

CHILD PROTECTION/VULNERABLE ADULTS POLICY

This policy identifies procedures, roles and responsibilities for ensuring that staff and volunteers deal with child protection issues appropriately and promptly.

Alnwick Community Centre develops projects and initiatives to respond to community needs in the area of Alnwick Clayport Ward. Such projects will involve work with children and vulnerable adults. For this reason the Trust had agreed to adopt the following policy to ensure that the rights of such sections of the community are protected. It is intended that the policy will provide clear guidelines to Executive Committee Members, staff and volunteers on the standards of care that are expected in all dealings with children, young people and vulnerable adults.

Rights

- Children, young people and vulnerable adults have a right to proper care and protection from all forms of abuse.
- Workers and volunteers have the right to proper support in carrying out their work and providing children, young people and vulnerable adults with due rights and respect. The Executive committee is responsible for ensuring adequate induction, supervision and training of all staff and volunteers in this area.

Categories of abuse

- **Neglect** – The neglect of a child/vulnerable adult, or the failure to protect a child/vulnerable adult from exposure to any kind of danger, including cold or starvation, or failure to carry out important aspects of care, resulting in significant impairment of health or development.
- **Physical Injury** – Actual physical injury to a child or vulnerable adults, or failure to prevent physical injury to such persons.
- **Sexual Abuse** – Actual sexual exploitation or failure to prevent sexual exploitation of a child or vulnerable adults.
- **Emotional Abuse** – Adverse effects on the emotional and behavioural development of a child/vulnerable adults caused by emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment or rejection.

Roles and responsibilities

All staff and volunteers who have contact with children and young people **must have a check of their records through the Criminal Records Bureau (CRB). Any visiting adult or staff member awaiting CRB clearance **must never** be left alone with any child.**

It is the responsibility of all staff and volunteers to

- Treat each child/young person with respect
- Provide a safe and secure environment for all children/young people/vulnerable adults using the club/group
- Be vigilant to possible signs and symptoms of child abuse
- Follow the agreed procedure, as described in this policy, for reporting and recording concerns arising during club/group time
- Ensure that all unfamiliar individuals attending clubs/groups are appropriately challenged
- Ensure that where comments, actions and behaviour of children/young people or vulnerable adults arising during club/group time gives cause for concern the incidents are dealt with promptly and recorded appropriately.

Safe use of premises

- Ensure that only staff and volunteers who are authorised to work with the children/young people/vulnerable adults have access to the premises during club/group time.
- All staff and volunteers must carry out a basic risk assessment of the space to highlight vulnerable areas of the room/centre, such as concealed entrances or unsupervised areas.

- Where parents are present throughout the activity they should be made aware that they are responsible for the supervision of their own children and that they should not leave the premises.

Use of the Internet

There are many risks associated with unregulated use of the Internet and staff and volunteers must implement these guidelines to protect children/vulnerable adults from harmful material.

- Software filters must be used to minimise the risk of access to unsuitable material. These filters are not 100% effective and are not a substitute for close Internet supervision.
- Children/young people and vulnerable adults will only have access to the Internet at agreed times
- No child/vulnerable adult will have sole use of the computer during periods when Internet access is possible. All internet activity will be closely supervised by a staff member or volunteer.
- All children/young people and vulnerable adults will be told that they are not authorised to enter competitions, enter chat rooms or disclose any personal details while on line. They also cannot provide user profiles or send photographs to other internet users.
- The master password will be held and entered by a member of staff or volunteer and will not be disclosed to any child/young person/vulnerable adult.
- The published I.T. policy must be adhered to at all times.

Minimum Staff : Child Ratios

Minimum ratios for full day and sessional childcare are: -

Under 2 years old	1 : 3
Age 2 – 3 years	1 : 4
Age 3 – 14 years	1 : 8

During outings the ratio levels are increased to: -

Under 4 years old	1 : 3
Over 4 years old	1 : 6

If child abuse or abuse to a vulnerable adult is suspected

- Record the facts which support your suspicion
- Report these facts to an appropriate person quickly

If child abuse or abuse to a vulnerable adult is disclosed or reported

- Listen to the child/young person or vulnerable adult
- Try to alleviate any feelings of guilt
- Say that you will offer support, but must pass the information on to someone who can better help them
- Record all the relevant facts
- Report these facts to an appropriate person quickly
- Ensure that no-one alleged to be involved is placed in a position which could cause further compromise

Clubs/groups in Alnwick should contact the Duty Officer at Social Services

For under 9 year olds 01665 603411

For over 9 year olds 01289 334000

<p>ACTION TAKEN BY YOU NOW</p>
<p>CONSULTATION WITH SUPERVISOR / MANAGEMENT COMMITTEE</p> <p>Date _____ Time _____</p> <p>Name _____ Position _____</p> <p>Decision made</p>
<p>ANY FOLLOW UP ACTION</p> <p>Date _____ Time _____</p> <p>Details</p>

Signature of staff / volunteer who has completed this report

REGISTRATION FORM FOR CHILDREN/VULNERABLE ADULTS

Name of group
Details Name _____ Date of Birth _____ Address _____ _____
Medical Details <i>(please give as much information as possible)</i> Does this child/vulnerable adults have any known medical conditions or allergies? _____ _____ Does this child/vulnerable adult take any medication? _____ _____ Doctor's name (GP) _____ Address _____ _____ Telephone number _____
Special Needs Does this child have nay special needs, such as – dietary requirements, mobility, communication, behavioural, religious or cultural issues
Parent's / guardian's details Name _____ Relationship _____ Contact telephone numbers _____ I am aware of this group's child protection/vulnerable adults policy Signed _____
Please supply details of a second person we can contact Name _____ Relationship _____ Contact telephone numbers _____