

**Child Protection Policy**

Children & families who are bereaved, and suffering loss and separation are the focus of the work of Anthony Davies childhood bereavement. The company fully recognises its responsibilities for child protection and is committed to establishing a safe environment in which children can be supported through loss and grief.

Direct contact with children is only made by key Anthony Davies childhood bereavement ltd staff or volunteers who have signed up to this policy. They will have completed Safeguarding Training and have enhanced DBS certificates.

The following guidelines should always be respected in any contact with children or young people by any member of staff, directrs or volunteer team.

Our policy rests on the following principles:

· The welfare of the child is paramount at all times

· All children have the right to protection from abuse

· All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

· All staff, Directors and volunteers have a responsibility to report concerns.

The following practices will be followed:

· Ensuring Anthony Davies childhood bereavement always practices safe recruitment in checking the suitability of staff and volunteers to work with children.

· Ensuring key personnel have received appropriate training in Child Protection issues.

· Ensuring all staff and volunteers understand their responsibilities in being alert to the signs of abuse and understand their responsibility and the relevant procedures for referring any concerns of abuse or suspected abuse to the designated person within the service who is responsible for child protection (either director)

· Developing effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.

· Keep written records, securely stored, of concerns about children, even where there is no need to refer the matter immediately.

All contact with children will have due regard to:

· Confidentiality

· Anonymity

· Permission

· Safe travel arrangements

· Involvement in setting ground rules for meetings

These guidelines form the basis of Anthony Davies childhood bereavement ltd, Child Protection Policy (See Appendix). .

APPENDIX TO CHILD PROTECTION POLICY

Induction and Training

ADCB will ensure that there is adequate and appropriate induction and ongoing training and information to all employed staff and volunteer workers concerning child protection matters. All members of staff/volunteers shall have this policy drawn to their attention on joining ADCB as part of their induction programme. Staff should be fully aware of how to access the full policy statement and should route any queries or concerns to either director.

Personnel Checks

ADCB aim is to ensure as far as possible that anyone, paid or voluntary, who seeks to work with children and young people through ADCB’s activities and who gains substantial access to them, is as safe to do so in child protection terms as can be guaranteed.

The following checks should be carried out on all prospective and existing employees and volunteers whose work may create a situation of substantial access to children and young people.

· An enhanced disclosure and Barring Service check (DBS). Previously a Criminal Records Check (CRB). The applicant/employee/volunteer shall produce identity, preferably passport/driving licence proof of residency.

· It is ADCB’s policy to recheck all staff and volunteers after three years service with the relevant organisations.

· At all times the onus is on the applicant/employee/volunteer to reveal any conviction, caution, bind-over, probation order, or pending prosecution whether imposed prior to or within the period the applicant works with ADCB.

· ADCB will not accept any previous reference, police check, social services endorsement etc provided by an applicant in substitution for the above enquiry process. At all times the initiative must lie with ADCB to make its own, completely independent enquiries.

Personnel Records

Anthony Davies childhood bereavement ltd will maintain a confidential file on each applicant containing

· Copies of all forms, consents and replies.

· If a telephone call is received or other non-written communication, the main points shall be recorded and filed with the applicant’s records.

· The file of an unsuccessful applicant shall be kept for six months and then safely destroyed. Likewise a successful applicant who declines to commence with ADCB– this period will be increased to 12 months from the date of leaving ADCB’s Service for any successful applicant who commences work with ADCB.

· Anyone working with ADCB has the right to inspect their own confidential records and may do so on request to the Dircetor who shall not withhold consent unreasonably and will do so within 3 working days. The director will only withhold such agreement and access if to do so might jeopardise a police or social services investigation relating to child protection matters or might lead to a child’s welfare and safety being compromised. The director need give no reason for such withholding of consent. She/he will report such a situation to the relative agencies, purely on the lines that a request was made and refused for reasons relating to the welfare of children.

Activities

Prior to any activity/meeting being commenced the Children’s Service Co-ordinator together with a director shall ensure that adequate child protection procedures are in place.

· A site audit should be undertaken to ascertain the layout of the premises/site, helpers and supervision required to achieve adequate personal safety of children and young people. The audit shall be undertaken with a view to recognising any problems in terms of supervision of helpers, communication concerns etc.

· Every activity shall be undertaken with the possibility in mind that a child may be suffering abuse outside the project, that a disclosure or symptom relating to this may

be apparent with the activity, or that there will be children present who have not as yet revealed they are being abused. It is important that the environment is as conducive to support of a child in such a situation as is possible.

Reporting of concerns

Those working on a project within ADCB have a duty to ensure that any suspicion, incident, allegation or other manifestation relating to child protection is reported as below.

· Disclosure or evidence for concern may occur in any number of ways. This may be by what a child says, about itself or another child or children. It may be through interception of a written item, or through observation of activity or behaviour causing concern. It may be through changes in behaviour or attitude. There may be physical pointers such as bruising, staining, inappropriate behaviour or knowledge. These and many other signs can be picked up.

· IT IS VITAL THAT ALL INCIDENTS, OBSERVATIONS, HOWEVER INSIGNIFICANT THEY MAY SEEM, ARE LOGGED BY OBSERVER[S] IN THE APPROPRIATE ACCIDENT AND INCIDENT REPORT BOOK

ALLEGATIONS AGAINST WORKERS OR MANAGEMENT

If a child or parent makes allegations to Anthony Davies childhood bereavement ltd against a person working for ADCB, whether paid or unpaid, the following procedure will come into force – incident reports will be made at all stages as appropriate:

The person receiving the complaint will contact the Children’s Service Co-ordinator or in his/her absence the director, On receipt of the complaint the Children’s Service Co-ordinator and/or director will contact social services to apprise them of the situation. Normally, this will be by informal channels but if there is a criminal allegation, the contact will be formal to the duty social worker and also to the police.

The director should inform the member of staff/volunteer against whom the allegation has been made as soon as possible unless there appears to be a case that this might prejudice a criminal investigation. This will require consultation with the police to ascertain.

The course of action to be taken from thereon will be decided by the nature of the allegation.

· If a criminal allegation e.g. of sexual abuse and impropriety is made, or physical assault, or inappropriate behaviour, the director will activate the Disciplinary Procedure and suspend the person from the project under the heading of Gross Misconduct. If it is warranted, this may be without pay, should the evidence appear strong enough to justify the matter. The suspension will remain in force unless and until the police and/or social services confirm there was no substance to the report. An incident report will be made and treated as confidential.

· If there is no criminal allegation the director will gather as much detail from available sources of information as possible, by way of investigation, but not including seeking to interview any child if there is a criminal allegation (which is a matter for the authorities). The diretcor should examine to see if there is any previous report relating to a child protection matter concerning that particular child. This is most important. Where appropriate, the director should consider whether suspension of the member of staff is advisable. This may include a situation which, though non-criminal, could lead to a decision of gross misconduct.

The person against whom such non-criminal allegations are made should have the opportunity to give an explanation or answer to any allegation at an interview conducted by the director and the course of such an interview should be minuted by a senior staff member who should be present.

In the case of suspension, this will remain in force on completion of the diretors enquiries and if the misconduct is viewed as so serious as to constitute grounds for immediate termination of employment or voluntary service, until the dismissal procedure is implemented. The person suspended should be advised by the director with whom she/he can communicate during the period of suspension on matters relating to their employment, and the person so appointed should be told clearly, as should the person suspended the address to which any communication should be made.

If legal proceedings result in the conviction of the person for a serious offence involving a child, the directors shall consider any report or information from the police and/or social services and shall use the appropriate course of action up to and including instant dismissal. If the proceedings do not result in a conviction but there is evidence to suggest misconduct, the procedure for dismissal may be invoked. The diretor will write to the person concerned to inform them of the outcome of the investigation and will inform the person of any decision to terminate employment or the date and conditions, if any, of a return to duties, where a disciplinary offence has been committed but is not of a nature as to warrant immediate dismissal.

UNDER NO CIRCUMSTANCES IS ANY PERSON SUSPENDED TO RE-ENTER ANTHONY DAVIES CHILDHOOD BEREAVEMENT LTD PREMISES OR ATTEND A SESSION SITE WHILST UNDER SUSPENSION. THIS PROHIBITION INCLUDES ACTIVITIES WHERE THERE ARE NO CHILDREN/YOUNG PERSONS PRESENT.

Lesser forms of misconduct involving a worker in a child protection incident where the member of staff’s actions or behaviour are inconsistent with children’s welfare should be reported and dealt with under the ordinary misconduct provisions of the Disciplinary Procedure, with appropriate records made in the person’s file. Social Services should be informed if the matter is related to child protection, and it is possible they may express a view on the person’s suitability to continue to work within the project. Each case will be individual and judged on its own merits.

Review of this Policy

The management shall review this policy, its effectiveness and regarding its implementation every two years and ensure that the views of staff, paid and voluntary are sought and reflected in such a review process, and that any statutory authority input is sought as appropriate.

These guidelines have been drawn up with reference to the Children Act (2004), the National Guidance Working Together to Safeguard Children (2010), the Munro Review of Child Protection (2011) and the Charities Commission guidelines.

References

https://www.education.gov.uk/publications/eOrderingDownload/00305-2010DOM-EN.pdf

HM Government, Department of Education. Munro, E. (2011) The Munro Review of Child Protection: Final Report A child-centred system.

Department for Education and Skills (2004) Every Child Matters: change for children. London: Department for Education and Skills

Company name:  
**ANTHONY DAVIES CHILDHOOD BEREAVEMENT LTD**  
Company number:  
**15923170**  
Company type:  
**Private Limited by Guarantee – not for profit**

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