



Version history	
Created	01 August 2012
Adopted	10 March 2014
Reviewed and confirmed by Directors	29 October 2019

Transition Town Worthing CIC Child Protection and Safeguarding of Vulnerable Adults Procedure

Transition Town Worthing CIC (TTW)'s aim is for all staff and volunteers working with and for TTW to create an environment where children, young people and vulnerable adults (throughout this procedure assume any mention of children includes all of the listed potentially vulnerable parties) are protected as much as possible from potential abuse. All staff or volunteers will report any concerns about a child or somebody else's behaviour using the procedures laid down.

1. Designated Child Protection Person

There will be a named designated child protection person (DCPP) for TTW and can be contacted at any time if ever a concern should arise regarding child protection issues.

Any allegations or disclosures must be recorded in a designated book as soon as possible – there is a procedure, which is set out in this policy and to decide who should report the information and the time scales for passing it on. The role of the DCPP is to:

- Know how to and which child protection agency to report concerns to should it arise.
- Ensure all staff members have a copy of the child protection procedure.
- Help any other staff and volunteers with any child protection issues.
- Make sure that appropriate information is available at the time of a referral and the referral is confirmed in writing.
- Keep contact with social services, NSPCC and other agencies.
- Keep people who need to know aware (ie schools or organisations where the children have been recruited from) of any action taken and any further action to be taken e.g. disciplinary.
- Ensure the all records are kept properly and confidentially.
- Contact different organisations to review the child protection program regularly to check that procedures are correct and comply with current good practice.

As stated in The Children's Act 1987 "the welfare of a child is paramount". This means that confidentiality must never be promised to a child in case a situation arises where information must be passed on for the safety or welfare of the child. However, other than following the correct procedures,

confidentiality of all people concerned in an allegation and investigations should be kept if appropriate. For instance, any incident written in the designated book should be written on separate pages from others so people don't get to see other peoples' reports or concerns.

All volunteers and staff and anybody else who comes into contact with children and left with them unsupervised will be checked appropriately.

TTW accepts its responsibility of duty of care towards children and any person who may encounter any concerns whilst working with TTW will be supported when they come forward with any concerns in good faith.

2. Recruitment and selection criteria

Child protection shall always be a major priority for TTW while selecting staff who will be involved with children, and appropriate recruitment procedures shall be followed.

TTW will have a nominated person to handle the verification of identification documents required for CRB checks.

For the Recruitment process :

- A clear description of any role available so the most suitable appointee shall be selected.
- All applicants must sign a declaration of previous convictions with submission to formal check.
- An appropriate level CRB check shall be required and a copy kept with successful applicants details.
- Several selection techniques shall be used to maximise the chance of staff recruitment (interview, reference, checks).
- At least one director of TTW shall meet with applicants to view and evaluate their attitudes towards working with children.

The identity of applicants must be proved and personal details obtained through use of CRB check

3. General Points

TTW expects all staff and volunteers to be aware of this procedure and adhere to it at all times. Training will be given when it becomes apparent that staff and volunteers will be working with children.

4. Dealing with allegations of abuse

- The examination progress with a child should be as open as possible and it is important than no more time should be spent alone with a child than is necessary.
- It is important to never have any physical contact with a child.
- It is not good practice to take a child alone in a car or on any journey.
- Never make any suggestive or inappropriate remarks to a child, even to be said in jest could get taken the wrong way or offend.
- Never try and dissuade a child from making a disclosure of abuse.

- It is important for all staff members to be aware that child abusers come in all ages (even other children) they can be any gender, ethnic origin or class. It is also important not to favour people and have pre-conceptions; it could prevent the right action to be taken in a situation.

- TTW staff and volunteers must always value and respect children as individuals and must always exclude bullying, shouting, racism and sexism.

5. Responding appropriately to a child making an allegation of abuse

1. Stay calm.
2. Listen to what the child has to say.
3. Do not make any promises to keep secrets, as you may have to take it to someone else.
4. Reassure the child that only those that need know about it will.
5. Always let the child proceed at their own pace.
6. Do not ask prompting questions.
7. Ensure them that they have done the right thing by telling.
8. Tell them what the next step is and who will be told.
9. Record what the child said as accurately as possible recording date, time, names, who took the information, sign and the date that it was recorded.
10. Do not decide for yourself whether abuse has taken place - that is for the professional child protection agencies to decide.

5. Procedure for reporting concerns

There are many ways in which suspicions or concerns are raised:

- Reports by a volunteer or staff member
- Child disclosing abuse
- Bruising or signs of physical hurt which may or may not be accompanied by unusual behaviour.

If a staff member has concerns they should report it to the DCPD straight away by telephone or in person. The DCPD should also then receive a written report signed and dated within 24hrs to put in the designated book. It is of up-most importance that these procedures should be carried out as quickly as possible so as not to threaten the welfare of the child. If the concerns are with regard to a member of staff the DCPD should be contacted immediately by telephone.

The DCPD will consider all reports and will either report them straight to the authorities or after seeking advice (possibly from NSPCC or alike) decide not to refer concerns to the authorities but will keep a detailed record of the reports in the designated book.

6. Definitions of abuse

Physical. Non-accidental injury – deliberately inflicted:

Hitting, shaking, squeezing, burns, bruises, broken limbs, scalds, bites, cuts, gripping, giving a child inappropriate drugs or alcohol. Attempting to poison, suffocate or drown.

Neglect. Persistent or severe failure to meet a child's basic needs:

Lack of adequate food, inappropriate diet, exposing child to cold, leaving child unattended, inappropriate clothing, failing to attend to personal hygiene and failing to seek medical attention.

Sexual. Taking advantage of a child for the sexual gratification of an adult:

Flirting and verbal suggestiveness, Inappropriate fondling, masturbation, oral sex, anal sex, full intercourse, use of foreign objects, exhibitionism, exposing child to pornography, making pornographic materials and ritualistic abuse.

Emotional. Persistent lack of affection and interaction:

Continuously failing to show love and affection, persistent rejection, criticism, belittling, bullying, frightening, harassment, taunting, threatening, ridiculing and ignoring.

7. Staff Training and Supervision

All staff and volunteers who work with children will be given training in line with our child protection policy and procedure.

When planning projects, especially Risk Assessments, staff or volunteers need to be able to work in pairs and to be able to see each other and their charges at all times.

Procedure passed by TTW Steering Group at Steering Group meeting 10th March 2014.