ordinators may still seek the advice of the NACCC at any time thereafter.

A record will be made of the concerns and will be filed with the relevant authority if need be. The chair of the management committee will also be made aware that a referral has been made and to whom.

KLCCC accept that this policy will be reviewed at least annually.

In the event of any concerns being raised the appropriate records will be kept.

Reviewed April 2022

Statement of Commitment to KLCCC 's Safeguarding and Promoting the Welfare of the Child Policy. (to be completed by all KLCCC's volunteers, employees and Members of the Management Committee.

Name.....

I have read and understood the standards and guidelines outlined in KLCCC 's Safeguarding and promoting the welfare of children's policy. I agree with the principles contained therein and accept the importance of implementing them in my capacity as employee, volunteer or member of the Management Committee.

Print Name.....

signature.....

Role.....

Date.....