

CHILD PROTECTION POLICY

**South Kesteven
District Council**

SOUTH KESTEVEN DISTRICT COUNCIL CHILD PROTECTION POLICY AND PROCEDURES

"I DON'T DIRECTLY WORK WITH CHILDREN, SO DOES THIS POLICY AFFECT ME?"

Yes it does!

This policy applies to all situations within the Council's operation, which could potentially involve children or young people, from young children running around in a reception area to home visits where children or young people are present.

Therefore, although your work may not directly impact on or relate to children or young people, you have a responsibility to recognise and respond to child protection situations and concerns appropriately and must be aware of this policy and its procedures. Staff should be aware that young people (under 18) will be working within the Council's buildings, either as members of staff, on modern apprenticeships or as part of the work experience scheme. All staff must remember that in terms of child protection, these individuals are children and as such, are protected by this policy and associated procedures.

This policy affects every South Kesteven District Council staff member, elected member, volunteer and anyone working on behalf of and/or representing the Council.

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1. INTRODUCTION

The Children Act 2004 puts a duty on key statutory agencies to safeguard and promote the welfare of children. The Act embodies five principles that are key to wellbeing in children and young people:

- Being Healthy
- Staying Safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well being

In practical terms this means that the Council has a responsibility to provide a safe environment for children and young people and in which their welfare is of paramount importance.

There is a considerable body of legislation, government guidance and standards designed to ensure that children are protected from harm (see Appendix A).

Everybody has a responsibility for the safety of children and young people and in accordance with The Children Act 2004, as an organisation with responsibility for children and young people across its services, South Kesteven District Council has both a moral and legal obligation to ensure a duty of care.

We have a responsibility to safeguard and promote the well being of children and young people who participate in our services, so that they do so in a safe and positive atmosphere free from harassment and bullying. However, we do recognise that not all children have positive experiences in their life, and are committed in our role to promote the welfare of children and young people by encouraging good practice.

The purpose of this policy and its associated procedures is to help protect the children and young people and protect South Kesteven District Council, its staff, elected members and volunteers. The aims of the policy are extremely important to the health and well-being of children and the Council expects all employees to understand the need for this policy and to comply fully with it. If any employee finds that for whatever reason they do not believe that they can comply with this policy and procedure they must notify their Service Manager immediately.

While this policy applies to all council employees, members, volunteers and contractors used by the council there are several district council services with specific responsibilities in relation to safeguarding and promoting the welfare of children. Managers in these areas need to ensure that this responsibility is incorporated into their service plans and where appropriate the work objectives for individual staff members. These are:

Cultural and leisure services. The Council provides and enables a wide range of facilities and services for children such as play schemes and play facilities, sport, parks and leisure centres, events and attractions, and arts centres. Their staff, volunteers and contractors have different levels and types of contact with children

who are users of these services. Appropriate training for staff should be provided, including training on the issues of safe working practices and on creating safe environments for children. Staff should be alert to any indications that a child may need to be safeguarded from harm and know who to contact if they have concerns. They should also be aware of the important contribution they make to children achieving their potential.

Licensing Authorities. The council has a responsibility to undertake its functions under the Licensing Act 2003 with regard to 'the protection of children from harm' – one of four licensing objectives. The council is required to indicate in its statement of licensing policy the body (responsible authority) it judges to be competent to advise it on matters relating to the protection of children from harm. In addition, where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to be restricted from viewing age-restricted films which have been classified according to the recommendations of the British Board of Film Classification (BBFC) or the licensing authority itself.

Housing. Housing and homelessness staff will have access to family homes/temporary accommodation, in some cases in a time of crisis. In the course of their work they are, therefore, likely to identify initial concerns regarding children's welfare that will need to be referred on to another agency. These concerns may relate to what they have observed or witnessed happening to a child, the physical conditions within the home/accommodation, the family's reactions to a crisis or inconsistencies in the information given to them. In addition, housing staff may hold important information that could assist the county council in carrying out assessments under section 17 or section 47 of the Children Act 1989. Housing staff are also key to an assessment of the needs of families with disabled children who may require housing adaptations in order to participate fully in family life and reach their maximum potential.

Community Leisure and Community Safety Teams often work closely with children and young people. They play an important role in offering young people opportunities to extend and enjoy themselves in a safe environment. They are in an ideal position to be confided in as a trusted adult, and should be alert to signs of abuse or neglect and know how to act upon their concerns about a child's welfare.

Child employment. Young people's development through legitimate employment should be encouraged, however it must be ensured that work is done in a safe environment and within sensible constraints. The council is responsible for administering child employment legislation and local byelaws. Employers of children have a responsibility to safeguard and promote the welfare of children by applying to the local authority for an employment permit for each child they employ.

2. POLICY STATEMENT

South Kesteven District Council accepts the moral and legal responsibility to implement procedures, to provide a duty of care for children and young people,

safeguard their well being and protect them from abuse when they are engaged in services organised and provided by the Council.

2(a) Aims

The Council aims to do this by:

- Raising the awareness of the duty of care responsibilities relating to children and young people throughout the Council
- Actively encouraging good practice amongst all staff, elected members and volunteers throughout the Council and promoting wider awareness wherever possible, i.e. partnership organisations and user groups.
- Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes and feelings of children and young people. Listening to children and young people, minimising dangers and working closely with other agencies.
- Recruiting, training, supervising and supporting staff, elected members and volunteers who work with children and young people to adopt best practice to safeguard and protect children and young people from abuse, and themselves against false allegations. Staff and volunteers who work with children and young people will be subject to the appropriate level of Criminal Records Bureau check.
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Ensuring that any contractors who undertake work for the Council have equivalent or better arrangements.

2(b) Objectives

Objectives to achieve these aims:

- To provide appropriate training for staff, elected members and volunteers, to enable them to recognise the potential signs and indicators of abuse and to improve good practice.
- To aid staff, elected members and volunteers to respond sensitively and seriously to a child or young person who discloses information about abuse and be confident and able to take appropriate action swiftly, regardless of whom the allegation is about, e.g. carer/staff member.
- To maintain a level of good working practice at all times and therefore reducing the risk to children and young people under the care of our staff and volunteers.
- To promote the general welfare and well being of children and young people.
- To develop and implement effective procedures for recording and responding to incidents and accidents.
- To develop and implement effective procedures for recording and responding to complaints of alleged or suspected child abuse.

3. WHAT IS CHILD ABUSE OR HARM?

A person may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

3(a) The Main Forms of Abuse or Harm

There are four main forms of abuse.

Physical Abuse

Physical abuse can include, hitting, shaking, throwing, poisoning, burning or scalding, drowning , suffocating or other wise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns symptoms or deliberately causes ill health to a child.

Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or the failure to act to protect.

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 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 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.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetration for example, rape or buggery, or non penetrative acts. They may include non contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities or encouraging children to act in sexually inappropriate ways.

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 as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

4. RECOGNISING CHILD ABUSE

Recognising child harm is not easy and it is not the responsibility of Council staff, elected members or volunteers to investigate if the child has suffered or if they are at continued risk of significant harm. They do however have a responsibility to be alert to the signs that a child may be at risk of or suffering significant harm and to report their concerns to Children's Services and or the Police.

4(a) Signs and Indicators

Every child and young person is unique and it is difficult to predict how their behaviour will change as a result of their experience of abuse. Listed on the next page are some physical signs and behavioural indicators that may be commonly seen in children and young people who are abused, it could be one, none or several of these indicators, but remember they may only be an indication and not confirmation that abuse is taking place.

Physical Abuse

Physical Signs Behavioural Indicators

- Unexplained bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- Scalds
- Injuries which have a pattern to them
- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot Weather
- Depression
- Withdrawn behaviour

- Running away from home
- Reluctance by a parent or child to provide an explanation for an injury and inconsistent explanations for an injury.

Emotional Abuse

Physical signs Behavioural Indicators

- A failure to thrive or grow
- Sudden speech disorders
- Developmental delay, either physical or emotional
- Poor socialisation skills
- Constant eagerness to please
- Withdrawn
- Neurotic behaviour, e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm
- Fear of parent being approached regarding their behaviour

Sexual Abuse

Physical Signs Behavioural Indicators

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or development age
- Sexual drawings or language
- Bed-wetting
- Saying they have secrets they cannot tell anyone about
- Self harm or mutilation, sometimes leading to suicide attempts
- Eating problems such as overeating or anorexia

Neglect

Physical Signs Behavioural Indicators

- Constant hunger, sometimes stealing food from others
- Constantly dirty or 'smelly'
- Loss of weight, or being constantly underweight
- Inappropriate dress for the conditions

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised
- Not receiving proper support (e.g. consistently “forgetting” their lunch box)

The above lists are not exhaustive or definitive but are a guide.

4(b) Important Rule

It is important to remember that many children and young people will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring.

There may well be other reasons for changes in behaviour such as death, or the birth of a new baby in the family, relationship problems between parents/carers, etc.

It should be noted that children with disabilities may have additional care needs and this should be remembered when considering the behavioural indicators

REMEMBER

There may be other reasons that a child or young person is exhibiting some of the signs and indicators. However, always talk to your Service Manager if you have any concerns at all about a child.

5. RESPONDING TO CONCERNS AND ALLEGATIONS

These procedures inform all staff, elected members and volunteers of what actions they should take if they have concerns or encounter a case of alleged or suspected child abuse, i.e. response actions. The procedures apply to all South Kesteven District Council staff, elected members and volunteers.

5(a) Important Rule

It is important that all staff, elected members and volunteers are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred.

However, staff, elected members and volunteers do have a duty of care to the child or young person to report any suspicions you may have. It may be that your concerns are important in enabling these statutory agencies to decide whether any action is necessary

REMEMBER

It is not your job to judge or investigate BUT to inform.

5(b) Corporate Child Protection Officers

Staff, elected members and volunteers can and in certain situations should inform or report any concerns or cases of alleged or suspected abuse to one of a Service Manager, Corporate Head or Strategic Director of the Council.

All of these senior managers are responsible for:

- Ensuring that the Council's Child Protection Policy is adhered to.
- Providing a support role to their staff.
- Ensuring that the relevant staff member records their concerns/completes the disclosure form as soon as possible.
- Recording their own conversations with the person, staff member or child to whom the disclosures were made.
- Contacting the relevant Social Service Office and passing on full details including factual information that they have on the child/young person.
- Providing a contact telephone number for social services to get back to the Council.
- Ensuring that their staff are aware of this policy

Robert Moreland Corporate Head for Partnerships and Organisational Improvement has operational responsibility for corporate issue concerning the every child matters agenda. This includes:

- Increasing awareness of child protection issues within the Council
- Maintaining clear communication channels between the Council and Lincolnshire County Council
- Reviewing the operation of this policy and procedure.
- Assisting in the identification of training needs throughout the organisation.

A Strategic Director and Cabinet member will also be assigned responsibility for acting as a children's champion to pursue all of the wider aims set-out in the Lincolnshire Children and Young People's plan.

Responding to Concerns

Children's Services have a single point of contact for all referrals:

- A CAF / INOC form should be completed as far as possible; this will ensure that all the information is to hand when making the referral. The worker should not delay if all information is not available.
- A referral should be made to Children's Services Customer Services Centre by phoning 01522 782111
- The CAF / INOC form should be completed and signed and sent to the relevant Social Care Officer (CSC will advise of this) within 24 hours of the telephone referral. A copy should be placed in the relevant organisation file.

- The parents/carers of the child should be involved as far as possible, unless it has been decided that this would put the child at further harm. It should be clear about any decisions made and what will happen next.
- The manager should support the worker in making decisions and be available to give advice and guidance, as necessary.

Out of hours contact 01529 413366

Referral to Police

If there are immediate safeguarding concerns or a crime has been committed, please call the police on the numbers below (please note if children's services receive a referral and there are concerns that a crime may have been committed, they Will contact the Police)

Police: Central Referral Unit ; Glyn Hughes 01522 782159 (in hours)

Out of Hours 01522 532222/ 999

If the allegation is against an individual who works with children that they may have behaved in a way which has or may have harmed a child / committed a crime or questions their suitability to work with children contact the Local Authority Designated Officer Sheridan Dodsworth on 01522 554674
E-mail: Sheridan.dodsworth@lincolnshire.gov.uk

Other helpful numbers in the event of any problems:

Lincolnshire County Council

Grantham

Grange House, 46 Union Street, Grantham, NG31 6NZ

Tel 01476 561061 **Fax** 01476 567572

Stamford

38 North Street, Stamford, PE9 2YN

Tel 01780 751821 **Fax** 01780 754533

Children's Services

During office hours - 8.45am to 5.15pm (4.45pm Friday):

Telephone 01522 782111

Email: CSC_SSD@lincolnshire.gov.uk

In an emergency, outside office hours (including weekends or Bank Holidays)
telephone 01529 413366

Referrals to the Children's team should be made after following the detailed guidance available on the County Council's web-site:

<http://www.lincolnshire.gov.uk/section.asp?pageType=1&docId=28246>

Further advice on child protection investigations and enquiries can be obtained from the following document which has been produced by the Lincolnshire Child Protection Committee:

<http://www.lincolnshire.gov.uk/upload/public/attachments/517/investigations.pArea df>

**Lincolnshire Constabulary
(Police)**

Grantham Police Station,
South Divisional Headquarters,
Swingbridge Road,
Grantham,
Lincs.
NG31 7XT.

(Tel) 01476 562501
(Fax) 01476 567004

Stamford Police Station
North Street,
Stamford
PE9 1AD

(T) 01780 752222
(F) 01780 751385

Bourne Police Station
West Street
Bourne
PE10 9PD
(T): 01778 394892
(F): 01778 393394

Market Deeping Police Station
Douglas Road
Market Deeping
PE6 8PA
(T) 01778 343311
(F) 01778 341612

The Lincolnshire police web-site also has information aimed specifically at children and young people. <http://www.lincs.police.uk/index.asp?docID=1186>

NSPCC

Child Protection Helpline
www.nspcc.org.uk

Tel – 0908 800 5000

5(c) Response Situations

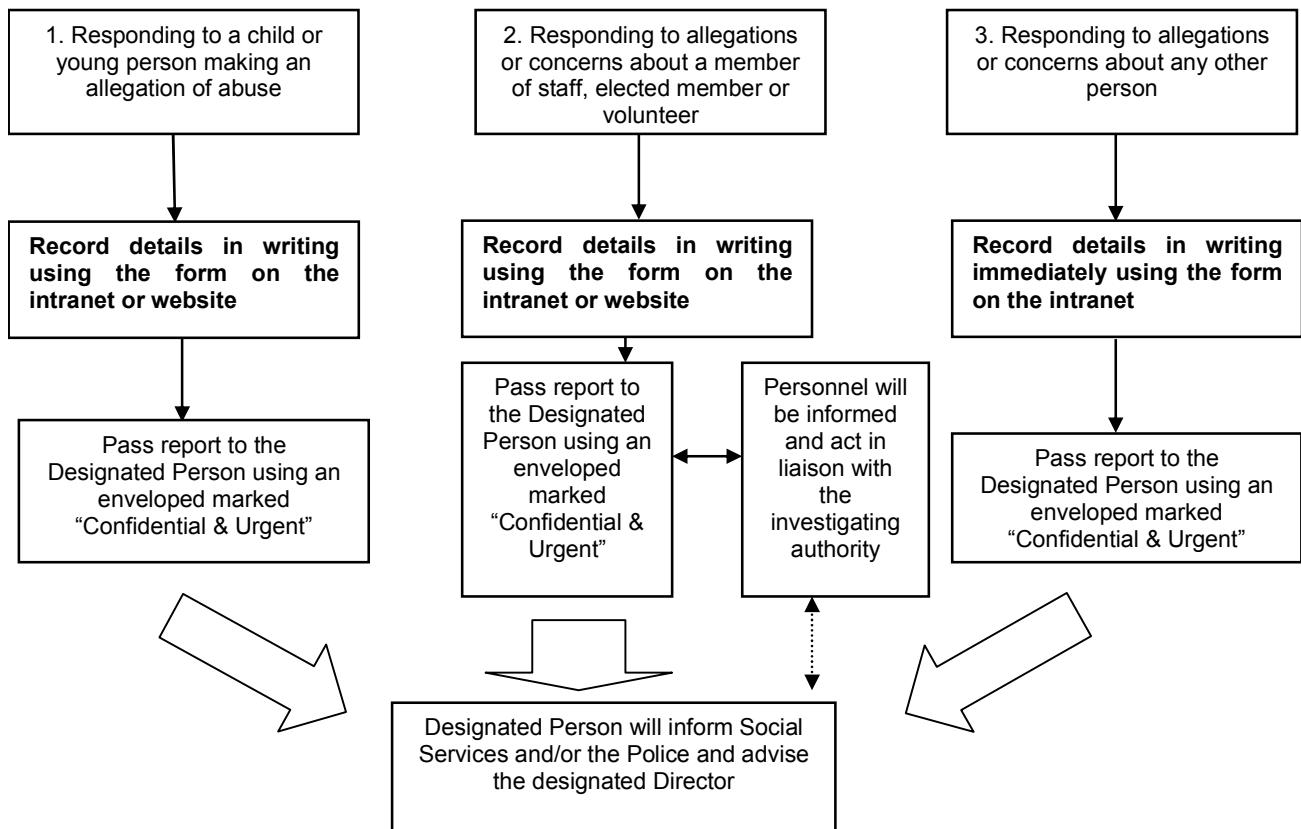
In general there are 3 situations when staff, elected members and volunteers may need to respond to a concern or case of alleged or suspected abuse:

1. Responding to a child or young person disclosing abuse, i.e. they make an allegation of abuse
2. Responding to allegations or concerns about a member of staff, elected member or volunteer
3. Responding to allegations or concerns about any other person, i.e. parent, carer, other service user

5(d) Basic Response Procedures

The following diagram illustrates the basic response procedures/actions that should be followed in each of the above response situations.

3.2 Basic response procedures and actions



In the case of an emergency where a child is in danger please phone 999 immediately before filing a report

Please note: It is not the place of any officer of the Council to investigate allegations therefore all allegations will involve investigating authorities as soon as possible to protect both those making allegations and those who may be the subject to those allegations.

5(e) Specific Response Procedures

More specifically the following procedures should be followed in each situation.

Responding to a child or young person making an allegation of abuse

Abused children and young people will only tell people they trust and with whom they feel safe. By listening and taking seriously what the child or young person is saying, you are already helping the situation. The following points are a guide to help you respond appropriately.

- Stay calm.
- Consider whether it would be advisable to have another person with you to provide an independent record of the discussion.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – **do not promise to keep secrets.**
- Allow the child or young person to continue at their own pace.
- Ask questions for clarification only, and at all times **avoid asking questions** that suggest a particular answer.
- Reassure the child or young person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing on a Child Protection Incident Reporting Form (see Appendix C) all the details that you are aware of and what was said using the child or young person's own words, as soon as possible. In your record you should include:
 - The date and time.
 - The child or young persons name, address and date of birth.
 - The nature of the allegation.
 - A description of any visible injuries.
 - Your observations – e.g. a description of the child or young person's behaviour and physical and emotional state.
 - Exactly what the child or young person said and what you said. Record the child or young persons account of what has happened as close as possible.
 - Any action you took as a result of your concerns e.g. who you spoke to and resulting actions. Include names, addresses and telephone numbers.
 - Sign and date what you have recorded.
 - Store the information in accordance with relevant procedures, e.g. Data protection
 - Report to and inform your Service Manager who should inform relevant persons, i.e. Social Services and/or the Police if appropriate.

REMEMBER

It is not your job to judge or investigate BUT to inform.

Responding to allegations or concerns against a member of staff, elected Member, volunteer or any other person

- Take the allegation or concern seriously.
- Consider any allegation or concern to be potentially dangerous to the child or young person.
- Record in writing on a Child Protection Incident Reporting Form (see Appendix C) all the details that you are aware of as soon as possible.

If an allegation of abuse is made against a member of staff, volunteer or elected member you should inform one of the Corporate Child Protection Officers (i.e. Service Managers, Service Heads or Strategic Directors) immediately or directly contact Social Services and the Police as appropriate.

They will inform the Chief Executive and consideration will be given to suspending the member of staff from work or moving them to alternative duties not involving contact with children, young people and vulnerable adults – in accordance with the Council’s Disciplinary Policy and Procedure. If one of the Corporate Child Protection Officers is the subject of the suspicion/allegation, the report must be made directly to the Chief Executive.

If it is necessary to conduct an investigation into events surrounding the complaint, this will be conducted in accordance with the Disciplinary Policy and Procedure. The consideration of suspension in such circumstances does not imply guilt but is a neutral course of action, which is designed to ensure that both employees and complainants are protected during the investigation.

5(f) Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only, i.e. Service Managers, Social Services, and the Police.

It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child or young person, their family and any child protection investigations that may follow.

Informing the parents of a child or young person you may have concerns about needs to be dealt with in a sensitive way and should be done in consultation with Social Services.

Any individual under suspicion has the right to be notified about the cause for concern. This should be done in joint consultation with Social Services and the Police. It is important that the timing of this does not prejudice the investigation. Recorded information should be stored in a secure place with limited access to Corporate Child Protection Officers, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

If enquiries arise from the public (including parents) or any branch of the media, it is vital that all staff, elected members and volunteers are briefed so that they do not make any comments regarding the situation. Staff, elected members and volunteers should be informed who the relevant designated Council spokesperson will be, and all enquiries directed through them. Staff, elected members and volunteers should reply ‘no comment’ to all questions / enquiries.

5(g) Photography and Pornography

There is increasing evidence that some people have used children and young persons activities and events, as an opportunity to take inappropriate photographs or video footage of children and young people. Staff, elected members and volunteers should be vigilant at all times and any person using cameras or videos within South Kesteven District Council services and at events or activities which involve children and young people should be approached and asked to complete a Consent Form for the use of Cameras and other Image Recorders (see Appendix E).

When commissioning professional photographers or inviting the press to cover Council services, events and activities you must ensure that you make your expectations clear in relation to child protection.

- Check credentials of any photographers and organisations used.
- Ensure identification is worn at all times, if they do not have their own – provide it.
- Do not allow unsupervised access to children or young people or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child or young persons home.
- Parents must be informed that photographs of their child or young person may be taken during Council services, activities or events, and parental consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used (see Appendix D).
- It is recommended that the names of children or young people should not be used in photographs or video footage, unless with the express permission of the child or young person's parent.

6. GOOD PRACTICE FOR STAFF, ELECTED MEMBERS AND VOLUNTEERS

6(a) The Care of Children and Young People

It is possible to limit the situations where child and young people abuse may occur, by promoting good practice to all staff, elected members and volunteers. The following basic guidelines will help safeguard children and young people, staff, elected members and volunteers, South Kesteven District Council and other concerned organisations. The guidelines aim to promote positive practice and are examples of care, which should be taken by staff, elected members and volunteers while working with children and young people.

In view of the importance of this subject the Council has appointed all Service Managers as Corporate Child Protection Officers (also termed "designated persons" under this policy).

6(b) Staff, Elected Members and Volunteer Guidelines

Good practice for staff, elected members and volunteers:

- Always be publicly open when working with children and young people.
- Avoid situations where a member of staff, elected member or volunteer and an individual child or young person are alone unobserved.
- Children or young people should never be left unattended. For example, it is the parents/carers responsibility to supervise any children in their care whilst they are visiting the Council offices and children should not be left unattended within the council offices.
- Respect the child or young person and provide a safe and positive environment.
- If any form of physical contact is required it should be provided openly and according to appropriate guidelines, i.e. National Governing Body of Sport Guidelines
- If supervision in changing rooms or similar environments is required, ensure staff work in pairs and never enter opposite sex changing rooms.
- With mixed groups, supervision should be by a male and female member of staff, where possible.
- Staff, elected members and volunteers must respect the rights, dignity and worth of every person and treat everyone equally within the context of the activity.
- Staff, elected members and volunteers must place the well being and safety of the child or young person above the development of performance.
- Staff, elected members and volunteers must feel confident to report concerns or worries about other staff members, elected members or volunteers to the appropriate person in authority, i.e. Service Managers, Corporate Heads, Strategic Directors (Corporate Child Protection Officers), or directly report to Social Services and/or the Police if the Corporate Child Protection Officers cannot be contacted.
- If a child or young person is accidentally injured as the result of a staff member, elected member or volunteers actions, seems distressed in any way, appears to be sexually aroused by your actions, misunderstands or misinterprets something you have done, always report such incidents as soon as possible to your Service Manager and make a written report.
- If a child or young person arrives at the activity or service showing any signs or symptoms that give you cause for concern you must act appropriately and follow the procedures outlined in Section 5.
- It is not good practice for staff, elected members and volunteers to:
 - Spend unreasonable amounts of time alone with children or young people away from others.
 - Take children or young people alone on a car journey, however short.
 - Take children or young people to your home where they will be alone with you.
 - Arrange to meet children or young people outside an organised activity or service.

If these situations are unavoidable, they should only occur with the full prior knowledge and consent of your line manager and the child or young person's parents/carer.

- Staff, elected members and volunteers should never:

- Engage in rough physical games including horseplay.
- Engage in sexually provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children or young people to use inappropriate language unchallenged, or use it yourself.
- Make sexually suggestive comments about or to a child or young person, even in fun.
- Let any allegation a child or young person makes be ignored or go unrecorded.
- Do things of a personal nature for children and young people that they can do for themselves, e.g. assist with changing.
- Share a room with a child or young person (e.g. overnight accommodation)
- Enter areas designated only for the opposite sex.
- Take a child to the toilet, unless this is an emergency and a second, same sex member of staff is present.
- Use a mobile phone in changing areas, as most modern phones also have a camera built into them.

7. GOOD PRACTICE FOR SOUTH KESTEVEN DISTRICT COUNCIL

7(a) The Care of the Organisation

Anyone could have the potential to abuse children or young people in some way and it is important that all reasonable steps are taken by South Kesteven District Council to ensure that unsuitable people are prevented from working with children and young people.

7(b) Use of Contractors

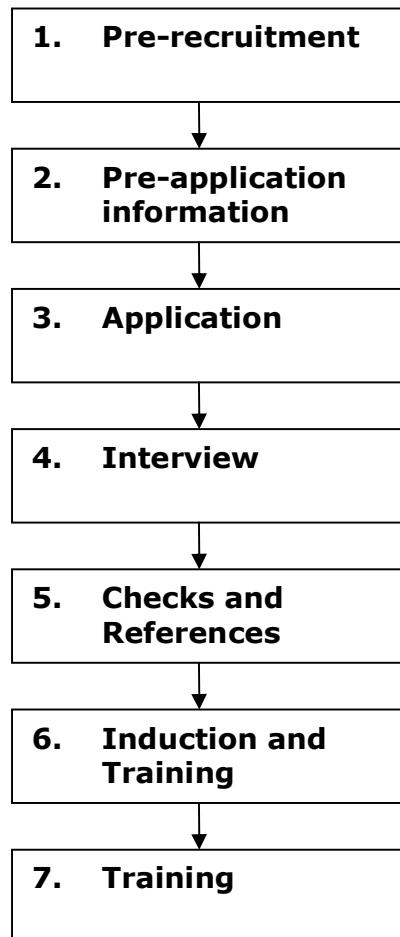
South Kesteven District Council and its staff, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately.

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children, should have its own equivalent Child Protection Policy, or failing this, must comply with the terms of this policy. Where there is potential for contact with children or young people it is the responsibility of the manager who is using the services of the contractor to check that the correct Criminal Records Bureau check has been satisfactorily completed.

7(c) Recruitment and Selection of Staff and Volunteers (where working or having contact with children is a requirement of the job)

It is important that all staff and volunteers working or having contact with children and young people, whether they are full time, part time, paid or unpaid, have the same recruitment and selection procedures applied to them and that we ascertain as much information as possible. The fundamental stages of the procedure for recruiting and selecting staff and volunteers are illustrated in the following diagram.

Fundamental stages in the recruitment and selection of staff and volunteers working with children and young people.



Stage 1 – Pre-recruitment

If any form of advertising is used to recruit staff and volunteers, it should reflect:

- The aims of South Kesteven District Council
- The responsibilities of the role
- The level of experience or qualifications required (e.g. experience of working with children is an advantage)
- South Kesteven District Council's Equal Opportunities Policy and Code of Conduct

Stage 2 – Pre-application Information

The pre-application information e.g. application pack, sent to interested or potential applicants should contain:

- A job description including roles and responsibilities
- A person specification (e.g. stating qualifications or experience required)
- An application form
- A statement clarifying whether a CRB check will be required

Stage 3 – Applicant Information

Information that can/should be requested within the application form and a self declaration form includes:

- Name, address and National Insurance Number
- Past career, relevant interests, any gaps in employment and reasons for leaving
- Relevant experience, educational qualifications, job specific qualifications and training
- Any criminal record
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people where it is a requirement of the job
- Medical declarations
- The applicant's consent to a Criminal Records Bureau Check being undertaken
- It should be made clear that effective measures are in place to ensure confidentiality of information under the Data Protection legislation.

Stage 4 – Interview

At least two persons should conduct an interview at which they should explore information contained in the application form against the qualities and skills needed in the post.

Stage 5 – Checks and References

Staff and volunteers recruited to work in services for children and young people must be checked for any possible irregularities, which may give reason for concern.

- A check must be carried out with the Criminal Records Bureau at the appropriate level. Personal identification must be requested. The most reliable forms are birth certificates and National Insurance Number. Other forms of identification that can be requested include, passport, driver's license, or another form of identification that gives the applicants full name, date of birth and current address, together with a signature and photograph.

- A minimum of two references must be taken up, and be from reputable sources and where relevant, followed up by letter or telephone. References should include the applicant's suitability to work with children and young people where it is a requirement of the job.

Stage 6 – Induction and Training

It is important that the recruitment and selection process is followed by relevant induction and training in order to further protect children and young people from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice and concerns or allegations of abuse. The induction and training will include:

- Basic awareness of the signs and indicators of abuse and an understanding of their responsibility to act swiftly and sensitively when concerns arise.
- All staff and volunteers need to be aware of the procedures they need to follow in response to any concerns that they have.
- Line Managers should ensure that this policy document is read and understood by all new and existing staff and volunteers and that the policy declaration (Appendix F) is signed and completed.
- Clarification of the job expectations, roles and responsibilities (e.g. through a formal or informal work programme / objectives).

Child protection procedures explained and training needs established.

Stage 7 – Supervision

All staff and volunteers work more effectively when they are well informed, trained and supported. Line Managers should be sensitive to any concerns about abuse, act on them at an early stage and offer support to those who report. It is the responsibility of Line Managers to monitor good practice. This can be done in a number of ways:

- Direct observation of the activity or service.
- Staff appraisals, mentoring and providing feedback on performance.
- Children and young people's feedback on the activities or services.

7 (d) Allegations of abuse against staff, volunteers, elected Members or contractors working for the Council

If an allegation of abuse is made against a member of staff or volunteer, the Service Manager must be informed immediately. Consideration will be given to suspending the member of staff from work or moving them to alternative duties not involving contact with children, young people and vulnerable adults – in accordance with the Council's Disciplinary Policy and Procedure. If the Service Manager is the subject of the suspicion/allegation, the report must be made directly to the responsible Corporate Head etc.

In the event of any allegation concerning an elected member the Chief Executive or his deputy must be informed immediately.

In the event of any allegation concerning a contractor working for the Council the Supervising Officer for that contract along with the relevant Service Manager shall be informed immediately. The matter shall be properly investigated and under this policy the Council may instruct the contractor to re-deploy appropriate staff whilst this investigation proceeds. Once the investigation has been completed appropriate action shall be taken under the terms of the contract (which includes compliance with this policy) this may include restricting or prohibiting specific persons from working for the Council for the duration of that contract.

In all of the above cases if the allegation causes concern that any of the above persons have :

- 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; or,
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The service manager must contact Lincolnshire County Council's Local Authority Designated Officer for Managing allegations by calling Sheridan Dodsworth on 01522 554674 E-mail: Sheridan.dodsworth@lincolnshire.gov.uk. Alternatively in an emergency contact Lincolnshire Children's Services Customer Services Centre.

Further advice on procedures for dealing with allegations against staff are available on www.lincolnshire.gov.uk/lscb under red manual code of practice .

If it is necessary to conduct an investigation into events surrounding the complaint, this will be conducted in accordance with the Disciplinary Policy and Procedure. The consideration of suspension in such circumstances does not imply guilt but is a neutral course of action, which is designed to ensure that both employees and complainants are protected during the investigation.

7 (e) Leisurewatch and similar schemes

The Council supports, and will consider the adoption by either itself, or its contractors, accredited assurance systems that support the aims and aspirations of this policy. This will include schemes such as Leisurewatch.

Appendix A

RELEVANT LEGISLATION AND GUIDANCE

Legislation

The Children Act 2004

www.hmso.gov.uk/acts/acts2004/Ukpga_19890041_en_1.htm

Human Rights Act 1998

www.hmso.gov.uk/acts/acts1998/19980042.htm

The Data Protection Act 1998

www.legislation.hmso.gov.uk/acts/acts1998/19980029.htm

The Protection of Children Act 1999

www.dh.gov.uk

Criminal Justice and Court Services Act 2000

www.hmso.gov.uk

Sexual Offences Act 2003

www.hmso.gov.uk

Health and Safety at Work Act 1974

www.hse.gov.uk(add child to searchword)

Criminal Records Bureau (CRB)

www.crb.gov.uk

Guidance

Working Together to Safeguard Children (Department of Health)

<http://www.doh.gov.uk>

Multi-Agency Child Protection Procedures

www.cornwall.gov.uk (add child protection to main home page search)

Every Child Matters (Department for Education and Skills)

www.dfes.gov.uk/everychildmatters

First Check – NSPCC

www.nspcc.org.uk

Appendix B

USEFUL CONTACTS

South Kesteven District Council

Corporate Head Partnerships and Organisational Improvement
Tel – 01476 406069
Email – r.moreland@southkesteven.gov.uk

Every Child Matters

Government guidance can be found on

<http://www.everychildmatters.gov.uk/>

Lincolnshire County Council

Lincolnshire County Council Customer Service Centre
Children's services - 01522 782111

Grantham

Grange House, 46 Union Street, Grantham, NG31 6NZ
Tel 01476 561061 **Fax** 01476 567572

Stamford

38 North Street, Stamford, PE9 2YN
Tel 01780 751821 **Fax** 01780 754533

Childrens Services

During office hours - 8.45am to 5.15pm (4.45pm Friday):
Telephone 01522 782111
Email: CSC_SSD@lincolnshire.gov.uk

In an emergency, outside office hours (including weekends or Bank Holidays)
telephone 01529 413366

Referrals to the Childrens team should be made using the form available on the County Council's web-site :

<http://www.lincolnshire.gov.uk/upload/public/attachments/517/Referral.pdf>

Further advice on child protection investigations and enquiries can be obtained from the following document which has been produced by the Lincolnshire Child Protection Committee:

<http://www.lincolnshire.gov.uk/upload/public/attachments/517/investigations.pdf>

Full details of the work on Every child matters can be found on
<http://www.lincolnshire.gov.uk/children/>

**Lincolnshire Constabulary
(Police)**

Grantham Police Station,
South Divisional Headquarters,
Swingbridge Road,
Grantham,
NG31 7XT.

(Tel) 01476 562501
(Fax) 01476 567004

Stamford Police Station
North Street,
Stamford
PE9 1AD
(T) 01780 752222
(F) 01780 751385

Bourne Police Station
West Street
Bourne
PE10 9PD
(T): 01778 394892
(F): 01778 393394

Market Deeping Police Station
Douglas Road
Market Deeping
PE6 8PA
(T) 01778 343311
(F) 01778 341612

NSPCC

Child Protection Helpline
www.nspcc.org.uk

Tel – 0908 800 5000

Childline is a free helpline for children and young people in the UK. Children and young people can call Childline to talk about any problem 0800 111 or www.childline.org.uk

Samaritans provide a 24-hour service every day of the year to anyone who is in distress and needs someone to talk to. 08457 90 90 90

The Hideout ? information for children who witness to or are injured through domestic abuse www.thehideout.org.uk

There 4 Me ? Confidential online advice for teenagers aged 12-16.
www.There4me.com

Connexions Direct ? Information and advice for young people 0808 0013 219
www.connexions-direct.com

Child Exploitation and Online Protection Centre www.ceop.gov.uk

Information on internet safety and safe surfing for young people
www.thinkuknow.co.uk

Information for Teenagers About Sex & Relationships 0800 28 29 30
www.ruthinking.co.uk New text message service THINK 84465

Kidscape 08451 205 204 (parents bullying helpline) www.kidscape.org.uk

National Drugs Helpline (FRANK) (24 hour free advice) 0800 77 66 00
www.talktofrank.com

Appendix C

South Kesteven District Council

Child Protection Incident Reporting Form

Please fill in as much of the form as you can. It is not necessary to complete all sections for all cases. All information will be treated in strict confidence and should be factual

Date: _____ Time: _____

Venue: _____

Name of Child: _____ Age: _____ Date of Birth: _____

Address:

Postcode: _____

Telephone : _____

Next of Kin: _____

Address (if different from above):

Postcode: _____

Telephone Number (if different from above):

Are you reporting your own concerns or passing on those of someone else? Give details:

Brief description of what has prompted the concerns: include dates, times, etc of any specific incidents:

Any physical signs? Behavioral signs? Indirect signs?

Have you spoken to the child? If so, what was said? Please state verbatim what was said by the child and how did you respond.

Have you spoken to the parent(s)? If so, what was said? Parents will usually be contacted by Social Services but if you are speaking to them – or have spoken to them please refer to section 5(f) on Confidentiality

Has anybody been alleged to be the abuser? If so, give details?

Have you consulted anybody? Give details

Your Name: _____ Position: _____

To whom reported: _____ Date of Reporting: _____

Signature: _____ Date: _____

**Please use extra sheets of paper if necessary.
This form should now be given to a Service Manager by hand in a sealed envelope marked confidential.**

Appendix D

South Kesteven District Council Example Consent Form

All information will be treated in strict confidence

Please use block capitals and print clearly

Event/Activity: _____ Date: _____

Name of Child: _____ Age: _____ Date of Birth: _____

Home Address:

Postcode: _____

Home Telephone No: _____ Mobile No: _____

Medical Conditions (if any) eg asthma, diabetes, allergies:

I confirm that my son/daughter is in good health and I give consent for my son/daughter to participate in the above event/activity.

I consent to any emergency treatment required by my son/daughter during the course of the event/activity

I give consent for my son/daughter to be photographed during the course of the above event/activity and I consent to the photographs being used by South Kesteven District Council for bona fide promotional purposes. This also includes the use on the World Wide Web (internet).

The information you provide will be used in accordance with the Data Protection Act 1998, to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the Council using the information, which you have supplied in the manner stated above.

Name of
Parent/Guardian: _____

Signature: _____ Date: _____

Appendix E

South Kesteven District Council Consent Form for the use of Cameras and other Image Recorders

Venue/Area: _____ Ref No: _____

Description of Equipment:

Surname: _____ Forenames: _____

Address:

Postcode: _____

Telephone No: _____ Mobile No: _____

Fax No: _____ Email Address: _____

Name(s) of the subject(s)

1	4
2	5
3	6

Relationship of the photographer and subject(s):

Reason for taking photographs and/or uses the images are being, or are intended to be put to (ie family record/advertising, etc)

I declare that the information provided is true and correct and that the images will only be used for the purposes stated.

Signed: _____ Date: _____
Authorised by: _____ Date: _____

Positions held: _____

Under the Data Protection Act 1998 the information you have provided will be used only for the purposes of monitoring camera and image recorder use and will be destroyed at the end of a year.

Appendix F

South Kesteven District Council Declaration

South Kesteven District Council is fully committed to safeguarding the well-being of children and young people by protecting them, from neglect, physical, sexual and emotional harm.

Working as an employee or volunteer of South Kesteven District Council or as an elected member it is important that you have taken time to thoroughly read this Child Protection Policy and Procedures.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and young people in our care.

Declaration:

I have read and understood South Kesteven District Council's Child Protection Policy and Procedures and I accept the principles therein.

Signed: _____ Date: _____

Name (Please Print): _____

Position in Organisation:

This will be kept in your personnel file.