



## **Child Protection Policy**

### **Our Policy Statement on Child Protection is as follows:**

- 1 The child's welfare is paramount.
- 2 All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- 3 All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- 4 As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

*This policy will be kept under periodic review.*

*Advice will be taken on recruitment with regards to child protection at the appropriate time.*

### **Good Practice Guide**

- Do not spend excessive amounts of time alone with children away from others
- Do not take children on car journeys, however short
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of the child's parent/guardian
- Design training programmes that are within the ability of the individual child
- Do not photograph or video children, or publish their pictures, without the knowledge and written consent of their parent/guardian. Be sensitive to the risk, however slight, that images could be misused by a third party. Do not publish information, in print or on a website, that might enable someone to contact the child

### **Never:**

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature for a child that the child can do for themselves.



## Recording information

In cases of child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

- **DO** listen
- Do take notes
- Do tell your manager and make sure that all information is passed onto the police
  
- **DON'T** ask direct questions
- Don't try to stop the child telling you about their problem
- Don't make promises (especially do not promise to keep a disclosure a secret)
- Don't allow anyone else outside the police or social services to interview or ask questions of the child
- Don't assume!

The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Makes notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

### **COMMON QUESTIONS that could be used in some situations:**

#### **THE DOs - open questions/statements**

- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this but you do realise I will have to do something about it

#### **THE DON'Ts - leading/closed questions/comments**

- Was it your father/coach/friend that did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do you think this happened?
- I expect you must be very upset about this.
- This can be our little secret



## Incident report form

Try and keep the process friendly rather than formal; you want the child to feel as comfortable as possible during this stressful process.

### Interviewer's details

Name: ..... Position: .....

### Child's details

Name: ..... Date of birth: .....

Address: .....

Parents/Carers names: .....

Address: .....

**Record what was said and reported** (use additional paper, as required)

### Action taken

**SPKA:** reported to a member of the Committee? YES /NO

Date/time incident reported: .....

Details of advice received: .....

**POLICE:** reported to which police station? .....

Officer reported to: .....

Date / time incident reported: .....

Details of advice received: .....

**OTHER:** contacted other organisations for advice?

Date/time of call: .....

Which organisation(s): .....

Person advice received from: .....

Details of advice received: .....