



**STUDENT VOLUNTEERING
CARDIFF (SVC)**

**CHILD PROTECTION POLICY
AND PROCEDURE**

August 2005
Reviewed August 2011, July 2015, July 2016

Child Protection Policy and Procedure

1.0	Purpose
1.1	<p>Everyone who participates in SVC’s projects is entitled to do so in an enjoyable and safe environment. SVC has a moral and legal obligation to ensure that, when given responsibility for children, volunteers, Trustees, employees and staff who support SVC provide them with the highest possible standard of care. The purpose of this policy is to set out a clear framework to protect children under the care of SVC.</p> <p>SVC is committed to devising and implementing policies so that everyone involved in SVC accepts their responsibilities to safeguard children from harm and abuse. This means to recognise and minimise opportunities of abuse, follow procedures to protect children and report any concerns about their welfare to appropriate authorities.</p> <p>The aim of the policy is to promote good practice, provide children with appropriate safety and protection whilst in the care of SVC and to allow volunteers, Trustees and staff to make informed and confident responses to specific child protection issues. Every child has the right to be protected from any physical, sexual, emotional harm or neglect and it is everyone’s responsibility to share concerns that they may have about a child.</p>
2.0	Scope of Policy
2.1	<p>This policy applies to</p> <ul style="list-style-type: none"> • All staff who support SVC • All volunteers volunteering for SVC • The SVC Board of Trustees
2.2	<p>In keeping with Good Practice SVC will:</p> <ul style="list-style-type: none"> • Regularly monitor and review the implementation of the policy and procedures. The policy should be reviewed every year or whenever there is a major change at SVC or in relevant legislation. • Not make judgement about whether or not abuse is taking place but understand that it is their responsibility to identify poor practice and possible abuse and act if they have concern about the welfare of a child in SVC’s care.
2.3	<p>It is hoped that all your questions relating to this policy have been clearly answered. If you have questions unanswered then please refer to the SVC manager.</p>
3.0	Technical terms and abbreviations used in this policy

	<p>For the purpose of this policy ‘Children’ refers to all people under 18 years of age.</p> <p>Abuse: A single or repeated act or lack of appropriate action which causes harm or distress to a child.</p> <p>Neglect: The persistent failure to meet a person’s basic physical and/or psychological needs, likely to result in serious impairment of the person’s health, development and wellbeing.</p> <p>Safeguarding: as defined by the ‘Working together to Safeguard Children 2015’ safeguarding means:</p> <ul style="list-style-type: none"> • Protecting children from maltreatment. • Preventing impairment of children’s health or development. • Ensuring the children grow in circumstances consistent with the provision of safe and effective care. • Taking action to enable all children to have the best outcomes. <p>Whistle Blowing: The disclosure for communication of information about possible malpractice by individuals or organisations either internally or externally, or to an outside organisation.</p>
4.0	Policy
4.1	SVC will ensure that all incidences of suspected or actual abuse are investigated in line with procedures outlined by the Cardiff Area Child Protection Committee (October 1998), Social Services and Well-being (Wales) Act 2014 and the Working Together to Safeguard Children 2015.
4.2	<p>Appropriate Workforce</p> <p>SVC (and Innovate Trust as the employers of SVC staff) will operate a rigorous staff and volunteer selection recruitment process. Pre-requisite for all staff and volunteers working with children will include satisfactory written references from two known referees for a minimum of 2 years. Also in line with the Safeguarding Vulnerable Groups Act 2006 Disclosure and Barring Service (DBS) checks will be completed.</p>
4.3	<p>Training</p> <p>SVC will ensure that specific child protection training on recognition of abuse and reporting procedures will be available for all staff and volunteers.</p>
4.4	<p>Use of Photographic/Filming</p> <p>SVC staff, volunteers and Trustees are not to take pictures or film any child on the SVC projects without permission from the child’s parent/ guardian/ careers. In addition pictures will not be used for the promotion of SVC unless consent is given.</p> <p>All members should be vigilant on outings with the child and report any concerns of inappropriate photographs or film footage to the Designated Safeguarding Person.</p>
4.5	Reporting

<p>4.6</p>	<p>SVC staff, volunteers and Trustees will report incidences of concern to the Designated Safeguarding Person – the SVC Manager, ensuring that opportunities for debriefing and counselling, as appropriate are provided. Aim to report the concern as soon as possible and at least within 24 hours.</p> <p>The SVC manager is responsible for listening to concerns and referring reported incidences to the appropriate case manager and/or duty social worker at the Local Safeguarding Children Board office. In addition the SVC manager will work co-operatively and collaboratively to prescribed policies and procedures set out by the Child Act 1989 & 2004.</p> <p>Recording</p> <p>SVC staff and volunteers must ensure that a recording is sufficient, accurate, prompt, concise, legible, dated and factual. Original recordings must be forwarded to the manager within 24 hours of reported incidences. Copies should be:</p> <ul style="list-style-type: none"> • Forwarded to the case manager. • Retained by the SVC manager and/or SVC Project Coordinator.
<p>5.0</p>	<p>Types and Indicators of Abuse</p>
<p>5.1</p>	<p>SVC recognises the following may indicate abuse and will act appropriately upon receipt of such information. SVC identifies that there are no strict boundaries and sometimes a child may be experiencing abuse from more than one category.</p> <p>Physical Abuse</p> <p>Deliberate infliction of pain, withholding or misuse of medication, undue restraint or sanctions, hitting, slapping. Or otherwise causing physical pain to a child. Some indicators of physical abuse are: multiple bruising, unexplained falls/injuries, marks to the skin, black eyes, burns, abrasions, hair loss, finger hand marks and behaviour changes.</p> <p>Emotional Abuse</p> <p>Threats of harm, humiliation, bullying, verbal abuse, enforced isolation, denial of dignity, withdrawal from supportive networks. It is the persistent emotional maltreatment of a child causing severe and adverse effects on the child’s emotional development.</p> <p>Some indicators of psychological abuse are: anxiety, submissiveness, behaviour changes, loss of confidence, character changes in presence of certain persons, restrictions of freedom.</p> <p>Sexual Abuse</p> <p>This involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.</p> <p>The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of,</p>

	<p>sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).</p> <p>Some indicators of sexual abuse are: relationships power is imbalanced or consent not informed. Unexplained bruising/soreness in genital area, blood on clothing, behaviour change, unexplained difficulty in walking, urinary tract infections, sexually transmitted disease, pregnancy.</p> <p>Neglect Neglect is the persistent failure to meets a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Including deliberate negligence failure to provide or access services, failure to provide medication/medical care, poor nutrition or lack of heating, failure to follow support plans and procedures. Some indicators of neglect are: lack of supervision, denial of needs physical/medical/mental health problems; behaviour changes, poor hygiene/dress, inappropriate clothing for situation, poor environment, limited activities and physical illness.</p>
<p>6.0</p>	<p>SVC expects all staff, volunteers and Trustees to follow the procedure detailed below in all instances of suspect or proven abuse.</p>
<p>6.1</p>	<p>SVC acknowledges that abuse may be reported because the person has seen it happen, may suspect it happening because of signs such as those listed in section 5.1 of this document, it may be reported to SVC by someone else or directly by the young person affected. If a young person says or indicates that they are being abused, you should:</p> <ul style="list-style-type: none"> • Stay calm so as not to frighten the young person. • Reassure the child that they are not to blame and that it was right to tell. • Listen to the child, showing that you are taking them seriously. • Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify. • Inform the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing. Never tell the child anything is confidential. • Report to the Lead Volunteer and/or Project Co-ordinator immediately who will act in one of the following ways, if you are not volunteering on a group project the following also applies to you: <ul style="list-style-type: none"> • Contact the SVC manager immediately. • If the SVC manager is not contactable contact the local Social Services duty social worker or the NSPCC Child Protection Help Line and act only on their advice. (NSPCC Wales Hour help line (Mon – Fri 10.00am – 6.00pm). Tel No: 08081002524 or the NSPCC 24 hour help line Tel No: 0800800500). • Do not tell anyone else.

	<ul style="list-style-type: none"> • Safety of the child is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue. • All physical evidence must be preserved. Do not contaminate evidence. Do not inform alleged abuser of reporting. Do not inform abuser of retained evidence. • Record all information.
6.2	<p>In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.</p> <p>If known, information should include the following:</p> <ul style="list-style-type: none"> • The child's name, age and date of birth. • The child's home address and telephone number. • Whether or not the person making the report is expressing their concern or someone else's. • The nature of the allegation, including dates, times and any other relevant information. • A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes. • Details of witnesses to the incidents. • The child's account, if it can be given, of what has happened and how any bruising/injuries occurred. • Have the parents been contacted? If so what has been said? • Has anyone else been consulted? If so record details. • Has anyone been alleged to be the abuser? Record detail.