

Burton on Trent Child Contact Centre Policy for Safeguarding and Child Protection **(A working document that incorporates best practice)**

Basic Principles

Burton on Trent Child Contact Centre

1. Believes that children and young people need safe environments in which they can develop and grow in confidence.
2. Recognises that organisations working with and supporting children and young people have a duty to keep them safe.
3. Places Safeguarding children and young people and Child Protection at the centre of its activities
4. Is committed to and working towards meeting the objectives contained within Every Child Matters / Rights to Action / Families Matter
5. Believes that children and young people should not be exposed to negligence or avoidable risks.
6. Recognises that Safeguarding and Child Protection are emotive issues that need to be handled both sensitively and carefully
7. 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.
8. Recognises the difference between Child Protection and Safeguarding namely:
 - Child Protection involves recognising signs of physical, sexual or emotional abuse or neglect and acting upon it.
 - Safeguarding involves keeping children and young people safe from a much wider range of potential harm and looks at preventative action and not just reaction.
9. Is committed to ensuring that all its volunteers, staff and trustees know about and operate in accordance with the following procedure when a Safeguarding or Child Protection issue arises namely:
 - Recognise
 - Respond
 - Report
 - Record
 - Refer
10. Is committed to ensuring that all its volunteers, staff and trustees are aware of, kept up to date with and operate in accordance with good practice in relation to Safeguarding and Child Protection.

Recruitment

Burton on Trent Child Contact Centre has a clearly defined recruitment process for its staff, volunteers and trustees. This includes application forms, checking ID, interviews, checking references, induction procedures and probationary periods. A named volunteer or member of staff will be responsible for ensuring these processes are followed.

Burton on Trent Child Contact Centre's commitment to Safeguarding and Child Protection also extends to the following:

Criminal Record Bureau Checks (CRB)

All of its volunteers, staff and trustees will be checked to an enhanced level when they first join the organisation and every three years thereafter.

All of its volunteers, staff and trustees, will be aware of and kept up to date with good practice and procedural changes in relation to CRB checks.

Independent Safeguarding Authority (ISA)

This has been created to help prevent unsuitable people from working with children and vulnerable adults. It will work with the CRB to gather information about people who want to work or volunteer to work with vulnerable people and adults.

Burton on Trent Child Contact Centre will modify its own recruitment practices and procedures to take account of directives issued by the ISA.

Managing Safeguarding and Child Protection

1. Burton on Trent Child Contact Centre will have a named volunteer or member of staff who will be responsible and accountable for all aspects of the organisations work in relation to Safeguarding and Child Protection.
2. This person will be responsible for:
 - Ensuring the centre is aware of and operating in accordance with their Local Safeguarding Boards policies and procedures in relation to Safeguarding and Child Protection.
 - Ensuring that volunteers/staff have access to the phone numbers they need to report allegations or concerns relating to Safeguarding or Child Protection to Children's Services and or the police.
 - Ensuring that either themselves or another named volunteers or members of staff passes accurate information relating to Safeguarding or Child Protection to the statutory agency responsible for investigating it both directly and quickly
3. Establishing timely contact and seeking advice from NACCC if they have any concerns about Safeguarding, Child Protection or Inappropriate Referrals to their centre.

Safeguarding and Child Protection Awareness for Burton on Trent Child Contact Centre volunteers, staff and trustees

This is mandatory for co-ordinators, other key staff or volunteers and will be repeated or revised or as required. It will always form part of the induction.

Sharing Information

1. Burton on Trent Child Contact Centre has a statutory obligation to pass information to relevant partner organisations when a Safeguarding or Child Protection issue has arisen within the centre or elsewhere.
2. Burton on Trent Child contact Centre has a recognised procedure for volunteers, staff and trustees to follow when a Safeguarding or Child Protection issue has arisen within the centre or elsewhere.
3. Burton on Trent Child Contact Centre will make families using the centre and referrers aware of their statutory obligation to record and report any incidents relating to Safeguarding and Child Protection

Providing Advice and Support

Burton on Trent Child Contact Centre will ensure that its volunteers and staff receive the supervision and support they require when they are working with Safeguarding and Child Protection incidents or concerns.

Failing to follow or non –compliance with recognised procedures and good practice in relation to Safeguarding and Child Protection by Burton on Trent Child Contact Centre’s volunteers, staff and trustees

When it involves Burton on Trent Child Contact Centre’s volunteers or staff the organisations will take necessary action.

Burton on Trent Child Contact Centre also understands that if the National Association of Child Contact Centres (NACCC) becomes aware of any failings or non–compliance with recognised procedures and good practice concerning its procedures or practice in relation to Safeguarding and Child Protection it will act in one or a combination of the following ways, as appropriate and reasonable:

- Enhanced support and training for the Centre
- Agreement for further action by the Centre
- Temporary suspension from membership of NACCC
- Removal of NACCC accreditation status
- Notification of partner organisations that are making referrals to and or funding the centre.

Distribution of Burton on Trent Child Contact Centre’s Policy for Safeguarding and Child Protection

A current copy of this policy will be included in the guidance notes given to volunteers, staff and trustees. Copies of the policy will also be available to referrers, families using the centre and other organisations upon request.

Revision of Burton on Trent Child Contact Centre’s Policy for Safeguarding and Child Protection

This will take place as and when required. Additional changes are to take account of new legislation and practice guidance.

Statement of Commitment to Burton on Trent Child Contact Centre's Safeguarding and Child Protection Policy.

This form is to be completed by all Burton on Trent Child Contact Centre's volunteers, staff and trustees.

I -----(insert name) have read and understood the standards and guidelines contained within Burton on Trent Child Contact Centre's Safeguarding and Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing them in my capacity as an employee, volunteer or trustee of Burton on Trent Child Contact Centre.

----- Print Name

----- Signature

----- Job Title/Role

----- Date