



CCYS Reporting Procedure

This collection of practice guidelines build on the recommendations provided are in accordance with the Sussex Child Protection and Safeguarding Procedures. The West Sussex Safeguarding Children Board web site can be found at www.westsussexscb.org.uk

It needs to be recognised that this guidance is offered as a support and encouragement to CCYS workers and volunteers so that they can work safely and confidently with children and young people but that it also provides a standard of practice which may be used to judge whether a person is acting inappropriately or dangerously or who may by such misconduct be deemed by CCYS or other organisations unsuitable to work with children or young people

Practice guidance can never cover every situation and workers will be expected to use their judgement and common sense when required. It is expected that if actions are taken which are either not covered by this guidance or for some reason is different from this guidance the worker will communicate this fact to their line manager or Parish Child Protection Coordinator as soon as possible. If possible a course of action should be agreed with the line manager and the Safeguarding Officer before the event. Agreed actions should be recorded.

CCYS requires all Staff, Volunteers, Directors and Members to maintain the highest professional standards in their work and relationships with children and young people. Children need to be safe from harm and adults need to be protected from false accusations or temptation.

A Safe Environment

Make sure that any activity involving children or young people is carefully organised, that the premises are safe and that there is sufficient help. A risk assessment of the numbers of young people involved, their ages, abilities and level of cooperation should always be undertaken when considering the staff necessary for an activity or event.

over 8 years: 1 person for the first 8 children;
 then 1 extra person for every 12 children.

Whilst some clubs may be a 'drop in' organized event, where each young person must provide certain details, some groups will require a registration form which must be filled in for all children and young people attending activities and a register of attendance kept. Consent forms are required for off-site activities, although it may not be applicable in certain circumstances.

We follow recommended procedures for all paid workers and volunteers. No one with a conviction or caution for sexual offences against children is allowed to work with children or be part of a mixed-age activity.

Please read the CCYS Safeguarding policy, local procedures and requirements for good practice.

Working safely with children a checklist for 'best practice' - Be caring yet careful! All paid employees and volunteers should always:

- Abide by the child protection policy
- Behave in a mature, respectful, safe, fair and considered manner at all times
- Provide a good example, and a 'positive role model' to children
- Observe other people's right to confidentiality (unless you need to report something)
- Treat all children equally; never build "special relationships" or favour individual children, unless this is part of an agreed plan for the child
- Learn to control and discipline children without physical punishment, this must never be used even if they have the parent's explicit permission for this
- Ensure that another adult is informed if a worker needs to take a child to the toilet. Toilet breaks should be organised for young children. Respect the child's privacy
- If known in advance, a parent's permission must be sought if a child or young person is to be seen on his or her own, another adult must be nearby and the child or young person must know this
- Ensure that if possible each group has a gender balance of helpers
- Ensure that children and young people know that they can speak to an independent advocate, or contact "Childline", if they need to talk to someone. Have the "Childline" telephone number prominently displayed (tel. 0800 1111).

Paid employees and volunteers should not:

- Behave in a manner that could lead a reasonable person to question their conduct, intentions or suitability to care for other people's children
- Touch children in a manner which is, or may be considered to be sexual, threatening, gratuitous or intimidating
- Discriminate either favourably or unfavourably towards any child
- Make arrangements to contact, communicate, or meet children outside of approved activities, unless this has the prior approval of the Safeguarding Officer as well as their parent
- Develop personal or sexual relationships with children

- Use their status and standing to form or promote relationships which are of a sexual nature, or which may become so with a youth member over the age of consent.
- Make inappropriate remarks or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature either face to face or using mobile or electronic methods
- Intentionally embarrass or humiliate children, for example by using sarcasm or humour in an inappropriate way
- Give or receive (other than token) gifts unless agreed with the Safeguarding Officer
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking or drinking alcohol or taking drugs
- Undertake any work with children when they are not in a fit and proper physical or emotional state to do so
- Use their position to make relationships with children away from the normal activities of CCYS or the families of the children
- Play rough physical or sexually provocative games
- Be sexually suggestive about a child or to a young person even in fun
- Give lifts to children or young people on their own. If this is unavoidable ask the child or young person to sit in the back of the vehicle
- Share sleeping accommodation with young people
- Invite a young person to the worker's home alone
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.

Be prepared for your colleagues to remind you if you forget any of the requirements for good practice and be prepared to help a colleague by advising them in return.

Children can be harmed by:

Physical abuse; neglect; emotional abuse; sexual abuse.

They can be harmed within their own families, by a trusted adult, by someone involved with them in an organised activity or sometimes, although rarely, by a stranger. All workers with children must know what to do if they are concerned that a child or young person is being harmed, or if they disclose abuse.

Disclosures from a child or young person

As a worker you may get to know your children and young people very well. They may trust you enough to be able to tell you about unhappy things that are happening – at home, at school. This is both a privilege and a responsibility.

It is worth considering the following if you do find yourself in such a situation:

- Remember that the child may want the abuse to stop but still love the abuser

- The child may think that it is possible to stop the abuse without anything else happening
- If a child asks to talk in confidence **ALWAYS** tell them that that will depend on the circumstances. It will be necessary to get other people to help if they are being harmed
- If it is possible, try to have another adult present whilst the child speaks, but do not prevent the child from speaking.

When you are listening to a child:

- Listen positively to what the child says and take it seriously
- Accept what is being said (this is not the same as deciding whether the allegation is true or not – others will address this later)
- Avoid leading the child or young person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said
- Be aware of interpreting what the child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language
- Reassure the child that they were right to tell
- Do not promise complete confidentiality. Explain to the child or young person “I will only tell people whose job it is to keep children safe”
- Try to explain what will happen next in a way that the child can understand
- Make careful notes (the circumstances, what the child said, what you said etc) as soon as possible, preferably within an hour. Include dates and times of incident/recording and keep the notes safely
- Inform the Safeguarding Officer (see below)
- Check that an appropriate referral has been made
- Make sure support is in place for the child and seek support for yourself
- Make a record of what actions you have taken and keep in a secure place (if completing the form electronically, do not save copies to the hard drive or floppy disk. Print a copy, sign and date and then delete immediately. Pass the record to Children’s Services or the Police and to the Safeguarding Officer that day).

You must not:

- Speak directly to the person against whom allegations have been made
- Attempt to investigate the situation yourself.

If the child or young person needs immediate medical treatment, take them to hospital or telephone for an ambulance, inform doctors of concerns and ensure that they are aware that this is a child protection issue.

REPORTING PROCEDURE

REAL OR SUSPECTED HARM TO A CHILD OR YOUNG PERSON

“The welfare of the child is paramount.” *Children Act 1989*

- Strict confidentiality must be maintained in all matters of real or suspected harm.
- Speak only to the persons mentioned in the reporting procedure below.
 - 1) **If you see something which leads you to suspect harm to a young person**
 - 2) **If a third party informs you about alleged harm**
 - 3) **If a child discloses harm to you**
 - 4) **If a leader’s/helper’s persistent behaviour concerns you**

You may mention the matter to the worker in charge of your group. Then;

- Go straight to the Safeguarding Officer
- If NOT available go to the designated Deputy

If neither available telephone Children’s Action Point for advice

Monday to Friday between 9am-5pm: 01403 229900

Evenings and weekends 01903 694422

Then

Write your report and send it to the Safeguarding Officer as soon as possible.

The Safeguarding Officer is responsible for informing the statutory Authority.

Further guidance can be requested from the NSPCC Child Protection Helpline 0808 800 5000 or www.nspcc.org.uk/Helpline

If you are concerned about a senior children’s or youth leader, a Child Protection Officer, or If a person admits to you to harming a child then follow then contact the Safeguarding Officer or the Designated Deputy.

REMEMBER: IN A CHILD PROTECTION EMERGENCY CONTACT THE POLICE FIRST then inform the Safeguarding Officer

Safeguarding Officer

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Deputy

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