

## **Yorda Adventures Child Protection Procedures**

### **Aims and Principles**

The operations team and staff of Yorda Adventures recognise our contribution to safeguarding children. We recognise that all staff members including volunteers have a full and active part to play in protecting our service users from harm.

All staff and operations team believe that our services should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child. We know that children with disabilities are the most likely to suffer abuse and least likely to be able to report it. We therefore recognise that Yorda Adventures plays a significant part in the prevention of harm to our children by providing good lines of communication with trusted adults, an ethos of protection and working to increase their self-esteem.

We recognise that parents of children with disability are under increased stress, it is an incredibly challenging role. The key aim of our organisation is to support families and parents well-being is key to this. We strive to create trusting relationships with parents, where we can openly share ideas and information about the child and be a supportive partner in nurturing the child's development.

Parents/carers of disabled children may have a wide network of professionals and others to provide support for medical and intimate care needs. The large number of adults involved and the nature of the care required, increases the risk of disabled children's exposure to abuse. It is also difficult to maintain physical boundaries to protect the 'space' of children: i.e. damaging, demeaning or restricted treatment. Disabled children may be guided to accepting others as having access to their bodies.

We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless and humiliated. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

We recognise that our service may provide stability in the lives of children who have been abused of who are at risk of harm. Therefore our procedures for safeguarding children will be in line Kingston LSCB procedures detailed in the London Child Protection Procedures July 2005 and we are committed to the following principles.

### **The aims of this policy are:**

- To support the child's development in ways that will foster security confidence and independence

- To raise the awareness of both paid and unpaid staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- All members of staff develop their understanding of the signs and indicators of abuse and how to respond to a child who discloses abuse.
- To provide systematic means of monitoring children known or thought to be at risk of harm
- To emphasise the need for good levels of communication between all members of staff
- To develop a structured procedure within Yorda Adventures, which will be followed by all members of staff in cases of suspected abuse
- To develop and promote effective working relationships with other agencies and care providers especially schools and social services.
- To ensure all adults within our setting who have access to children have been checked as to their suitability. All employed staff must have an enhanced CRB check.
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures
- To listen to and support parents and share ideas and information.

### **Child protection procedures**

#### **All Staff and Volunteers:**

##### **Responsibility**

- Communicate with parents and other services honestly and openly, or ask a member of operations team to do so.
- Communicate any concerns about a child to a member of the operations team and be prepared to fill in relevant paperwork with assistance.
- Be aware that any child protection information is strictly confidential and must only be shared on a need to know basis, decided on by the designated LEA CP member of staff.

##### **Training**

- In recognition of the “Working Together to Safeguard Children” (2010) guidance all staff will work within the Royal Borough of Kingston’s LSCB good practice guidelines. See table in appendix at end of policy
- Will be given a copy of this policy and the procedures and must read it as part of their induction.
- Attend mandatory training about safeguarding level 1 basic awareness (CP) during induction. Attend mandatory, more in depth, multi -agency sessions about (CP) within first year.
- We have a designated member of staff who undertakes regular training as the Child protection Officer to at least level 4
- We have a member of staff who will act in the designated member of staff’s absence.

##### **Creating an ethos and environment**

- At all times encourage children’s self-esteem and self-assertiveness.

- Promote a caring, safe and positive environment.
- All staff should be aware of their duty to raise concerns, where they exist about the attitude or actions of colleagues.
- Establish and maintain an ethos where children feel secure, are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult whom they can approach if they are worried or in difficulty.

#### **Operations Team will attend level 2 training**

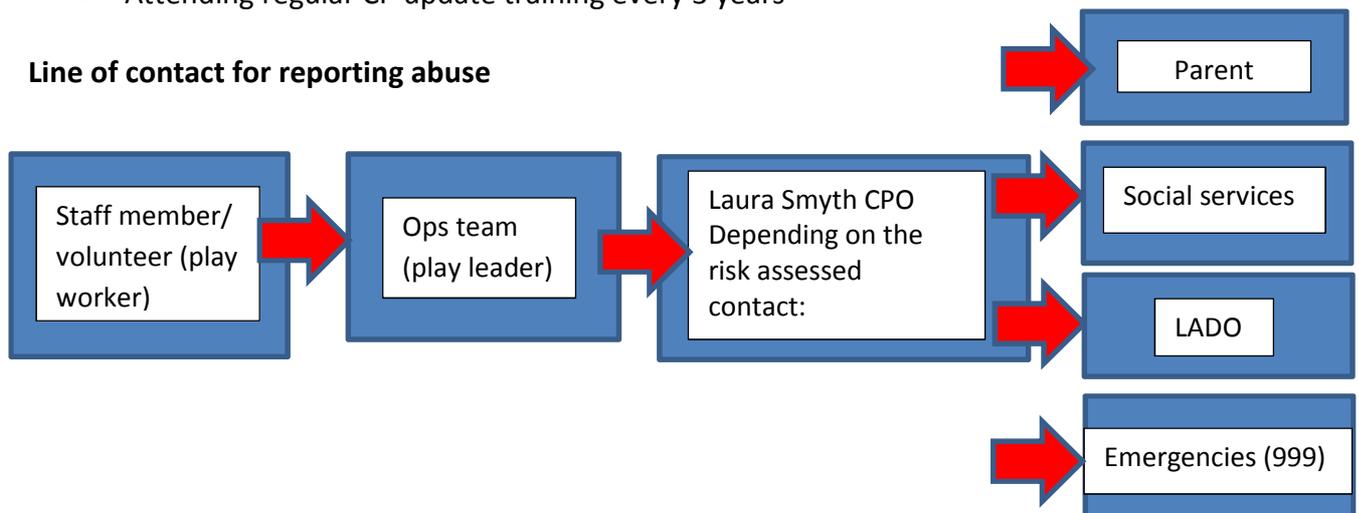
- Review policies and procedures as required minimum of once every two years.
- Ensure documentation is completed and stored confidentially within the locked cabinets at the Yorda Office.
- Notifying Social services (SPA or designated social worker) as soon as there is a significant concern.
- Recognise that staff working at Yorda Adventures who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the designated member of staff and to seek further support as appropriate.
- Ensure staff have access to the right level of training and it is completed.
- Ensure volunteers and staff who have not yet received their enhanced DBS check are never left alone with children and do not undertake any personal care tasks.
- Build and maintain a trusting and honest relationship with parents.
- Ensure parents/carers are aware of our responsibilities to child protection, via parent pack and home visit.

#### **Designated Member of Staff trained to level 4**

- Adhering to the LCPP procedures about possible abuse.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from other records.
- Ensuring that an indication of further record keeping is marked on the general records.

- Notifying Social services as soon as there is a significant concern.
- Disclose any information about a child to other members of staff on a need to know basis only.
- Referring to children’s social services, or in the case of suspected abuse from staff members from any service contacting Kingston LADO officer.
- Liaising and working together with all other support services and those agencies involved in safeguarding children.
- Attending regular CP update training every 3 years

**Line of contact for reporting abuse**



**Allegations Against Staff**

We understand that a child may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Play Leader.

The Play Leader on all such occasions will discuss the content of the allegation with the LEA lead officer for child protection. (LADO Dr Ming Zhang 0208 547 5243 )

If the allegation is made about the Play Leader the member of staff must contact one of the operations team.

If the allegation is about a member of staff from another service this must be discussed with the LEA lead officer for child protection.

Staff will have access to the grievance and complaints policy which outlines what happens is an allegation is made.

**Bullying**

Our stance on bullying is set out in our Equal Opportunities Policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

**Racist Incidents**

See above.

**Health & Safety and Personal Care**

Our health & safety policy, set out in a separate document, reflects the consideration we give to the protection of our children at all times.

### **Physical Intervention**

Our policy on physical intervention by staff is set out our Managing Challenging behaviour – Restraint & Violence Against Staff policy and acknowledges that staff must only ever use physical intervention as a last resort and that at all times it must be the minimal force necessary to prevent injury to another person. We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

### **Touch Cues and other Physical Contact**

Documented touch cues and physical prompts that we use with children are in their child profiles. Parents can review these profiles and can make any necessary changes.

#### *Escorting*

We use escorting to help our children transition from A to B. Where possible we encourage independence skills where children will transition without the need for escorting. We use escorting, which is linking arms with the children and young people, in busy areas, near roads and where necessary to keep them from harm.

#### *Touch Cues*

In order to widen communication for children and young people, we may use touch prompts. This may involve touching feet as a prompt to put on shoes and socks or doing hand over hand work in art or eating to teach motor function.

#### *Massage Techniques*

Often with the children and young people we work with, deep pressure and massage are key ways to calm and relax. We use foot rubs, foot soaks, deep pressure on the shoulders and back and exercises using gym balls.

### **Use of mobile phones**

Yorda Adventures is aware of the use of smartphones in some cases of abuse and therefore do everything in their power to limit this from becoming a possibility. Playleading staff who need to regularly use a mobile phone within Yorda Play projects therefore all have phones without cameras or video options. However in situations where we are taking the children in public we have deemed it necessary for all members of staff to bring their personal phones in case of emergencies as we cannot provide phones for them. In order to limit the potential for using phones for abuse Yorda Adventures remains in groups whilst off base and staff are aware that they must not use their phone for anything over than an emergency call to the play leader.

Policies and Procedures



Appendix : „Working Together to Safeguard Children“ (2010) groups audiences together based on their degree of contact with children and/or parents/carers and their levels of responsibility, in order to assist with the identification of training and development needs.

These groups are:

1 .Staff in infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect.

For example, librarians, GP receptionists, community advice centre staff, groundsmen, recreation assistants, environmental health officers.

2. Those in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers including all health clinical staff, who may be in a position to identify concerns about maltreatment, including those that may arise from the use of CAF.

For example, housing, hospital staff, YOT staff and staff in secure settings, the police other than those in specialist child protection roles, sports development officers, disability specialists, faith groups, community youth groups, play scheme volunteers.

3.Members of the workforce who work predominantly with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns.

For example, paediatricians, GPs, youth workers, those working in the early years sector, residential staff, midwives, school nurses, health visitors, sexual health staff, teachers, probation staff, sports club welfare officers, those working with adults in, for example, learning disability, mental health, alcohol and drug misuse services, those working in community play schemes.

4 Members of the workforce who have particular responsibilities in relation to undertaking section 47 enquiries, including professionals from health, education, police and children’s social care; those who work with complex cases and social work staff responsible for co-ordinating assessments of children in need.

5 Professional advisors named and designated lead professionals.

6 Operational managers at all levels including: practice supervisors; front line managers and managers of child protection units.

7 Senior managers responsible for the strategic management of services; NHS board members.

8 Members of the KLSCB including: board members; independent chair; directors of children’s services; elected members; lay

members; members of executive and sub/task groups; business support team; inter-agency trainers.