

## **1. INTRODUCTION**

Corfe Mullen Youth Trust (the 'Trust') is committed to a practice that safeguards and promotes the welfare of children. Staff and volunteers accept and recognise their responsibilities to develop awareness of issues, which cause children and young people harm. The Trust will safeguard children and young people by:

- Adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Carefully following the procedures for safer recruitment in the selection of staff and volunteers.
- Providing effective management oversight for staff and volunteers through supervision, support and training.
- Reviewing the child protection policy and good practice guidance on an annual basis.

## **2. STATEMENT OF INTENT**

It is the policy of the Trust to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm. The Trust is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in Youth Club activities.

## **3. TYPES OF ABUSE**

### **3.1 Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs is 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:

- a) Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- b) Protect a child from physical and emotional harm or danger.
- c) Ensure adequate supervision (including the use of inadequate caregivers).
- d) Ensure access to appropriate medical care or treatment.
- e) It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **3.2 Physical Abuse**

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **3.3 Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, including:

- a) Prostitution, whether or not the child is aware of what is happening.
- b) Activities which may involve physical contact, including penetrative or non-penetrative acts.
- c) Non-contact activities such as involving children in looking at, or in the production of, sexual online images and watching sexual activities.
- d) Encouraging children to behave in sexually inappropriate ways.

### **3.4 Emotional Abuse**

Involves persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- a) Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- b) Age or developmentally inappropriate expectations being imposed on a child. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing a child from participating in normal social interaction.
- c) Seeing or hearing the ill-treatment of another.
- d) Serious bullying, causing a child to frequently feel frightened or in danger, or the exploitation or corruption of a child.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **4. GUIDELINES FOR ALL CORFE MULLEN YOUTH TRUST STAFF & VOLUNTEERS**

Staff and volunteers must at all times show respect and understanding for individual's rights, safety, welfare, and conduct themselves in a way that reflects the ethos and principles of the Trust.

### **4.1 Respect**

Staff and volunteers are committed to:

- a) Treating a child and young person with respect and dignity.
- b) Always listening to what a child or young person is saying.
- c) Valuing each child and young person.
- d) Recognising the unique contribution each individual can make.
- e) Encouraging and praising each child or young person.

### **4.2 Setting an Example**

Staff and volunteers will:

- a) Provide an example, of which they would wish others to follow.
- b) Use appropriate language with a child or young person and challenge any inappropriate language used by a young person or child or an adult working with young people.
- c) Respect a child or young person's right to privacy.

### **4.3 One-to-one Contact**

Staff and volunteers will:

- a) Not spend excessive amounts of time alone with a child or young person away from others. Staff and volunteers should try to always be visible to others in their contact with a child or young person.
- b) In the unlikely event of having to meet with an individual child or young person make every effort to keep the meeting as open as possible.

- c) If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts.

#### **4.4 Physical Contact**

Staff and volunteers should never:

- a) Engage in sexually provocative or rough physical games, including horseplay.
- b) Do things of a personal nature for a child or young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, the Trust staff should seek another staff member to deal with such an incident in pairs.
- c) Allow or engage in, inappropriate touching of any kind.

#### **4.5 General**

Staff and volunteers should:

- a) Be aware that someone might misinterpret their actions no matter how well-intentioned.
- b) Never draw any conclusions about others without checking the facts.
- c) Never allow themselves to be drawn into inappropriate attention-seeking situations such as tantrums or crushes.
- d) Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun.

#### **4.6 Relationships**

Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role or work within the Trust.

#### **4.7 Information Sharing**

Good communication is essential in any organisation. The Trust makes every effort to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to and exchanged between all those involved in the organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

- a) **Children & Young People:**  
Children and young people have a right to information, especially any information that could make life better and safer for them. The Trust will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.  
When sharing information, the Trust staff and volunteers will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.
- b) **Parents: ‘**  
Parents/guardians are ultimately responsible for their child or young person’s welfare at all times, and they should be assured that their child or young person is involved with a credible organisation.  
A full copy of the Child Protection Policy can be found on the Corfe Mullen Town Council website, [www.corfemullen-tc.gov.uk](http://www.corfemullen-tc.gov.uk).
- c) **Staff & Volunteers:**  
As an organisation, that offers support and guidance to a child or young person, it is imperative that each member of the Trusts staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of the Trusts procedures. Each member of staff will receive updated training in Child Protection every three years.

## 5. PROCEDURES FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

All action is taken in line with the following legislation/guidance:  
Safeguarding Children in Education September 2013  
Working Together to Safeguard Children 2013  
What to do if you're worried a child is being abused 2006.

The Trust takes all disclosures and/or allegations seriously. In any case where an allegation or disclosure is made, or someone in the Trust has concerns, a record will be made, including details as far as practically possible without asking leading questions.

Details may include:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details;
- What has prompted the concerns? Include dates and times of any specific incidents.
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? E.g. school, designated officer, children's social care
- Has anyone else been consulted?

Confidentiality must be maintained and information relating to an individual child or young person/family will be shared with staff on a strictly need to know basis.

The Trusts Designated Child Protection Person will be informed of any concerns raised and will immediately inform Children's Advice and Duty Service (ChAD) on 01305 228558 or the Local Authority Designated Officer (LADO) on 01305 221122.

### 5.1 Alleged Abuse by Staff, Managers, Volunteers or Trustees

When an allegation is made against a member of staff or volunteer, then the allegation must be passed to the designated person for child protection, Rachel Virrill, or the deputy, Joanne Bissell or, if the allegation concerns them both, direct to the Local Authority Designated Officer (LADO).

The designated person for child protection should contact one of the Local Authority Designated Officers for consultation on 01305 221122 or by email [LADO@dorsetcouncil.gov.uk](mailto:LADO@dorsetcouncil.gov.uk) within one day of being informed of the allegation. The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

### 5.2 Training

The designated person and their deputy must receive training in Child Protection every 2 years. All staff and volunteers shall have access to appropriate training on a regular basis, at least every 3 years.

### 5.3 Record Keeping

All records, information and confidential notes will be kept in separate files in a locked drawer or filing cabinet. Only the designated persons will have access to these files.

### 5.4 Disclosure

If a disclosure is made, the Trust staff and/or volunteers will approach it as follows:

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child or young person, rather than question them directly.
- Reassure them without making promises and take what the child or young person says seriously.
- Allow the child or young person to speak without interruption.
- Accept what is said – it is not the role of the staff or volunteer to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that the staff or volunteer will try to offer support, but that they must pass the information on.
- Explain what the staff or volunteer has to do and whom they have to tell.
- Record the discussion accurately, as soon as possible after the event,
- Use the child or young person's words or explanations – do not translate into the staff or volunteer's own words, in case they have misconstrued what the child or young person was trying to say.
- Contact one of the Trust's Designated Persons for advice/guidance. The Designated Person may then discuss the concern/suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If a Designated Person is not available, or it is inappropriate to approach them, the volunteer /member of staff with the concern should make direct contact with the relevant organisation themselves.
- Record any discussions or actions taken within 24 hours.

## 6 FURTHER INFORMATION

For further information about what to do if you are worried a child or young person is being abused, visit <https://www.dorsetcouncil.gov.uk/children-families/children-and-families/worried-about-a-child>

**If you're worried that a child or young person is at immediate risk of harm, call 999 to report to the Police.**