



MIDDLESBROUGH  
Safeguarding Children Board

# GUIDE TO DEVELOPING A CHILD PROTECTION POLICY AND PRACTICE GUIDANCE FOR PRIVATE AND VOLUNTARY ORGANISATIONS

## **Working Together to Safeguard Children 2006:**

**This document sets out how organisations and individuals should work together to safeguard and promote the welfare of children.**

**This guide refers to both safeguarding and child protection and Working Together 2006 defines these as:**

- **Child protection is the process of protecting individual children identified as suffering significant harm as a result of abuse or neglect.**
- **Safeguarding is the process of protecting children from abuse or neglect, preventing impairment of their health and development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables them to have optimum life chances and enter childhood successfully.**

**All organisations working with children and young people from 0-18 years old must have a child protection policy.**

# **Middlesbrough LSCB guide to developing a child protection policy and safeguarding practice guidance for private and voluntary organisations**

## **Introduction to this guide:**

Children and young people have a right to be safely cared for and parents and carers need to have confidence that the private and / or voluntary organisations to which they entrust their children and young people will provide safe care.

All organisations therefore have a duty to care safely for the children and young people for whom they provide activities or services. A set of thorough robust child protection policies and procedures will allow your service or organisation to demonstrate that you have taken all possible steps to safeguard and promote the welfare of the children or young people you work with.

This guide is intended for private and voluntary organisations that do not currently have a child protection policy or who wish to update their existing policies and practice guidance. It is a step-by-step guide that takes you through the policies and practice guidance that you need to have in place. Note that the steps should be seen as a guide and that you may wish to add additional policies and procedures that suit your organisation's activities and needs.<sup>1</sup>

In developing this work you should refer to these documents:

- 'What to do if you're worried a child is being abuse' (DH) 2003.  
[www.doh.gov.uk/safeguardingchildren/index.htm](http://www.doh.gov.uk/safeguardingchildren/index.htm)
- NSPCC Stopcheck  
[www.NSPCC.org.uk](http://www.NSPCC.org.uk)

and ensure that any policy or practice guidance developed for your particular organisation is consistent with these documents.

It is also good practice to involve children and young people wherever possible when putting together policies, which affect them.

1: There are local infrastructure support agencies that can help voluntary and community organisations put together policies and you may want to contact them too. These include:

Middlesbrough Voluntary Development Agency (MVDA) Telephone: 01642 249300

Tees Valley Rural Community Council (TVRCC) Telephone: 01642 213852

## Section 1: Child Protection Policy Statement

To begin the process you should write a child protection policy statement that lays out your organisations commitment to safeguarding and promoting the welfare of children on just one sheet of paper. The policy statement provides the most basic information about child protection in your organisation, including who is responsible for child protection, who you should talk to if you suspect abuse and what procedures will be put in place to protect children and young people.

## Section 2: Associated Practice Guidance

Once you have written your policy statement, you should next consider the practice guidance that is needed. In this section, there are nine areas that practice guidance should cover:

- Guidelines on how to respond to abuse or suspicions of abuse.
- Confidential records of concern.
- Contact names and details of other agencies and resources.
- Safe recruitment and selection procedures.
- Procedures for dealing with allegations against staff or volunteers.
- Requirements for staff including induction, training, monitoring and supervision.
- Code of behaviour.
- Complaints procedure.
- Information sharing arrangements.

At the end of this process your organisation will have a simple policy statement that sets out your commitment to safeguarding children and the associated procedures that will put this commitment into practice.

**Keep in mind that policies and practice guidance only safeguard children if they are put into practice. This includes making sure everyone knows about the policies and practice guidance through induction, training, encouraging and supporting staff, maintaining records, regularly updating policies and monitoring that practice guidance is being followed.**

You should detail exactly how staff and volunteers are to be made aware of what is in the safeguarding policy. This could be via a page, which has to be signed when someone is given a copy of the policy to state that they have received it, had training around it, have understood it and have agreed to abide by it.

This guide will ***NOT*** provide a sample policy or template of practice guidance for you to adopt. It is important that each organisation develops policies and practice guidance that is tailored to its own activities and needs.

On the following page, we have provided a checklist that summarises the steps described in this guide.

## Checklist for child protection policies and practice guidance

### Section 1: Child protection Policy Statement

- 1, Identify the name of the organisation and its objectives or activities.
- 2, Consider the particular circumstances of the organisation, e.g. you may need to identify specific issues if you take children away on trips.
- 3, Refer to principles, legislation and guidance that underpin the police, especially Middlesbrough Local Safeguarding Children Board Safeguarding Procedures and 'What To Do If You're Worried a Child is Being Abused'.
- 4, State clearly the duty of paid workers **and** volunteers to safeguard children including how you will monitor that they understand and agree to abide by relevant policies e.g. in supervision of team meetings.
- 5, Clarify that the policy and procedures apply to all children and young people under the age of 18 years regardless of gender, ethnicity, disability, sexuality or religion.
- 6, State that all users will be informed of child protection policies and procedures and explain how this will be done e.g. posters on noticeboards and in annual report.
- 7, Include the designated child protection / safeguarding representatives name and contact information including who they are accountable to within the organisation.
- 8, Define how and when the policy and practice guidance will be monitored and reviewed e.g. good practice may be shown through ongoing monitoring and yearly reviewing.

### Section 2: Associated Practice Guidance

- 1, Establish procedures for how to respond to abuse or suspicions or abuse inline with the Middlesbrough Local Safeguarding Children Board Procedures and 'What To Do If You're Worried a Child is Being Abused'.
- 2, Maintain confidential records of any concerns.
- 3, Include contact names and details of other agencies and resources.
- 4, Implement safe recruitment procedures in line with current recommendations. For more information see website <http://www.isa-gov.org/>

**Please note: All paid and unpaid staff should have a current CRB check and from April 2009 the Independent Safeguarding Authority (ISA) will also help prevent unsuitable people from working with children and vulnerable adults. They will assess every person who wants to work or volunteer with vulnerable people. Potential employees and volunteers will need to apply to register with the ISA. Applicants will be assessed using data gathered by the [Criminal Records Bureau \(CRB\)](#) including relevant criminal convictions, cautions, police intelligence and other appropriate sources. Using this information they will decide on a case-by-case basis whether each person is suited to this work. They will securely store information about people's ISA status for employers and voluntary organisations to use when they are recruiting. Only applicants who are judged not to pose a risk to vulnerable people can be ISA registered. Once the scheme has been fully rolled out over 5 years, employers who work with vulnerable people will only be allowed to recruit people who are ISA registered.**

- 5, Implement procedures for dealing with allegations against staff including volunteers, which relate to Middlesbrough Safeguarding Children Board Safeguarding procedures. See [www.mgrid.org.uk/go/childprotection](http://www.mgrid.org.uk/go/childprotection)

- 6, Outline requirements for staff including induction, training, monitoring and supervision. Refresher training around child protection should be accessed at a minimum every 3 years.
- 7, Outline a complaints procedure.
- 8, Information sharing arrangements.
- 9, Include your agency's Whistle Blowing Policy.

## Detailed Guidance

### Section 1: Child Protection Policy Statement

A child protection policy statement outlines the measures in place to safeguard and promote the welfare of children and young people receiving a service and the action that will be taken if any concerns arise. A policy statement on child protection is an integral part of managing safeguarding and protecting children and young people whilst they are the responsibility of that organisation and its staff.

There are several reasons why it is important that the organisation has a policy statement:

- everyone needs to be clear about how children and young people are protected within your work and a policy statement makes it very clear;
- it provides a structure for the procedures that the organisation will follow in order to maximise safety.

The basic policy statement may only be one or two sides of A4 paper. If you follow the next steps, you can draft a policy statement that can be reviewed by other members of your organisation.

- **Identify the name of the organisation**

Briefly state the name and purpose or function of the organisation.

- **Consider the particular circumstances of the organisation**

Your policy and practice guidance need to be suited to your work. Some activities (e.g. trips away from home, working with children and young people with disabilities) require additional consideration and this should be noted in your child protection statement. In some cases, organisations might believe that they do not need a child protection policy because children and young people do not come into contact with other adults by themselves (e.g. parent-toddler groups, capital only projects, child only groups). However, **all organisations for children and young people must have a child protection policy**. Your organisation may also need to make special arrangements for projects that involve children and young people using the Internet. The following are some of the areas of activity that need to be considered but this is not an exhaustive list.

- A. Trips away from home.
- B. Working with children and young people with disabilities.
- C. Groups of parents and children.
- D. Working with older young people.
- E. Children and young people only groups
- F. Capital only projects
- G. Use of the Internet. This should include an acceptable user policy, which related to the Middlesbrough E Safety Strategy.



- **Refer to principles, legislation and guidance that underpin the policy**

This must include the Middlesbrough Safeguarding Children Board Safeguarding Procedures and 'What To Do If You're Worried a Child Is Being Abused'.

You should clarify in your policy statement what principles, legislation and national or local guidance you have used in developing the policy.

- **Recognise the organisation's responsibility in safeguarding children**

The policy statement should recognise the organisation's responsibility to safeguard the children and young people with whom it comes into contact. The policy should state clearly the duty of all those employed by or involved in the organisation in a voluntary capacity to take steps to prevent the physical, sexual or emotional abuse of all children and young people with whom they come into contact.

- **Clarify that the policy and procedures apply to all children and young people**

Make it clear that your organisation's child protection policies and procedures apply to all children and young people regardless of gender, ethnicity, disability, sexuality or religion.

- **Require that all users are informed of these policies and practice guidance**

Your organisation should inform children and young people and their parents / carers about the child protection policy and procedures what they should do if they have concerns and who the designated child protection co-ordinator is. The information can be conveyed through a talk with the children or young people or through a leaflet, poster or notice board if the children and young people can read. They need to know who to speak to if they are concerned about what happening to themselves or others. They should be encouraged to raise concerns and / or use the organisations complaints procedures.

- **Appoint a Designated Child Protection Co-ordinator**

It is essential that you identify someone within your organisation to be the designated child protection co-ordinator. This is the first person children; staff and volunteers should approach with concerns or suspicions of abuse. They are also responsible for ensuring that child protection policies and procedures are being implemented correctly. *The name and contact details of the designated child protection co-ordinator should be stated in your child protection policy statement.* Training and roles for the representative are discussed further in the associated procedures on staffing requirements but you may also want to state here that the designated child protection co-ordinator will receive adequate training including regular refresher training.

- **Define when your policy and procedures will be reviewed**

Because organisations are constantly changing, your policy and procedures should be updated on a regular basis, at least annually. Please refer to the Middlesbrough Safeguarding Children Board Safeguarding Procedures to ensure your policy is up to date.

Finally, state how the child protection policy will be implemented and monitored e.g. through team meetings or supervision sessions.

## **Disclaimer**

This guidance has been produced by Middlesbrough Safeguarding Children Board (MSCB) to assist organisations in writing and implementing appropriate child protection policies and procedures. The guidance contained in this document is general and any organisation using this guide is responsible for writing and implementing a rigorous policy that suits their work. MSCB accepts no legal responsibility for policies that are written or followed as a result of consulting this guide.

### ***What is the Middlesbrough Safeguarding Children Board (MSCB)?***

*The Middlesbrough Safeguarding Children Board (MSCB) is a statutory body with responsibility for agreeing how organisations in Middlesbrough will co-operate to safeguarding and promoting the welfare of children and ensure that this is effective. This group come from a wide range of public, voluntary services and organisations and is committed to ensuring that the work is done effectively and brings about good outcomes for children. It is an organisation that draws on expertise and experience from a number of sources. The aim of the MSCB is to promote and develop effective co-operation across a wide range of agencies to provide co-ordinated service for children in order to safeguard them and help them achieve their maximum potential.*

### ***Its members come from a variety of organisations including:***

*Middlesbrough Council, Middlesbrough College, Education, Fabrick Housing, Durham Tees Valley Probation Trust, Cleveland Police, South Tees Youth Offending Services, Strategic Health Authority, Primary Care Trusts, NHS Acute Trusts, Mental Health Trusts, NSPCC, Barnardo's, Children and Families Court Advisory and Support Service (CAFCASS)*