

Tilehurst Junior Youth Club

Child Protection Policy

Policy Statement

The staff, volunteers and management committee are committed to ensuring that all children attending the club and its activities are well cared for, safe and protected. Staff and volunteers are required to be watchful for signs and symptoms of physical abuse, social abuse, emotional abuse, sexual abuse and neglect.

Guidelines

The Club Leader operates as the named/designated person for all Child Protection issues arising at the club.

The Reading Borough Council Child Protection handbook must be kept at the club and be available to all staff and volunteers. The Club Leader has a duty to familiarise him or herself with the advice in the handbook and to ensure that the handbook is kept up to date.

Staff and volunteers have a duty to immediately inform the Club Leader of any issue related to child protection, which come to their notice.

The Club Leader shall also offer advice in cases where there is some doubt as to whether an issue is one of child protection or not. It is the duty of the Club Leader to discuss any borderline cases with the Chairman of the Management Committee to ensure that appropriate and informed decisions can be made. The Chairman may advise referral to an external organisation, such as Reading Borough Council, the Police or Social Services for advice on the appropriate action to be taken.

Procedures

(A full and more detailed version of these procedures is contained within the Red RBC Handbook)

- If you have any reason to suspect a child has been abused you should listen and only ask the minimum of questions. It is your role to clarify issues; it is the role of Police and Social Services to investigate (if too many questions are asked it may prejudice any action the Police or Social Services wish to take).
- Reassure the child that it is not his/her fault
- Tell the child that you need to talk and get advice from someone else
- Talk to the Club Leader immediately. (Dennis Morgan - 0771-2455900). Early referral allows others more time to arrange for protection of the child
- Make careful and detailed written notes of all that has happened and been said in a data sensitive book.
- Make a drawing showing location and size of any injuries
- If you are contacted by someone outside the club do make sure that you seek advice from the Club Leader before giving any information. Take details of the caller and arrange to call them back. The Club Leader will advise how to proceed.
- The Club Leader should make any contact with parents, guardians, Police or Social Services as appropriate. (Note : in the case of any sexual abuse or deliberate injury where parents may be suspected contact should be to Social Services and NOT to parents or guardians)
- In a case of physical injury and where emergency medical treatment is necessary this should be arranged immediately. If abuse is suspected the Club Leader should advise any attending doctor.
- Where physical injury or neglect is suspected but falls short of the need for emergency treatment the Club Leader should speak with the parent/guardian and suggest that medical attention is sought or that help should be sought from Social Services. If the parent/guardian is unwilling to seek help and there is real concern the Club Leader should contact Social Services.
- In the event of allegations or suspicions of sexual abuse the Club Leader should contact Social Services or the Police and not discuss with parent/guardians or anyone else.
- If the suspected abuse in any way involves the Club Leader contact the Chairman of Management Committee by phone immediately (Clive Taylor on 0118 9625917 or 07710 874907) or if he cannot be contacted call Social Services – see phone numbers below
- Suspicions of abuse should not be discussed with anyone other than the Club Leader or as described in this document.
- It should be noted that it is the right of any individual to make direct referral to child protection agencies although we hope the staff and volunteers will use the procedure outlined above.
- It is unacceptable for any member of staff or volunteer to engage in any behaviour, which might allow a sexual or otherwise unhealthy relationship to develop with any club member or junior helper, for as long as they work at the club and as long as any relationship of trust continues. If any such behaviour is observed it should be reported to the Club Leader who should take immediate action.
- Social Services can be contacted on 0118 9553600 during working days 09.00 to 17.00 and out of hours on the emergency number 01344 786 543

Appointment of Youth Workers

A selection process including interviews involving the Club Leader and at least one management committee member must be undertaken.

The interview must include discussion of the applicants previous work with children and discussion on the safety and welfare of children

All applicants must complete an application form before appointment. Proof of identity must be provided by the applicant (e.g. passport and birth/marriage certificate) and a declaration of conviction, charges or cautions in relation to any offence.

All appointments of volunteers and paid staff must be subject to a satisfactory CRB check

Two satisfactory references from non-relations of the applicant must be received and wherever possible these should be from members of organisations involving children where the applicant has previously and most recently worked

6th October 2004