



Charity number 1197599

## Child Protection Policy for Brereton Big Local CIO

- This organisation believes that children must be always protected from harm
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are able to tell us if they are suffering from harm.
- We want children who use or have contact with this organisation to enjoy what we have to offer in safety.
- We want parents and carers who use or attend our organisation to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
- We will achieve this by having an effective child protection procedure and following National and local guidance; Working Together to Safeguard Children 2013 (DCSF) and the Staffordshire and Stoke on Trent Safeguarding Children Board Child Protection Procedures – [www.staffscsb.org.uk](http://www.staffscsb.org.uk); [www.safeguardingchildren.stoke.gov.uk](http://www.safeguardingchildren.stoke.gov.uk)
- If we discover or suspect a child is suffering harm, we will follow our procedures in order that they can be protected if necessary. In an emergency calling 999.
- This Child Protection Policy and our Child Protection Procedure apply to all staff, volunteers and users of Brereton Big Local CIO and anyone carrying out work for us or using our premises.
- We will review our Child Protection Policy and procedures of the Brereton Big Local CIO, at least every 12 months to make sure they are still relevant and effective.

### CHILD PROTECTION PROCEDURE FOR Brereton Big Local CIO

The named person for Child Protection in this Brereton Big Local CIO is:

**KAREN MANN:** They will be responsible for dealing with any concerns about the protection or welfare of children/young people in this group.

- All staff and volunteers will be carefully selected and vetted to try and ensure they do not pose a risk to children or vulnerable adults. Those staff and volunteers who are involved in regulated activity with children, young people or vulnerable adults will be checked through the Disclosure and Barring Service (DBS).
- All staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about a child. This will include information on recognising where there are concerns about a child, where to get advice and what to do if no one seems to have taken their concerns seriously. For advice on training please refer to [www.staffscvys.org.uk](http://www.staffscvys.org.uk); [www.safenetwork.org.uk](http://www.safenetwork.org.uk) or [www.staffscsb.org.uk/professionals](http://www.staffscsb.org.uk/professionals)
- We will endeavour to make Brereton Big Local CIO a safe and caring place for children and young people by having a code of conduct in place for staff and users. This will be given to all staff and users and they will be expected to comply with it.
- Upon each registration information will be given to parents, carers or users about the activities (supervised or not) of Brereton Big Local CIO, which will include information about the Child Protection Policy and procedure.



Charity number 1197599

- Brereton Big Local CIO has a complaints procedure, and any complaints can be made following this procedure. (See complaints procedure).
- The Brereton Big Local CIO will take appropriate action in relation to any findings of any investigation into allegations of abuse and complaints, consistent with its duties to protect the safety of children and uphold a fair process for staff and volunteers.
- Any staff/volunteers under investigation for alleged abuse of a member will be disciplined in accordance with staff/volunteer policy.

### **Minimising the Risk to Staff**

- All staff understands the Brereton Big Local CIO child protection procedures and has appropriate training and guidance in the principles of safe caring. Thus ensuring:
- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a member. If staff are alone with a member, the door of the room should be kept open and another member of staff should be informed.
- If a member makes inappropriate physical contact with a member of staff or volunteers or other members, this will be recorded fully in the incident book.
- Staff will never carry out a personal task for member that they can do for themselves. Where this is essential, staff will help a member whilst being accompanied by a colleague. Unless a member has a particular need, staff should not accompany members into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch members, given their age and emotional understanding. Unnecessary and potentially inappropriate physical contact will be avoided at all times.
- All allegations made by a member against a staff will be fully recorded including any action taken, in the Incident Book. In the event of there being a witness to an incident, they should sign the records to confirm this.

### **Dealing with Allegations**

- The Brereton Big Local CIO is committed to ensuring that it meets its responsibilities in respect of member protection by treating any allegation seriously and sensitively. The Brereton Big Local CIO will not carry out any investigation itself into a suspected abuse incident. On discovering an allegation of abuse, the Child Protection Officer will immediately refer the case to the local statutory child protection agencies. If we are concerned about a child's welfare, confidentiality will be assured only when it is clear a child is at no risk of harm to a child.
- Further to this, the following principals will govern any suspected or reported case of abuse:
- Where actual or suspected abuse comes to the attention to staff, they will report this to the Safeguarding Officer at the earliest possible opportunity.
- Staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
- Full written records of all reported incidents will be produced and maintained. Information recorded will include; full details of the alleged incident; details of all the parties involved; relevant dates, times and locations and any supporting information or evidence from members of staff. The Brereton Big Local CIO will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse. (See Incident Report Form).
- In all instances we will record:
- The child's full name and address



Charity number 1197599

- The date and time of the record
- Factual details of the concern, for example bruising, what the child said, who was present
- Details of any previous concerns
- Details of any explanations from the parents
- Any action taken such as speaking to parents.
- The Safeguarding Officer will be responsible for ensuring that written records are date, signed and kept confidentially.
- If an allegation of abuse is made against the Child Protection Officer, then it falls upon Sue Merriman to assume responsibility for the situation.
- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentially and only shared with people who need to know information.
- Any children involved in alleged incidents will be comforted and reassured.

## **ADDITIONAL INFORMATION FOR VOLUNTEERS**

### **CATEGORIES AND RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE**

- It is important to provide definitions of abuse and staff/volunteers need to familiarise themselves with these definitions. Brereton Big Local CIO are committed to ensuring that all workers have a basic awareness of the categories, signs and symptoms of child abuse and know where to go for additional information:
- Additional information and training can be found at:
  - [www.staffscvys.org.uk](http://www.staffscvys.org.uk)
  - [www.staffsscb.org.uk/professionals](http://www.staffsscb.org.uk/professionals)
  - [www.safeguardingchildren.stoke.gov.uk](http://www.safeguardingchildren.stoke.gov.uk)

The Department for Children, Schools and Families document Working Together to Safeguard Children (2013) defines the main categories of child abuse, which is also used for the purposes of drawing up child protection plans for children at risk of harm. The categories are as follows:

#### **Neglect**

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. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.



Charity number 1197599

## Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

## Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## Signs and Symptoms of Abuse

There is no clear dividing line between one type of abuse and another. The following section is divided into four areas to help categorise what may be seen or heard. Children/young people may show symptoms from one or all of the categories. This should not be used as a checklist. Workers and volunteers should be aware of anything unusual displayed by the child/young person.

<b>1 PHYSICAL SIGNS OF ABUSE</b>	<ul style="list-style-type: none"><li>• Bruise marks consistent with either straps or slaps</li><li>• Undue fear of adults - Fear of going home to parents or carers</li><li>• Aggression towards others</li><li>• Unexplained injuries or burns – particularly if they are recurrent and especially in non-mobile babies</li><li>• Any injuries not consistent with the explanation given for them</li><li>• Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc</li><li>• Reluctance to change for, or participate in games or swimming</li><li>• Bruises, bites, burns, fractures etc which do not have an accidental/satisfactory explanation</li><li>• Cuts/scratches/substance abuse</li><li>• Hitting (with the hand or implement) smacking, punching, kicking, slapping, twisting/pulling ear, hair or fingers, holding/squeezing with a tight grip, biting, and burning</li></ul>
----------------------------------	--



Charity number 1197599

	<ul style="list-style-type: none"> <li>• Fabricated illness –see SSCB website for the procedure inc signs and symptoms</li> </ul>
<p><b>NEGLECT</b></p>	<ul style="list-style-type: none"> <li>• Exposure to danger/lack of supervision</li> <li>• Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc.</li> <li>• Injuries that have not received medical attention</li> <li>• Inadequate/inappropriate clothing</li> <li>• Constant hunger</li> <li>• Poor standards of hygiene</li> <li>• Untreated illnesses</li> <li>• Persistent lack of attention, warmth or praise</li> </ul>
<p><b>EMOTIONAL SIGNS OF ABUSE</b></p>	<ul style="list-style-type: none"> <li>• Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also, depression/ aggression, extreme anxiety</li> <li>• Nervousness, frozen watchfulness</li> <li>• Obsessions or phobias</li> <li>• Sudden under-achievement or lack of concentration</li> <li>• Inappropriate relationships with peers and/or adults</li> <li>• Attention-seeking behaviour</li> <li>• Persistent tiredness</li> <li>• Running away/stealing/lying</li> <li>• Humiliating, taunting, or threatening a child whether in front of others or alone.</li> <li>• Persistent lack of attention, warmth, or praise.</li> <li>• Shouting/yelling at a child</li> <li>• Radicalisation – use of inappropriate language, possession of violent extremist literature, behavioural changes, the expression of extremist views, advocating violent actions and means, association with known extremists, seeking to recruit others.</li> </ul>
<p><b>INDICATORS OF POSSIBLE SEXUAL ABUSE</b></p>	<ul style="list-style-type: none"> <li>• Language and drawing inappropriate for age.</li> <li>• Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour</li> <li>• Regularly engages in age-inappropriate sexual play</li> <li>• Sexual knowledge inappropriate for their age</li> <li>• Wariness on being approached</li> <li>• Soreness in the genital area or unexplained rashes or marks in the genital areas</li> <li>• Pain on urination</li> <li>• Difficulty in walking or sitting</li> <li>• Stained or bloody underclothes</li> <li>• Recurrent tummy pains or headaches</li> <li>• Bruises on inner thigh or buttock.</li> <li>• Any allegations made by a child concerning sexual abuse</li> <li>• Sexual activity through words, play or drawing</li> </ul>



Charity number 1197599

	<ul style="list-style-type: none"><li>• Child who is sexually provocative or seductive with adults</li><li>• Inappropriate bed-sharing arrangements at home</li><li>• Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations</li><li>• Eating disorders - anorexia, bulimia</li><li>• Unaccounted sources of money</li><li>• Telling you about being asked to 'keep a secret' or dropping hints or clues about abuse.</li></ul>
--	--

### **GUIDANCE FOR BRERETON BIG LOCAL CIO ON SELECTING THE DESIGNATED CHILD PROTECTION PERSON**

- This organisation will have a dedicated person to take responsibility for child protection matters.
- The Brereton Big Local CIO will select them.
- They should ideally be someone with some knowledge or expertise in the field of child protection and/or childcare. If the organisation does not have a person who already has this knowledge s/he should be given specialist training as quickly as possible to undertake the role. For details of training available locally check:

- [www.staffscvys.org.uk](http://www.staffscvys.org.uk)
- [www.staffsscb.org.uk/professionals/Inter-Agencytraining](http://www.staffsscb.org.uk/professionals/Inter-Agencytraining)
- [www.safeguardingchildren.stoke.gov.uk](http://www.safeguardingchildren.stoke.gov.uk)

Because of their key role in keeping children safe, enhanced level DBS checks will be undertaken and 2 references taken up.

#### **Their role is to.**

- Ensure the Brereton Big Local CIO child protection policy and procedures are followed.
- Ensure they know how to contact Staffordshire Children's Advice and Support (SCAS) or for Stoke – Advice and Referral Team and the police who are responsible for dealing with child protection concerns both during and after office hours.
- Report any concerns to Staffordshire Children's Advice and Support (SCAS)- Staffordshire or for Stoke – Advice and Referral Team or the police. (N.B. Urgent concerns should be reported immediately by those aware of them even if the designated person is not available.)
- Act as a source of advice on all child protection matters and seek further advice and guidance from local statutory agencies as needed.
- Ensure that a record is kept of any concerns about a child or adult and of any conversation or referrals to statutory agencies.
- Maintain and regularly update their knowledge of child protection and safeguarding children through relevant training (See above).
- Conduct regular audit activity to ensure your organisation is working in line with current practice.
- Should the designated lead person step down or is unavailable (long term) to fulfil this role, then the Charity will endeavour to fulfil the role following the induction process as soon as possible.



Charity number 1197599

## GUIDANCE FOR STAFF AND VOLUNTEERS

Brereton Big Local CIO believes that EVERYONE has a responsibility to safeguard children from harm. Please read this guidance carefully. It will tell you what you need to know to safeguard children.

All staff and volunteers are expected to follow this guidance.

The Child Protection designated lead for Brereton Big Local CIO is Karen Mann. They can be contacted by telephone **07932 404464** and/or email [karen.breretonbiglocal@gmail.com](mailto:karen.breretonbiglocal@gmail.com). If you have any queries around the welfare of any child, please contact them.

Please read: -

- This guidance
- The Code of Conduct for staff and volunteers
- Staff Disciplinary Procedures
- Employment Policy
- Staff Complaints Procedure
- Members Complaints Procedure
- 'What To Do If You're Worried A Child Is Being Abused' (DfES) and the additional information on recognising a child in need and what to do next
- And any other policies and procedures that governs the Brereton Big Local CIO
- You must follow the advice given in the documents above. If there is anything that you do not understand or do not agree with, please talk to the Child Protection designated lead about this.

Please attend any training and activity planning meetings that you are invited to.

Staff and volunteers must inform the Child Protection designated lead if they are: -

- Charged with a criminal offence involving a child, violence, breach of trust or a criminal offence relevant to their duties, for example driving offence if they are driving as part of their duties.
- Investigated by any authority due to concerns that you may have been involved in causing harm to a child.
- Diagnosed with any medical condition that may affect your ability to carry out your role with children safely, for example psychotic illness.

Make sure you know what to do if a child tells you or you suspect that they are being harmed.

### Key points

#### DO NOT

- Carry out your own investigation by talking to parents or carers etc.
- Put words in any child's mouth by asking direct questions such as "Did your dad do it?"
- Feel that you must inform parents/carers if you think it may put the child at risk of further harm or cause them to be silenced.
- Ignore your worry.



Charity number 1197599

## DO

- Ask open-ended questions to clarify your concern e.g. "What happened to your arm?"
- Listen to the child / your gut feelings.
- Act.

## Action

- If a child has a serious injury (for example involving pain and bleeding) or is in immediate danger (for example parent has arrived to collect a child and is unfit to care for them, or a child left alone at home) dial 999 and request assistance from the ambulance service and/or police. If you know or suspect the child has come to harm through the actions of another, make sure that the professional staff you hand the child over to understand this and take their name and record it. It will generally be appropriate to inform the child's parent or carers what has happened once the child is safe with an appropriate professional.
- If it seems that a child has been abused in any way including sexual abuse (but is not in immediate danger) report this immediately to the service for the area where they live. The numbers are;

### **Staffordshire Children's Advice and Support (SCAS)**

0300 111 8007

8.30am – 5.00pm Monday to Thursday

8.30am- 4.30pm Friday

Or

EDS (out of hours) Tel No. 0345 604 2886

Or email: [eds.team.manager@staffordshire.gov.uk](mailto:eds.team.manager@staffordshire.gov.uk)

Non-emergency - call Staffordshire Police on 101

### **Children's advice and duty service (CHAD)**

01782 235100

8.30am – 6.00pm Monday to Friday

Or Emergency Duty Team (out of hours)

Tel No 01782 234234

Non-emergency - call Staffordshire Police on 101

If the concern is long term rather than immediate, for example a child who is often dirty, smelly or who has disruptive behaviour, you should discuss this with the child protection designated lead who will decide whether to make a referral.

If you have had to make an emergency referral, tell the child protection designated lead as soon as possible. They should follow up and take further advice if they think the action that Staffordshire Children's Advice and Support (SCAS) Advice and Referral Team take leaves the child in danger.

### **Code of Conduct for Workers/Volunteers**

- Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them, and the organisation must be always uppermost in your mind.
- Never use any kind of physical punishment or chastisement such as smacking or hitting.
- Do not smoke in front of any child or young person.





Charity number 1197599

- Do not be under the influence of illegal drugs or alcohol when working with children and young people.
- Never behave in a way that frightens or demeans any child or young person.
- Do not use any racist, sexist, discriminatory or offensive language.
- Do not give your personal contact details / personal website details to children or young people.
- Do not use internet or web-based communication channels to send personal messages to/ befriend children / young people.
- Do not use mobile telephones or any other devices to take images of children and young people. You should always follow your organisation's policy and procedures in relation to the taking or recording of images and informed written consent from parents / carers (and the child / young person) should always be sought. For further advice and guidance on the use of social networking sites/ mobile phones/ computers/ cameras, please visit [www.ceop.police.uk](http://www.ceop.police.uk) or Information Commissioners Office (ICO).
- You should not give children presents or personal items. The exceptions to this would be a custom such as buying children a small birthday token or leaving present or help to a family in need such as equipment to enable them to participate in an activity. Both types of gifts should come from the organisation and be agreed with the named person for child protection and the child or young person's parent. Similarly, do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the activity leader.
- You should not invite a young person to your home or arrange to see them outside the set activity times.
- You should not engage in any sexual activity (this would include using sexualised language) with a young person you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
- Exercise caution about being alone with a child or young person. In situations where this may be needed (for example where a young person wants to speak in private) think about ways of making this seem less secret for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly note the conversation in the log.
- Physical contact is discouraged between staff and children / young people.
- Do talk explicitly to children and young people about their right to be kept safe from harm.
- Do listen to children and young people and take every opportunity to raise their self-esteem.
- Do work as a team with your co-workers/volunteers. Agree with them what behaviour you expect from young people and be consistent in enforcing it.
- If you have to speak to a child/young person about their behaviour, remember you are challenging 'what they did' not 'who they are'.
- If an allegation is made that a child may have abused another, this needs to be referred to Social Services and the Police for a full investigation
- Do make sure you have read the Child Protection Procedure and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.
- Do seek advice and support from your colleagues, activity leaders or supervisors and your designated person for child protection.
- Do seek opportunities for training such as that available through the Staffordshire or Stoke on Trent Safeguarding Children Board and Staffordshire Council of Voluntary Youth Services.

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

Brereton Big Local CIO Child protection policy



Charity number 1197599

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

[www.safeguardingchildren.stoke.gov.uk](http://www.safeguardingchildren.stoke.gov.uk)

## Information for Parents

We want Brereton Big Local CIO to be a safe place for children/young people. We have a child protection policy and procedure. You can ask for a full copy of this. Below is a summary of the key points.

We aim to keep children/young people safe by:

- Having a designated person for child protection who is Karen Mann
- Please contact them if you have any concerns about any child or the behaviour of anyone using the project.
- Ensuring all staff and volunteers are properly checked and vetted.
- Making proper arrangements for all activities.
- Having a code of conduct for staff/volunteers and making sure that all staff and volunteers know what to do if they have concerns about a child.
- Having a code of conduct for everyone using the project.
- Following National and Local Child Protection Procedures and particularly do this by reporting any serious concerns to Staffordshire Children's Advice and Support (SCAS) or the Police as appropriate.

We would ask you to support us in keeping children safe by:

- Following the code of conduct and treating people with respect
- always Supervising your child unless they are in an organised activity, in which case we would ask you to provide basic details about your child and make sure that we can contact you if there is an emergency.
- Talking to the designated person for child protection if you have concerns about any child using the organisation or the behaviour of any adult in the organisation.
- Brereton Big Local practices anti-discrimination and unacceptable behaviour by all will not be tolerated and will be challenge by a staff or volunteer.

## Allegations against a person who works with children.

Any situation in which an allegation or concern arises about the conduct of a person who 'works' with children should be managed using the Staffordshire or Stoke-on-Trent Safeguarding Children Boards multi-agency policy and procedure for dealing with allegations against a person who works with children.

Stoke-on-Trent: [https://www.stoke.gov.uk/info/20009/children\\_and\\_families/391/stoke-on-trent\\_safeguarding\\_children\\_partnership](https://www.stoke.gov.uk/info/20009/children_and_families/391/stoke-on-trent_safeguarding_children_partnership)

Staffordshire: <https://www.staffsscb.org.uk/>

Specifically, the question should be asked as to whether the allegation or concern possibly meets any one of the following thresholds:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

If any of these situations apply, then it is not a complaint but an allegation/concern and therefore it must be referred by the senior manager to the Local Authority Designated Officer (LADO) within 24 hours of the allegation being made.

Brereton Big Local CIO Child protection policy



Charity number 1197599

### Contact Details for the LADO - Staffordshire

Freephone: 0800 1313 126  
(Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm)  
Email: [firstr@staffordshire.gov.uk](mailto:firstr@staffordshire.gov.uk)  
In an emergency outside office hours telephone 0845 6042 886

Contact Details for the LADO – Stoke-on-Trent 01782 233857  
Chad (Children’s advice and duty service) 01782 235100  
(Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm)  
In an emergency outside office hours telephone 01782 234234

To be reviewed and signed at the next AGM.

Signed & Agreed by all Trustees on date:	Policy version:	Review Date:
	V.1 11-22	11/2023

