



## Day of the Girl Norwich

### Child Protection Policy

#### Statement of Purpose

The introduction of this Child Protection Policy should highlight the fact that Day of the Girl Norwich are determined to ensure that all necessary steps are taken to protect from harm, those children and young people who participate in activities organised by that Day of the Girl Norwich

This policy establishes the group's position, role and responsibilities and clarifies what is expected from everybody involved within the Day of the Girl Norwich. It very clearly highlights the importance placed by that Day of the Girl Norwich in the protection of children and young people.

Every child and young person who participates in activities organised by that Day of the Girl Norwich should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in this group.

Day of the Girl Norwich recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional abuse, neglect and bullying. It is determined to meet its obligation to ensure that Day of the Girl Norwich provide opportunities for residents to do so, with the highest possible standard of care.

Day of the Girl Norwich is committed to supporting and upholding the rights of girls and young people.

#### Aims:

Day of the Girl Norwich will ensure that:-

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

- All members and volunteers have a responsibility to report concerns to the delegated responsible officer.

## **Key Principles**

Day of the Girl Norwich will take responsibility for

- Respecting and promoting the rights, wishes and feelings of children and young people
- Encourage all volunteers to adopt best practice to safeguard and protect children and young people from abuse
- Abide by the appropriate codes of conduct and the Child Protection Policies and Procedures outlined within this document
- Respond to any allegations appropriately
- Regularly review the policy.

A child is defined as a person under the age of 18 (The Children Act 1989).

## **Promoting Good Practice**

All group members agree to adhere to standards of good practice as outlined below. All suspicious cases of poor practice should be reported to the organisation's named person responsible for child protection and the guidelines in this policy should be followed.

### **Good Practice means:**

- Always working in an open environment, where possible, avoiding private or unobserved situations and encouraging open communication
- Treating all young people equally with respect and dignity
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with service users (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child)
- Building balanced relationships based on mutual trust and empowering children to share in decision making
- Keeping up to date with training, qualifications and insurance.
- Involving the community.
- Recognising the developmental needs and capacity of young people

- Keeping a written record of any injury that occurs, along with the details of any treatment given

The Committee will endeavour to ensure all volunteers follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated person for child protection
- Ensure every member and volunteer knows the name of the designated person responsible for child protection and their role.
- Ensure all volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person responsible for child protection.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a volunteer.
- Ensure safe recruitment practices are always followed

### **What should you do if a young person reports abuse to you:**

If someone discloses that they are being abused, then upon receiving the information you should:

- React calmly
- Reassure the child that they were right to tell and that they are not to blame and take what the child says seriously
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask about explicit details
- Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments
- Inform the child/young person what you will do next
- Make a full and written record of what has been said / heard as soon as possible and don't delay in passing on the information.

- Talk to your designated person as soon as possible

**The report will include the following:**

- The child's name, age and date of birth
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation, including dates, times and special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents

**What Day of the Girl Norwich will do next:**

It is not our responsibility to decide whether abuse has taken place or not, however we will pass on the information to the appropriate authority.

Write down all of the information so that if we are asked at a later time we can produce a written report.

Severe and obvious cases of abuse will be reported immediately.

Services for Children and Young People, Children's Social Care, have a statutory duty under The Children Act 1989 to ensure the welfare of a child. When a child protection referral is made, they have a legal responsibility to investigate and all agencies have a duty to co-operate with those investigations. This may involve talking to the child and their family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. Clearly then concerns about children must not be taken lightly.

The protection of children is paramount and if we have any concerns about a child being abused or neglected we will contact: the police.