

Confidentiality will be maintained at all times

Strategy Meeting

A plan of action should be agreed with the various departments/services above before any further action is taken and the advice and guidance of those services should and will be followed.



Children and Young Persons Policy



For more information or a question about this policy contact DCFL on 01442 251930 or email policy@dcfl.org.uk



DCFL is a trading name of Hertfordshire Community Learning
Charity Registration: 1164867

June 2017

Background and Policy

By nature of our work we assist those in society who may be vulnerable, perhaps because of their age, physical or mental ability or ill health. Whilst DCFL does not work with, or have the care of children, DCFL does come into contact with, or may, from time to time, use the services of young people as voluntary helpers. Therefore, as a matter of good practice, we will adopt the recommendations set out by the Charities Commission as they refer to **The Protection of Children Act 1999**.

Recruitment

Irrespective of whether volunteers come into contact with young children we will adopt a practice of ensuring that all volunteers, staff, employees etc (hereinafter referred to as 'staff'), will, at DCFL's discretion, be subject, prior to appointment, to a full check via the Disclosure and Barring Service and that, as part of the induction process, will be made aware of the absolute importance of these policies etc.

Young persons as volunteer helpers.

It is recognised that it can be of both educational and social benefit for young persons to be involved with more disadvantaged groups within the community. As such when/where requested we welcome volunteer assistance from young persons. Before doing so however we will advise an individual young person's parent or guardian of the type of tasks involved and seek their approval.

In recognition of educational requirements a young person will not normally assist us for more than two hours on a school day, unless such assistance, in itself, forms part of the young person's recognised educational curriculum.

Policy Principles

- the welfare of any child or young person is paramount.
- all children and young persons have the right to protection from abuse.
- any and all suspicions or allegations will be taken seriously and action taken immediately
- all staff have a duty to report any suspicions immediately
- If any such concerns arise then such issues shall be reported immediately to the appropriate person.

Issues requiring referral

Any of the following issues involving a child or young person and any member of staff will require referral. Depending upon circumstances other issues may warrant referral also.

Physical Abuse:

If a child or young person sustains an injury as a result of an act or omission.

Sexual abuse:

- unlawful sexual intercourse. Any such, with a child or young person under

the age of 18, may be a criminal activity.

- any act of indecency or request to carry out an indecent act.
- any inappropriate relationship or behaviour
- inappropriate language or comments

Emotional abuse

- shouting, swearing, abuse, malicious gossip.
- public reprimand/humiliation
- victimisation
- belittling or patronising comments

On receipt of an allegation

Any allegations should be reported to the Designated Safeguarding Officer (Linda Nateghi) and the relevant venue manager **immediately**. If/where any incident is alleged to have taken place on school premises, or where we may be operating as a result of a liaison with a school, the relevant Head teacher of the particular school should be advised also

Action to take - use the '5 R's' guide

Recognise:

- Signs and indicators in the learner that may cause you to be concerned that they are being abused
- AND behaviour of the potential abuser that may cause you to be suspicious

Respond:

- Listen
- Ask open questions not leading questions
- Do not make promises
- Do be clear about what happens next – usually referral
- Don't panic

Record exactly what was said and the observations of the individual

Report to your Designated Safeguarding Officer (DSO) Linda Nateghi – 01442 902055 or Deputy Safeguarding Officer, John Dilks 01442 902055

Refer – this is done by the DSO, to another agency or organisation, such as

- Children, Schools & Families: **0300 123 4043** (including out of hours), or **the Child Abuse Investigation Unit on 0845 33 00 222**
- Advise the Head Teacher of the appropriate school where/if the incident occurred as a result of our liaison with the particular school.
- where/if we are operating as a result of our liaison with a carer, either individual or an organisation, the relevant responsible individual will be advised.