



# The Creighton Centre

A small charity with a big impact

## Child Protection Policy Summary



This policy has been revised to incorporate recent guidance from the Charity Commission – see link <https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>

This policy is primarily concerned with staff and volunteers who work regularly with children or young people in paid or unpaid work.

See also

- Code of Behaviour for Staff and Volunteers
- Safeguarding Children Procedures

The procedures outlined in this policy are to assist The Creighton Centre and our staff and volunteers in the protection of children or young people by identifying clear instructions in accordance with the legislative framework.

- Guidelines for staff on Safeguarding Children

This guidance is particularly aimed at our frontline staff – people working in the community and in clients' homes. Frontline staff have access to areas of clients' lives that other The Creighton Centre colleagues and outside professionals do not, and we recognise that they might be the first line of defence for vulnerable people. All our staff should make sure that they read and understand these guidelines. In particular, staff must be aware of the possible signs of abuse, and know what they must do if they suspect abuse.

## 1 Definition

### 1.1 Who is covered by this policy?

This policy is primarily concerned with staff and volunteers who work regularly with children or young people in paid or unpaid work.

### 1.2 What is child abuse

Child abuse is a general term used about situations where a young person under the age of 18 may experience harm as a result of the behaviour of someone in a position of greater power. It is important to remember that young people over 18 may still be deemed vulnerable in certain circumstances.

The abuse may be the result of a deliberate act or of a failure on the part of a parent or carer to act and/or provide proper care e.g. a foster parent, a staff member in a youth setting, an acquaintance or a stranger – they may be an adult or a young person.

The Creighton Centre is involved in services and activities that are run by adults for young people. We aim to prevent any abuse taking place and to deal promptly and properly with any allegations of abuse made about our staff, volunteers or others outside the organisation.

Child protection professionals identify four categories of abuse:

- physical
- sexual
- emotional
- neglect
- Brief descriptions are given in Guidelines for staff on Safeguarding Children

### 1.3 Recognising the signs and symptoms

There are many indicators of abuse - both physical and behavioural. No child or young person will demonstrate all signs simultaneously, and none of the signs individually or in any combination conclusively indicate abuse, so it is often difficult to detect and is seldom clear-cut.

Our staff and volunteers see individual children or young people over prolonged periods of time and it is important that all concerns of possible abuse, however vague, be shared with co-workers



and with the project manager. In this way, if there is a possibility of abuse, it will become clearer by pulling together the different threads.

- Some of the likely signs and symptoms of each category of abuse are listed in Guidelines for Staff on Safeguarding Children

## 2 Safeguarding Children Policy statement

The Creighton Centre is committed to ensuring the health, safety, welfare and development of all young people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All participants who take part in The Creighton Centre projects should enjoy taking part in these without fear of harm. We guide staff and volunteers to show respect for, and understanding of, young people's rights and their safety and welfare and, by so doing, conduct themselves in a way that reflects our principles.

This is a pro-active policy designed to prevent harm, injury or abuse to the child or young person and to ensure swift, decisive action to counteract any danger to the child or young person. We will endeavour to safeguard children or young people by:

- adopting child or young person protection guidelines through procedures and a code of behaviour for staff and volunteers;
- sharing information about child or young person protection and good practice with children or young people, parents and carers, staff and volunteers;
- sharing information about concerns with agencies who need to know, and involving parents and children or young people appropriately;
- following carefully the procedures for recruitment and selection of staff and volunteers;
- providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice at regular intervals.

The Creighton Centre can confirm that it has adequate insurance cover for all the activities which it undertakes.

## 3 Prevention of abuse

Protecting children or young people is not just about policing or investigating the possibility of abuse, it is also about preventing it. We have put in place procedures to ensure that:

- candidates applying for jobs with us are thoroughly checked for their suitability;
- key staff are responsible for child or young person protection issues;
- staff and volunteers fully understand the code of behaviour they are required to follow in their dealings with children or young people;
- both the policy and practice are reviewed regularly.

### 3.1 Recruitment & selection

We thoroughly check the suitability of all successful applicants for posts involving regular work with children or young people. The Creighton Centre will make sure that:

- potential abusers are deterred from joining the organisation and the risk of harm to children or young people in our care is therefore reduced;
- job applicants are well informed about posts and about child or young person protection issues;
- staff and volunteer applicants are asked to consent to criminal record checks being carried out to disclose any convictions or cautions. A refusal to give consent for these checks will jeopardise the offer of a job or a voluntary role with us;
- Job offers and volunteer placement offers are made subject to satisfactory DBS disclosures, in line with The Creighton Centre's policy on working with ex-offenders;
- DBS checks are repeated every three years to ensure that information remains up to date;



- short listed applicants for paid posts undergo a panel interview during which questions about previous experience of working with children or young people are discussed and an explanation for any gaps on their applications sought;
- at least two references who are not family members and who ideally have first-hand knowledge of the applicant's experience of work or contact with children or young people are taken up on each staff member or volunteer;
- children or young people and their parents/carers can have confidence in our staff, whether paid or voluntary;
- we can make a fair assessment of the applicant's suitability for the post;
- we comply with regulations and agreed good practice throughout the recruitment process.

## 3.2 Training & development

Staff and volunteers will receive induction training to familiarise them with the organisation and how it operates. An important aspect of the induction process is to familiarise the new employee with our child or young person protection policy and code of behaviour and how these are relevant to every day work. It will cover raising awareness of what constitutes abuse, things that should alert workers to the possibility of abuse, reacting and responding, who to tell and about dealing with issues of confidentiality.

Through line management and supervision, an assessment is made of what skills each employee has and gaps are identified. Training will be given as appropriate.

## 3.3 Code of behaviour

Every member of staff and volunteers who work with children or young people need to be aware of their roles and responsibilities in relation to the children or young people they are dealing with and to have clear guidelines under which to operate. The Code of Behaviour clarifies what is acceptable and what is not acceptable and all staff and volunteers will be asked to sign a copy of it to confirm that they have received it and understood their responsibilities under it. Our code is based on the following principles:

- everyone is treated with respect;
- the best interests of the child or young person are paramount over any other concern;
- the environment must be such that children or young people feel safe and valued;
- adults should be sensitive to child or young person protection issues in all that they say and do;
- all staff and volunteers should protect The Creighton Centre's reputation by following these procedures at all times.

Our staff and volunteers are expected to work in a manner consistent with these principles and to report any breaches of the code by colleagues.

## 3.4 Review of policy and procedures

The Creighton Centre will monitor the effectiveness of this policy and practice by regularly reviewing best practice in relation to selecting, training and supervising our staff and volunteers; regularly checking that parents, children or young people, staff and volunteers know how to report any concerns to us; and checking how incidents were dealt with and information monitored.

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Revision History		Version Included in Staff Handbook:	2.3	Sept 2023
Date	Version	Approved By	Comment	
08 2017	2		Updated	
07 2021	2.1		Reformatted with document split into Policy, Procedure & Guidelines	
11 2021	2.2	Board	Reviewed and approved by Board	
09 2023	2.3		Organisation name and abbreviation changed to The Creighton Centre, content not changed	