



## Keeping Children Safe

1.

### BOOTLE CHRIST CHURCH YOUTH & COMMUNITY CENTRE CHILD PROTECTION AND ABUSE POLICY

#### Policy Statement

Christ Church Youth & Community Centre is concerned with the well being wholeness of each individual. We seek to safeguard all users of the Centre and the wider community of all ages. It is the responsibility of each one of us to prevent the neglect or physical, sexual or emotional abuse of children and young people within the Centre, and their activities, both on and off the premises.

Child Protection Officer

Rev Tom Rich

Contact at 525 1995 (work)

525 2565 (home)

07958784313 (mobile)

Customer Care Access Team

0151 934 3737

Social Care Emergency Duty Team

0151 920 8234

Local Authority Allegations Officer (L.A.D.O.)

0151 934 3114

What is child abuse?

Child abuse is any action (or lack of) which endangers or impairs a child's physical, psychological or emotional health and development. Child abuse occurs in different ways. All forms of child abuse and neglect are detrimental to the child, both physical and sexual abuse are crimes.

Child abuse may be:

- Physical - severe beating, shaking, burns, human bites, strangulation.



- Emotional - constant criticism, belittling and persistent teasing.
- Sexual - fondling, exhibitionism, sexual intercourse, incest, pornography.
- Neglect - absence of adequate food, shelter, emotional security, and medical care.

Physical abuse is any physical injury to a child which is not accidental.

Emotional and psychological abuse is when a child is not nurtured and is not provided with love and security.

Psychological abuse occurs when children are not provided with the necessary environment to develop mentally.

Sexual abuse is when the child is involved in any sexual activity with an adult.

Neglect is depriving a child of their essential needs. These include nutrition, clothing, warmth and shelter, emotional security and protection, medical and dental care, hygiene, education, and supervision.

This policy includes the following requirements and procedures:

(i) that all staff, volunteers and others who come into regular contact with children be properly selected and authorised and requested to sign a declaration stating whether they have any unspent convictions, cautions, reprimands or warnings.

All staff are required to complete an Enhanced Criminal Records check DBS.

(ii) all individuals having care or responsibility for children should receive appropriate child protection training and be authorised for the work.

(iii) that all groups and individuals involved with children or young people who use the Hall and the Youth and Community Centre will be required to adhere to the policies and procedures of the Youth and Community Centre, unless the group is part of an organisation with acceptable guidelines which either include or go beyond the recommendations and guidelines of the Youth and Community Centre policies and procedures. Those in charge of one-off events in the Church Hall or Youth and Community Centre, e.g. children's parties, etc., should be told of the existence of policies and procedure guidelines on this matter, and asked to sign accordingly.

(iv) it is advised that no group shall be led at any time by one adult alone, or by a husband and wife team only,

(v) It is strongly advised that mixed sex groups shall always have leaders of both sexes



(vi) that emergency first aid or comfort should only be offered by an authorised leader. A qualified person only should offer specialist first aid. Leaders should try not to be alone with a child, especially when providing first aid treatment, except where there is danger to life. All leaders should be encouraged to under-go first-aid emergency training.

(viii) that visitors, guest speakers, etc., from outside the Youth and Community Centre should not be left alone with a single child, and should be accompanied by a recognised leader or leader in charge.

(ix) that the regulations should apply in all situations, including holidays, day trips, camps, outings, etc.

(x) Parents/Guardians should sign a form agreeing to a leader administering emergency first aid treatment.

## CHILD PROTECTION AND ABUSE PROCEDURES

### FOR BOOTLE CHRIST CHURCH YOUTH AND COMMUNITY CENTRE

### IN THE PARISH OF CHRIST CHURCH, BOOTLE.

#### Child Protection Procedures

##### Section 1-The Framework.

##### 1. General

The procedures are the basis of good practice in this Youth and Community Centres care of children and young people. All who work with children and young people should have a copy of these procedures and sign to implement them.

The Youth and Community Centre Management Committee have appointed the following people who will be the contact persons for the development of good practice in Protection for All within the Centre.

Chairman: Rev. T. Rich

Contact at 525 1995 (work) or 525 2565 (home)

07958 784313 (mobile)

Child Protection Officer Rev Tom Rich

Contact at 525 1995 (work) 525 2565 (home)

07958784313 (mobile)



## 2. Independent Advice.

The role of the Independent Person is to provide an opportunity for children and young people to speak with somebody outside of the immediate situation about concerns they might have.

The Youth and Community Centre fulfils its commitment to providing independent advice and support for children and young people by displaying the numbers of a local contact person (customer care access team 0151 934 3737) or Childline

0800-1111 in prominent places in the Centre.

## 3. Register of Roles and Adults.

A register of the various roles and activities within the Centre undertaken with those under 18 and a register of those who have been authorised to have access to these young people will be kept.

The Youth and Community Centre Management Committee reserve the right to withdraw or restrict such authorisation.

## 4. Declaration.

All those to be authorised to work with under 18s are requested to complete a Declaration form and complete a Enhanced Criminal records check DBS. They must declare any past behaviour which might exclude them from working with under 18s including criminal convictions, unspent convictions, reprimands or warnings against them. Those seeking a position for the first time will be asked to complete an application form as well as the Declaration and a Disclosure and Barring Service (DBS) enhanced certificate will be required.

## 5. Roles and Training.

Those appointed to work with Under 18s within the Church Hall or Youth and Community Centre will receive an agreed role description and will be provided with support and training in their task.

When new leaders are appointed they will have an induction to explain the procedures and ensure that the requirements for the appointment of new leaders have been met.

Newly appointed volunteers will be requested to undertake a three-month probationary period.

## 6. Special Needs.

Particular care must be exercised with children or young people with special needs. Consult with the Centre Manager who will have access to specialist advice if this is appropriate.



## 7. Unsupervised Access.

As a general principal group leaders should ensure that programmes do not offer unsupervised access to Under 18's. This requires careful planning in multi-room venues.

Where planned one to one working is essential to the role of an individual volunteer it is a requirement that parents should be informed directly by the volunteer that the activity is unsupervised and should have the opportunity without prejudice to withdraw their child.

The Youth and Community Management Committee recognise that spontaneous situations do occur (unexpected home visits or offering lifts etc.) but volunteers should be aware of potential risks to themselves and the child. Such casual spontaneous actions may create scope for false allegations.

The management committee therefore advises that particular care should be taken to:

- a. Ensure that another adult is aware of the spontaneous activity/visit (retrospectively if need be)
- b. Ensure that (if at all possible) another adult is present for home visits
- c. During the course of residential visits ensure that only normal 'daytime' rooms are used, -not bedrooms or bathrooms.
- d. Ensure that lifts offered are by an agreed route and time scale and that any variation is fully explained at the time.

In short: keep such activities public and accountable.

## Section 2- The Task.

Creating a safe environment.

### 1. Staffing.

Whenever possible volunteers should not work on their own. Where this is important for confidentiality then it should be at known times agreed by parents, and other adults should be in the vicinity.

With mixed groups it is advised that a male and female leader is present.

Minimum ratios are recommended as follows: -

- |           |                         |
|-----------|-------------------------|
| 3-8 years | 1 adult to 8 children.  |
| 8 plus    | 1 adult to 10 children. |



One member of staff must hold a full and relevant level 3 qualification and at least half of the remaining staff must hold a full and relevant level 2 qualification when working within the out of schools club.

Particular activities, vigorous sports, journeys or work with young people with special needs may require a higher ratio.

The key issues are adequate control, supervision and the ability to cope with an emergency in the event of injury or illness to a leader or group members.

Suspicion or Disclosure of Abuse.

Remember that you are not expected to be a specialist child protection worker and can only be expected to act reasonably and sensitively if a situation of abuse or suspected abuse arises.

- a. If child/young person makes an allegation or discloses abuse treat the matter seriously and do not minimise the situation e.g. Comments such as "I'm sure that can't be so" or "are you sure that really happened"? Should never be used.
- b. Absolute confidentiality should never be offered. A criminal offence may have been committed and other children may be at risk.
- c. Reassure the child and try to stay with the child or ensure that an adult remains with them. Do not question any further.

If you are in doubt about staffing consult with the Youth and Community Centre Manager or the Child Protection Officer.

Staff should share information with the Child Care Manager if they are concerned about or observe changes in children's behaviour or appearance ie.

- Any significant change in behaviour
- Any unexplained bruising or marks
- Any comments that cause concern
- Any deterioration in a child's general well being

The Child Care Manager should discuss with the Child Protection Officer any concerns that they or other staff have.

The Child Protection Officer will then take any necessary action that is seen to be required. This may include informing the local authority child protection unit and / or the police and Ofsted.

## 2. Young people on work placement



On occasion, over the duration of the two-week work placements it is likely that the pupil or pupils in pursuit of duties at Christ Church Youth & Community Centre will be subject to the direct support & supervision of the Centre Manager & Community Development Worker. In order that the terms and conditions of the Centre's Child Protection Policy are not compromised however, all steps that are reasonably practicable will be taken to ensure that:-

- pupils are always aware of other volunteers, staff and group leaders to whom they can turn if a problem with that support & supervision is encountered – either from Christ Church Youth & Community Centre.
- the Chairperson and/or Manager is aware of pupils' accommodation and the nature of their duties,
- the school and pupil's parents are aware of supervision arrangements that are to be used over the duration of any given period,
- one-to-one meetings never take place in enclosed spaces,
- the Centre's insurance company are advised of pupils' pursuit of work experience under our employer's liability policy,

### 3. Attendance.

**MOST IMPORTANT.** You should keep a proper record of attendance of members of your group, including staff and volunteers, visitors or other adults present during the times of the session.

### 4. Procedures if a allegation is made against a member of staff

1. The allegation will be taken seriously.
2. The member of staff will be suspended from work immediately without prejudice on report of the allegation on full pay.
3. The Child protection officer will be informed of the allegation immediately.
4. The basic facts of the allegation will be recorded and checked with any available records or registers.
5. The Child Protection Officer will inform the local authority child protection unit and /or the police and Ofsted.
6. Information will be shared with authorised local authority/police convened strategy group or investigation team.
7. Confidentiality will be maintained outside of the investigation framework by the organisation and its employees.



8. If the member of staff is found to have behaved inappropriately and / or criminally then disciplinary action will immediately follow.

9. If a member of staff is disciplined for a Child Protection issue and dismissed from employment the Disclosure and Barring Service (DBS) will be notified.

#### IN SUMMARY

\* The Youth and Community Centre accepts the principles for protecting children outlined in the Home Office's Safe from Harm Code of Practice and will seek to implement the best possible practice.

\* The highest standards will be maintained in all its contact with children and young people and adult volunteers will be given appropriate training and support.

\* The exploitation of any relationship for self-gratification will not be tolerated and allegations of the abuse of children will be taken seriously and the appropriate authorities informed.

\* The Youth and Community Centre has clear procedures for supporting and supervising all its work with children and young people.

CHILDREN if you have any complaints about your treatment here contact, Tel. 0800-1111.

CHILDLINE FREEPHONE NUMBER IS – 0800-1111

#### CODE OF PRACTICE

Personal conduct when dealing with children and young people

Every attempt should be made not to spend prolonged periods alone with a child or young person.

If a situation occurs where you have to see a child or young person alone, e.g. responding to an immediate crisis, avoid all physical contact and if at all possible, use a location where others can see you. For subsequent interviews, ensure that someone else is in the building where the interview takes place. Always make a confidential record of all private interviews, etc., with young people marking date, time, place and duration of the meeting.

Under no circumstances allow an unrelated child or young person to spend the night in the same house as you if you are alone.





Never offer or give food, money or (alcoholic) drink to children or young people if you are alone. If you do give anything to a lone child or young person, always record the incident.

Never request a young person to come to your house when you are alone. All invitations, etc. should be in writing. Never request or agree to a child or young person working alone in or around your home at any time.

On no account, offer or give money, gifts or any other rewards to a child or young person privately.

All schemes, projects, work programmes, etc., should be organised through the appropriate body and supervised by authorised leaders.

If you come across a case of abuse or suspected abuse of a child, you should seek the guidance of the Child Protection Officer, Chairperson/Centre Manager on how to proceed before any other action is taken except in the case of dire emergency. In an emergency, always contact the Police or Social Services as soon as possible. Never attempt to solve the situation yourself as this may place the child or young person in danger.



2.

## BOOTLE CHRIST CHURCH YOUTH & COMMUNITY CENTRE SAFEGUARDING POLICY

### Statement of Purpose

At Christ Church Youth and Community Centre, we are determined to ensure that all necessary steps are taken to protect children and young people from harm. The following policy establishes the organisations position, role and responsibilities and clarifies what is expected from everybody employed and involved in the delivery of services (core and extended services). It is the aim of this policy to support the 5 outcomes of the Every Child Matters strategy. As such, this policy promotes:

### Being Healthy

- Ensuring that children are able to remain mentally and emotionally healthy.
- Supporting parents in keeping their children healthy.

### Staying Safe

- Ensuring that children are safe from maltreatment, neglect, violence and sexual exploitation.
- Keeping children safe from accidental injury and death.
- Working with agencies to safeguard children in accordance with current government guidance.

### Achieve & Enjoy

- Ensuring children are collected from school, encouraged to attend school regularly, arrive on time at the centre and are collected at the appropriate time.
- Encouraging parents to support their children's learning through play.

### Making a Positive Contribution

- Encourage parents to support their children's social and emotional development.
- Children are supported in managing changes and responding to challenges in their lives.
- Ensuring that children choose to engage in law abiding and positive behaviour.



## Achieve Economic Well-being

- Families are supported in maximizing their economic well-being.
- Parents enabled to access affordable childcare and break through the poverty barrier.
- Parents supported to receive Working Tax Credit

At Christ Church Youth and Community Centre we are committed to providing a caring, friendly and safe environment for all children, young people and families so they can play and learn in a happy and secure atmosphere. We believe every child should be able to participate in all activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Christ Church Youth and Community Centre.

As an organisation, we recognise that child abuse can be an emotive subject and therefore it is important to understand the feelings involved and not to allow them to interfere with judgment about any action that needs to be taken. We recognise our responsibility to safeguard and promote the welfare of all children and young people by protecting them from physical, sexual or emotional abuse, neglect and bullying.

As such, we will ensure that:

- The welfare of the child remains paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to be protected from harm.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working on our premises have a responsibility to report concerns to the designated staff, namely Tom Rich; Chairman, Kathy Bradley; Centre Manager, Sarah Holland; Childcare Manager, Jenny Harden; Child and Youth Manager.
- The vast majority of adults who work with children act professionally. However we recognize some individuals will actively seek employment or voluntary work with young people in order to harm them. All concerns regarding any individuals' practice should be reported to the designated staff.

Christ Church Youth and Community Centre has a range of supporting policies and procedures to accompany this document which have been developed in accordance with DfE and Local Authority guidelines. All policies have been ratified by the Centre's Management Committee and are regularly reviewed. These policies include our arrangements for the following areas:



- Single Central Record
- Child Protection procedures, as outlined in our Child Protection Policy
- Safe recruitment and selection processes (including criminal record bureau (CRB), List 99 and Overseas checks and Independent Safeguarding Authority (ISA) registration)
- Health and Safety policy and procedures
- Delivery of safeguarding as part of the provision of all play and learning activities
- Volunteers and visitors working in centre

## PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

### 1. Safer Recruitment and Selection

The organisation pays full regard to current DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the centre who is likely to be perceived by the children as a safe and trustworthy adult, including, volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and understands that anyone with an enhanced DBS will have been checked against the Children's List. Where applicable we check an applicant's right to work in England.

In line with statutory changes, underpinned by regulations, the following will apply:

a DBS Enhanced Disclosure is obtained for all appointments to our centre's workforce including volunteers, through staffing personnel and payroll, from October 2009 it is a criminal offence for employers to take on an individual in Independent Safeguarding Authority regulated activity whom they know to have been barred and/or not refer to the ISA details of anyone who is permanently removed from regulated activity or who leaves while under investigation for allegedly causing harm or posing a risk of harm.

- This organisation is committed to keep an up to date single central record detailing a range of checks carried out on our staff. A copy is also held in the Centre office.



- All new appointments to our centre workforce who have lived outside the UK will be subject to additional checks as appropriate
- Our organisation ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- Identity checks must be carried out on all appointments to our workforce before the appointment is made.

Tom Rich, Chairman and Josie Williams, Volunteer and Trustee, have undertaken the Children's Workforce Development Council's Safer Recruitment in Education Training ([www.cwdcouncil.org.uk](http://www.cwdcouncil.org.uk)). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

## 2. Safe Practice

Our organisation will comply with the current Safe Practice guidance to be found in Sefton Safeguarding Procedures at [www.sefton.gov.uk](http://www.sefton.gov.uk)

Safe working practice ensures that all centre users are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from the centre's leadership team over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## 3. Safeguarding Information for centre users

All children and young people at Christ Church Youth and Community Centre are aware of a number of staff who they can talk to. The organisation is committed to ensuring that children and young people are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All centre users know that Tom Rich is responsible for child protection. We inform children and young people of



whom they might talk to, both in and out of the centre, their right to be listened to and heard and what steps can be taken to protect them from harm. PSHE and Citizenship topics we cover to help children and young people learn how to keep safe include firework safety, personal safety, road and railway safety, crime and save behaviour. In ICT all pupils learn about e-safety.

At Christ Church Youth and Community Centre we ensure that children and young people know who they can talk to outside of the centre and the following details are included in our centre publicity;

Childline 08001111

Children's Helpline 0151 7277622

NSPCC 01515474646

Bully Busters 08001696928

Young Persons Confidential Helpline 0800393168

Kidscape 08451205204

Christ Church Youth forums and peer support programme ensure children and young people are consulted and are listened to.

We make children and young people aware of these arrangements by displays in rooms, displays around the centre, safeguarding information on our website and detailed safeguarding information available from the office

#### 4. Partnership with Parents

The centre shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. Information is shared with parents on keeping children safe

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Christ Church Youth and Community Centre will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with Christ Church Youth and Community Centre.

We make parents aware of our policy in via our website and parents are made aware that they can view this policy in the Centre office on request.



Ofsted registration number, and contact numbers are displayed for the attention of parents.

E.Y.F.S. keyworker files are shared with parents with children in our After School Club.

Open days for parents and prospective parents and children are arranged.

Parent and children's evaluations are encouraged.

## 5. Partnerships with others

Christ Church Youth and Community Centre recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Sefton Safeguarding Children Board. We work closely with Sefton LA, Social Care, Police, Health, Bullybusters, Barnardo's, Police, Health, Local Authority, Childline, NSPCC, Parent Partnership, Sefton Integrated Services, O.F.S.T.E.D. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

## 6. Training and Staff Induction

The Centre's designated Child Protection Officer undertakes basic child protection training and training in inter-agency working, and refresher training at 2 yearly intervals.

The Managers and all other Centre staff, including support staff, and volunteers undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training once a year.

All staff (including temporary staff and volunteers) are provided with the centre's child protection policy and informed of the centre's child protection arrangements on induction.

## 7. Support, Advice and Guidance for Staff

Staff are supported by the centre's designated persons for Child Protection.

Advice is available from Sefton Duty & Assessment Team CP Unit and the Police Child Abuse Investigation Team.

## 8. Related Policies

Many policies now established in the centre cross refer to Safeguarding, some of them are referred to on the Safeguarding mind map. They can all be accessed on the intranet under S:Staff Handbook for all Staff and Volunteers. A list of associated policies is attached in the appendix 1.



'.....safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as children's and young people's health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of children ....providing first aid, centre security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population'

Safeguarding Children and Safer Recruitment in Education DfES 2007

A summary of safeguarding areas and the senior staff responsible for each area is attached. This document is updated regularly and shared with all staff.

#### Children Missing from Education

The centre follows Sefton LA procedures "Identifying and maintaining contact with children missing education ". Contact: Carole Blundell on 0151 9343181  
carole.blundell@cs.sefton.gov.uk

#### Forced Marriages

A forced marriage can be a violation of Human Rights and it is seen in the UK as a form of domestic violence or child abuse. As an organisation it is very rare that we would come across an issue relating to Forced Marriages but as an organisation we would follow the appropriate guidance provided by the LA.

#### Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) isa violation of Human Rights and it is seen in the UK as child abuse. As an organisation it is very rare that we would come across an issue relating Female Genital Mutilation (FGM but as an organisation we would follow the appropriate guidance provided by the LA.

#### Radicalisation

Radicalisation of children and young people is a violation of their human rights and a form of child abuse. As an organisation it is very rare that we would come across an issue relating ro radicalisation but as an organisation we would follow the appropriate guidance provided by the LA.

#### Confidentiality

The centre has regard to "Information Sharing: Practitioner's guide" HM Government, 2006 [www.ecm.gov.uk/deliveringservices/informationsharing](http://www.ecm.gov.uk/deliveringservices/informationsharing)

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.

The centre should have a clear and explicit confidentiality policy.





The centre policy should indicate:

- a) When information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm
- b) When the centre users and/or parent's confidentiality must not be breached
- c) That information is shared on a need to know basis

#### 9. Children and Young People Information

Our centre will endeavour to keep up to date and accurate information in order to keep children/young people safe and provide appropriate care for them the centre requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from the centre (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan
- Name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The centre will collate, store and agree access to this information via the centre registration form, completed by all upon registration at Christ Church Youth and Community Centre and updated annually via data collection form.

#### 10. Roles and Responsibilities

Our Management Committee will ensure that:

- the centre has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the centre operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;



and that any panel involved in the recruitment of staff has at least one member who has undertaken the CWDC's or equivalent Safer Recruitment Training.

- the centre has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the centre's leadership team is designated to take lead responsibility for child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies
- staff including the Chairman and Centre Manager undertake appropriate child protection training which is updated every year
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a management committee member is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the Chairman / Centre Manager
- where services or activities are provided on the centre's premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the centre on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

Our Chairman / Centre Manager will ensure that:

- the policies and procedures adopted by the Management Committee are fully implemented, and followed by all staff and volunteers;
- sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children.
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and young people, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Designated Member of staff with Responsibility for Child Protection will:

Referrals



- refer cases of suspected abuse or allegations to the relevant investigating agencies and liaise with other agencies
- act as a source of support, advice and expertise within the organisation;
- liaise with the Management Committee of any issues and ongoing investigations and ensure there is always cover for this role.

#### Training

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how Sefton Safeguarding Children Board operate, the conduct of a child protection case conference and be able to attend and contribute to these and ongoing child protection plans
- ensure that all staff have access to and understand the centre's child protection policy;
- ensure that all staff have safeguarding training as part of their induction;
- keep detailed accurate secure written records of referrals; discussions with other agencies and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

#### Raising Awareness

- ensure the child protection policy is updated and reviewed annually and work with the Management Committee regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the organisation in this to avoid conflict later;

All staff and volunteers will:

- fully comply with the centre's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

Staff, volunteers and Management committee members are all bound by a Code of Conduct as advised by the LA. Management committee and employees should all be aware that if at any time events at Christ Church Youth and Community Centre ever



Bootle Christ Church Youth & Community Centre  
Charity Number: 1147852

came to the attention of the media then absolutely no comment should be made to any of their representatives.