

National Deaf Children's Society

Child Protection
Policy, Procedure and Guidance
(Summary)

Local Groups Version

Policy Summary

Document Title	Child Protection Policy, Procedure and Guidance (Summary) Local Groups Version
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Introduction to the summary document

1. This summary document is for all NDCS Local Group members and volunteers. It provides a summary of policy on safeguarding children. All volunteers should have an awareness and basic understanding of this policy. However all staff and volunteers who work directly with children must read the full policy and have an understanding of the full policy.
2. The summary should not be used as the basis for making decisions but rather staff and volunteers should refer to the full policy

Safeguarding Children

3. All those who come into contact with children and families in their everyday work or volunteering, including people who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children.
4. You may be concerned about the safety or wellbeing of a child because of
 - The actions of an adult within the child's family which are causing or likely to cause significant harm to the child
 - The actions of another adult in contact with the child, including adults within the local group
 - The actions of another child, in which case you should consider the needs of both children
 - The actions of the child him/herself, which suggest s/he is being harmed
5. **Everyone** working with children and families should...
6. Be familiar with and follow your organisation's procedures and protocols for promoting and safeguarding the welfare of children in your area, and know who to contact in your organisation to express concerns about a child's welfare.
7. Remember that an allegation of child abuse or neglect may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse.
8. **The Local Group Designated Person** should...
9. Be aware of NDCS and local procedures to be followed for reporting concerns about a particular child.
10. Know who to contact in police and children's social care to express concerns about a child's welfare.
11. As soon as possible after receiving the information or becoming aware of the concern:

12. In general, seek to discuss your concerns with the child's parents and seek their agreement to making a referral to children's social care unless you consider such a discussion would place the child at an increased risk of significant harm.
13. When you make your referral, agree with the recipient of the referral what the child and parents will be told, by whom and when.
14. When referring a child to children's social care, consider and include any information you have on the child's developmental needs and their parents'/carers' capacity to respond to these needs within the context of their wider family and environment.
15. Where concerns arise as a result of information given by a child it is important to reassure the child but not to promise confidentiality.
16. Record full information about the child at first point of contact, including name(s), address(es), gender, date of birth, name(s) of person(s) with parental responsibility (for consent purposes) and primary carer(s), if different, and keep this information up to date.
17. Record in writing all concerns, discussions about the child, decisions made, and the reasons for those decisions.
18. See the **How to Report Child Protection Concerns Flowchart** and the **Child Protection Incident Report Form** at the end of this document.

In an emergency...

19. If you believe the risk to the child is serious and immediate, or the child does not feel safe to go home, call the local Children's Social Care/ Social Work service **Emergency Duty/Out of Hours Team or the Police**. Make clear that this is a child protection matter and take advice on what to do next. You can also seek advice from the **NDCS Local Groups Designated Person or the NDCS Child Protection Advisor** (see contact details at the end of this document)

What to do if you have a concern about an adult working or volunteering with children

20. Sometimes, adults deliberately seek work or positions as a volunteer that will give them ready access to children for sexual abuse.
21. If you are worried about something a colleague does, you can talk directly to him/her about it at an early stage. However, you should be aware that those who may seek to deliberately harm children will try to conceal their actions from others.

22. You have a duty to seek advice where you observe serious breaches of procedure or safer working practice guidance
23. If the concern is serious or if it persists, you should discuss the matter with your Local Group Designated Person.
24. If the designated person is the person about whom you have concerns, contact the NDCS Designated Person .
25. Reporting the behaviour of a colleague is usually an uncomfortable situation, however you have no option but to pass on concerns about behaviour that worries you.
26. Concerns about the conduct of an adult who has a role working with children may need to be dealt with via a number of procedures (child protection, criminal investigation, disciplinary procedures).
27. Local Safeguarding Children Boards in England and Wales have a **Local Area Designated Officer** (LADO) who will co-ordinate the process (Area Child Protection Committees in Northern Ireland and Child Protection Committees in Scotland have arrangements for dealing with allegations which do not involve the role of a LADO).
28. Ensure the person does not have contact with children in Local Group activities until the matter has been investigated.

Further information:

NDCS Local Groups Child Protection Policy
NDCS Safer Working Practice Guidance
NDCS Safer Recruitment and Vetting Policy
All available from www.ndcs.org.uk

England

Working Together to Safeguard Children 2013: A guide to inter-agency working.
What to do if you're worried a child is being abused...
Information Sharing: Practitioners' guide.
Available from www.education.gov.uk/aboutdfe/statutory

Wales

All Wales Child Protection Procedures 2008
Available at
<http://www.awcpp.org.uk/areasofwork/safeguardingchildren/awcpprg/proceduresandprotocols/index.html>

Scotland

National Guidance for Child Protection on Scotland 2010
Available at
<http://www.scotland.gov.uk/Resource/Doc/334290/0109279.pdf>

Northern Ireland

Children (NI) Order 1995 Guidance and Regulations Vol 6 Co-operating to Safeguard Children 2003

Available at

http://www.dhsspsni.gov.uk/index/hss/child_care/child_protection/child_protection_publications.htm

NDCS Useful Contacts

Peter Weston - NDCS Designated Manager for Child Protection

Email: peter.weston@ndcs.org.uk

Tel: 01485 609256

Susi Farnworth – NDCS Designated Person (Local Groups)

Email: susi.farnworth@ndcs.org.uk

Tel: 0207 014 1140

Annie Dodd - Child Protection Advisor

Email: annie.dodd@ndcs.org.uk

Tel: 07713395512

Other Useful Contacts

MAKING REFERRALS

England and Wales

Contact Details for individual local authority Children's Social Care Services can be obtained from local authority and Local Safeguarding Children Board (LSCB) websites.

Northern Ireland

Health and Social Services Trusts (for details of where to make referrals in NI):

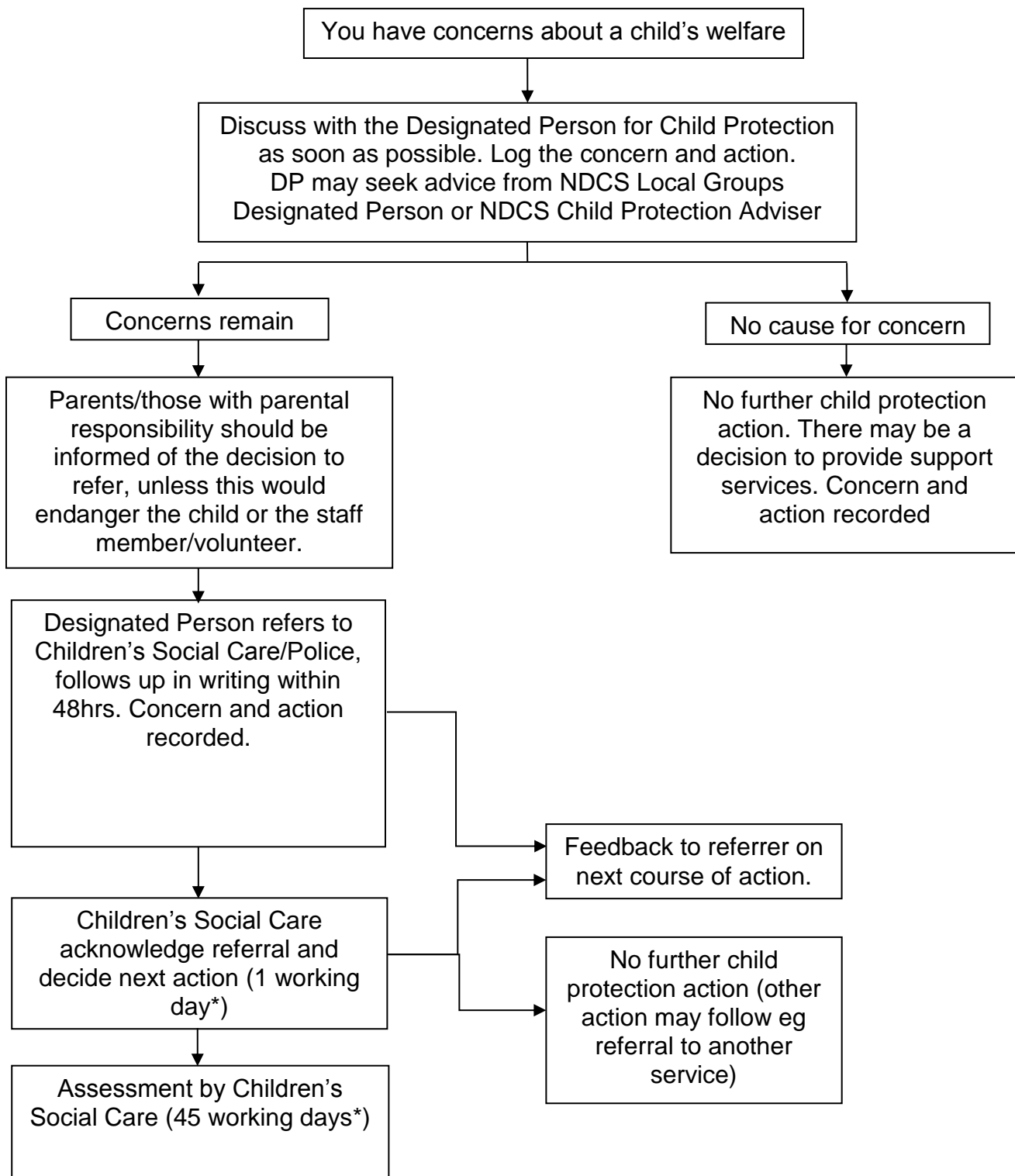
http://www.dhsspsni.gov.uk/index/hss/child_care/child_protection.htm

Scotland

24 hour Child Protection Line: 0800 022 3222

www.infoscotland.com/childprotection

How to Report Child Protection Concerns Flow Chart



It is essential that any worker who suspects or knows of abuse raises their concerns in line with procedures. Failure to report concerns may lead to disciplinary action, or in the case of a volunteer, suspension pending investigation.

***Immediate action to protect the child may be taken if necessary**

Child Protection Incident Report Form

Child's Name		Date of Birth	
Ethnicity		Religion	
Gender M/F			
Parents/Persons with Parental Responsibility (indicate the address at which the child normally lives): 1. Name Address Telephone Textphone		2. Name Address Telephone Textphone	
Level of Deafness		Language/Communication Method	
Aid/s used (ie hearing aid)		Additional needs	
Date of concern/incident		Time of concern/incident	

Describe the incident or reasons for the concern as factually as possible. Include who was involved (any other children and/or adults present), where it happened, exactly what happened etc. Remember to describe clearly any behavioural or physical signs you have observed.

Please give brief details of any previous NDCS involvement with this child/young person. Please give details of any other professional/organisation involved.

Have you spoken to parents about the incident/concern? If yes, please give details of their response.

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To whom did you report the concern?		Date and Time	
Your name and position			
Signature		Date of Report	
Designated Person's Signature		Date and Time	
Further action recommended as a result of the concerns (to be completed by the designated person)			
Outcome (to be completed by the Designated Person)			

Send this form to the Designated Person

Make sure that your report is clear now – and will also be clear to anyone in the future who reads it who may not have pre-existing knowledge of this concern/incident.

Ensure that:

- It is written in clear language and makes sense
- It is concise
- All important details have been included
- You have separated fact from opinion and only given your opinion where you have supported it with factual information
- You have signed, timed and dated this account

This form may be made available to individuals involved in the incident in compliance with Data Protection legislation.