



# **Child Protection Policy**

**Adopted by council: September 2014**

**Last review: May 2024**

**Next review: May 2025**

**The Trustees in adopting this policy fully understand their legal obligations and the importance of monitoring and implementing the policy within ECI.**

## **Table of contents**

- 1. Introduction**
- 2. Purpose**
- 3. Responsibility**
- 4. Procedures**
- 5. Further Guidance - PREVENT/Modern Slavery Act**

## **1. Introduction**

ECl believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/young person is paramount,
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types from harm or abuse,
- working in partnership with children, young people, their parents, carers, and agencies is essential in promoting young people's welfare.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of ECl.

## **2. Purpose of the policy**

To provide protection for the children and young people who receive ECl services, including the children of adult members or users,

To provide staff and volunteers with guidance on procedures they should adopt if they suspect a child or young person may be experiencing, or be at risk of, harm.

ECl wishes to take every possible precaution to protect all children and young people with whom we work from the threat of child abuse. Any suspicion of harm will be responded to promptly and appropriately in line with the procedures set out in this policy.

We will seek to safeguard children and young people by:

- valuing them, listening to, and respecting them,
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers,
- recruiting staff and volunteers safely, ensuring all necessary checks are made,
- 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,
- providing effective management for staff and volunteers through supervision, support, and training.

We are also committed to reviewing our policy and good practice annually.

### **3. Responsibility**

- 3.1 The trustees of ECI are ultimately responsible for ensuring that this policy is regularly reviewed and properly implemented.
- 3.2 The General Manager and Designated Safeguarding Lead are responsible for ensuring that safeguarding concerns are dealt with properly and effectively, and to maintain an appropriate level of knowledge and training.
- 3.3 It is the responsibility of every adult to protect children from harm. ECI will ensure that staff and volunteers working with children realise it is their responsibility to act on their concerns. The organisation will provide them with the support needed to follow through the process of raising concerns.

### **4. Child Protection Procedures**

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by ECI. The procedures recognise that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. ECI is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers act appropriately to any concerns that arise in respect of a young person.

- Section 1 Recognising the Signs and Symptoms of Abuse
  - Section 2 How to respond to a person disclosing abuse
  - Section 3 Reporting a Safeguarding Concern
  - Section 4 Managing Allegations made against Staff / Volunteer
  - Section 5 A Named Person(s) for Child Protection
  - Section 6 Recording and managing confidential information
- 
- Appendix 1 Definitions of Abuse
  - Appendix 2 Useful Contacts/Support Organisations
  - Appendix 3 Incident Report Form

The Following procedures are covered in other ECI policies:

- Safe recruitment practices
- Induction and Training for Staff and Volunteers
- Photography & Filming
- Internet, Social Media and Mobile Phone acceptable use
- Whistle Blowing Procedure
- Disseminating/Reviewing Policies and Procedures

## **Section 1 - Recognising the Signs and Symptoms of Abuse**

ECI will ensure that identified staff members whether paid or unpaid, undertake appropriate training dependent upon their role to gain a basic awareness of the signs and symptoms of child abuse and recognises how concerns about a child or young person's safety can come to light. For example:

- a child or young person alleges that abuse has taken place or that they feel unsafe,
- a third party or anonymous allegation is received,
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect,
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago,
- a report is made regarding the serious misconduct of a worker towards a child or young person.

See Appendix 1 for Definitions of Abuse

## **Section 2 - How to respond to a person disclosing abuse**

DO's:

- Do always treat any allegations extremely seriously and act towards the child as if you believe what they are saying,
- Do tell the child they are right to tell you,
- Do reassure them that they are not to blame,
- Do be honest about your own position, who you must tell and why,
- Do tell the child what you are doing and when, and keep them up to date with what is happening,
- Do take further action – you may be the only person able to prevent future abuse – tell your nominated person immediately,
- Do write down everything said and what was done.

DON'T's:

- Don't make promises you can't keep,
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this,
- Don't cast doubt on what the child has told you, don't interrupt or change the subject,
- Don't say anything that makes the child feel responsible for the abuse,
- Don't do nothing – make sure you tell your Designated Safeguarding Officer immediately – they will know how to follow this up and where to go for further advice.

### **Section 3 - Reporting a Safeguarding Concern**

1. Contact Designated SG Lead (DSL) or Deputy Designated SG Lead (DDSL)
2. Fill in the Safeguarding Concern Form: [LINK TO FOLLOW](#)
3. DSL will offer guidance and assistance in taking necessary steps
4. DSL will ensure full details are recorded on the confidential record for that client (Lamplight or Beacon). If we do not hold records for them on Lamplight or Beacon, then record information in Safeguarding Folder on MyECI.

**Designated Child Safeguarding Lead:** Daisy Binnie / 0784201943

**Deputy Designated Safeguarding Lead:** Jodie Pitcher / 07842025364

*Please note that the ECI safeguarding team are available Monday-Friday during office hours.*

See Appendix 2 - Useful Contacts/Support Organisations for other contact info.

For Adult Safeguarding Concerns, please refer to the Adult Safeguarding Policy.

### **Section 4 - Managing Allegations made against a member of Staff / Volunteer**

ECI will ensure that any allegations made against members, or a member of staff will be dealt with swiftly and in accordance with these procedures:

1. The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
2. The DSL and General Manager should be informed immediately. If the allegation relates to the General Manager or DSL, the Chair of the Trustees should be notified instead. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person.
3. The DSL should contact the local authority designated officer (LADO) on 01392 386013 or email [ladosecure-mailbox@devon.gcsx.gov.uk](mailto:ladosecure-mailbox@devon.gcsx.gov.uk) for a notification form for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team (0345 6000388) can give advice and/or in the event of an emergency arising, the police.
4. The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The DLS (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or M.A.S.H.

Regardless of whether an investigation follows, ECI will conduct an internal investigation and consideration is given to the operation of disciplinary procedures, if appropriate. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

## **Section 5 - A Named Person(s) for Child Protection**

Every organisation that works with children or young people should have in place a named person who is responsible for dealing with child protection issues that may arise. A deputy must be made available in their absence. These individuals must be trained in child protection and their responsibilities clearly stated within your procedures.

ECl has an appointed individual(s) who are responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for Child Protection within ECl are:

**Designated Child Safeguarding Lead:** Daisy Binnie / 0784201943

**Deputy Designated Safeguarding Lead:** Jodie Pitcher / 07842025364

The role and responsibilities of the named person(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

## **Section 6 - Recording and managing confidential information.**

If ECl becomes concerned that a child/young person may be at risk of significant harm, then the organisation has a duty to refer their concerns to the relevant agencies / Multi Agency Safeguarding Hub. Where possible this should be done with the child's/young person's consent, but, if necessary, such consent should be set aside in the interests of the child/young person concerned.

Staff (paid / unpaid) will be responsible for completing the incident report form (in this location). This is for recording concerns / allegations of abuse, harm and neglect and the person who receives the allegation or has the concern should complete the pro-forma.

Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.

## **Appendix 1 - Definitions of Abuse**

**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/carer fabricates the symptoms of, or deliberately induces illness in a child.

**Emotional Abuse:** Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual Abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect:** Is the persistent failure to meet a child's basic physical and/or psychological needs, 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:

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

## **Appendix 2 - Useful Contacts/Support Organisations**

If you have concern that a child is being harmed because of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you either speak to your own organisations 'Designated Safeguarding Officer' or the Devon Multi Agency Safeguarding Hub (MASH) both of whom can listen to and record your concern, and then take appropriate action.

In Devon, these are the numbers that you can ring for advice and to make a referral:

ECI Designated Child Safeguarding Lead	Daisy Binnie / 0784201943
ECI Deputy Designated Safeguarding Lead	Jodie Pitcher / 07842025364
Devon Front Door – MASH and Early Help	<a href="https://www.devonscp.org.uk/training-and-resources/making-a-mash-contact/mash-contact-tips/">https://www.devonscp.org.uk/training-and-resources/making-a-mash-contact/mash-contact-tips/</a>  If the child already has an allocated social worker or early help practitioner you should contact them directly in the first instance before submitting a request. If you are unsure as to the name or contact details, please call the Customer Service Centre on 0345 144 1078.
Devon Local Area Designated Officer (LADO)	01392 386013
Devon Emergency Duty Team	0845 6000 388
NSPCC 24 hour National Child Protection Helpline	0808 800 5000

**If you have reason to believe that a child is at immediate risk of harm, ring the police on 999.**

## 5. Further Guidance

### Prevent Duty Guidance

ECI will adhere to the Prevent Duty Guidance specified in the Counter Terrorism and Security Act, 2015. This will include:

- Safeguarding children at risk of being drawn into, or harmed by extremism or terrorism;
- Supervision of visitors;
- Promotional of fundamental British values;
- Staff training to enable them to identify children at risk and to challenge extremists, including when to refer to other authorities.
- <https://www.devon.gov.uk/support-schools-settings/safeguarding/guidance-policy-and-tools-2/safeguarding-one-minute-guides/safeguarding-no-10-prevent/>



## Recommendations by Department of Education

The Prevent Duty guidance from the Department of Education (June 2015) highlights four principle areas for action and ECI will follow these in implementing the guidance within the organisation. These are:

- Risk Assessment – further guidance can be found in the statutory guidance - Working together to safeguard children and Keeping children safe in education;
- Working in Partnership - further guidance can be sought from Devon Children and Families Partnership (DCFP);
- Staff Training – further guidance can be found from The Home Office, which has developed a core training product for this purpose – Workshop to Raise Awareness of Prevent (WRAP);
- IT Policies - further guidance on internet safety can be found from UK Safer Internet Centre website.

## Modern Slavery Act 2015/ Protecting Children from Criminal Exploitation, Human Trafficking and Modern Slavery 2018

ECI will adhere to the recommendations specified in the Modern Slavery Act addendum Protecting Children from Criminal Exploitation, Human Trafficking and Modern Slavery 2018, namely:

- Using the National Referral Mechanism (NRM) system to report incidence of modern slavery victims;
- Raising awareness, including the understanding that all children are vulnerable to exploitation;
- Staying with children who do not want to engage;
- Creating consistency, stability and respectful communication with children who have been exploited, as this has the most impact in supporting effective interventions;
- Working together with other local partners to understand and manage CCE risk

First Adopted	May 2024
1 <sup>st</sup> Review Approved	
2 <sup>nd</sup> Review Approved	
3 <sup>rd</sup> Review Approved	
4 <sup>th</sup> Review Approved	
5 <sup>th</sup> Review Approved	