

EXTRACT FROM

'LONDON CHILD PROTECTION PROCEDURES' - 03

All voluntary agencies and groups (some of which undertake work commissioned by local authorities) should be encouraged and supported by local authorities to develop child protection procedures consistent with these procedures.

The agency / group should ensure that all staff and volunteers:

- Have been checked for suitability for working with children and understand the extent and limits of the volunteers role
- Are sensitive to the possibility of child abuse and neglect in all environments in which they have responsibility for children
- Have access to training opportunities to promote their knowledge
- Know how to report any concerns they have about possible abuse or neglect
- Are vigilant about their own actions so they cannot be misinterpreted

The agency /group should:

- Have guidelines about the care of children in the absence of parents, which respect the rights of the child and the responsibilities of the adults towards them
- Have guidelines about safe caring practices e.g. not being alone with children without alerting others to the reason, ensuring all allegations, however minor, are reported to the agency/group manager/leader
- Nominate a senior member of staff to take responsibility for drawing up and maintaining policy for child protection
- Promote and maintain links with local statutory agencies in relation to both general and specific child protection matters

Where independent agencies have a formal relationship with statutory ones, e.g. subject to registration and inspection or contracted to provide services, the statutory agencies may reasonably be expected to provide clear advice and assistance.

Whenever there is concern that a child has been abused or neglected a referral must be made without delay to the duty social worker for the area in which the child lives

The duty social worker may also be contacted for informal advice.

EXTRACT FROM

'WORKING TOGETHER TO SAFEGUARD CHILDREN' 2006

Roles and Responsibilities

The Voluntary and Private Sector

- Voluntary organisations and private sector providers play an important role in delivering services for children and young people including in early years and day care provision, family support services, youth work and children's social care and health care. Many voluntary organisations are skilled in preventative work and may be well-placed to reach the most vulnerable children, young people and families.
- Voluntary organisations also deliver advocacy for looked-after children and young people and for parents and children who are the subject of s.47 enquiries and child protection conferences. They offer for example: therapeutic work with children, young people and families, particularly in relation to child sexual abuse; specialist support and services for children and young people with disabilities or health problems; and services for children abused through prostitution and for children who abuse other children.
- Voluntary organisations also play a key role in providing information and resources to the wider public about the needs of children and young people, and resources to help families. Many campaign on behalf of groups on specific issues.
- Voluntary organisations often play a key role in delivering child protection plans.
- The voluntary sector is active in working to safeguard the children and young people with whom they work. A range of umbrella and specialist organisations, including the national governing bodies for sports, offer standards, guidance, training and advice for voluntary organisations on keeping children and young people safe from harm.
- Organisations in the voluntary and private sectors that work with children need to have the arrangements in place in the same way as organisations in the public sector, and need to work effectively with LSCBs. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children and how they should respond to child protection concerns in line with "What To Do If You're Worried A Child Is Being Abused"

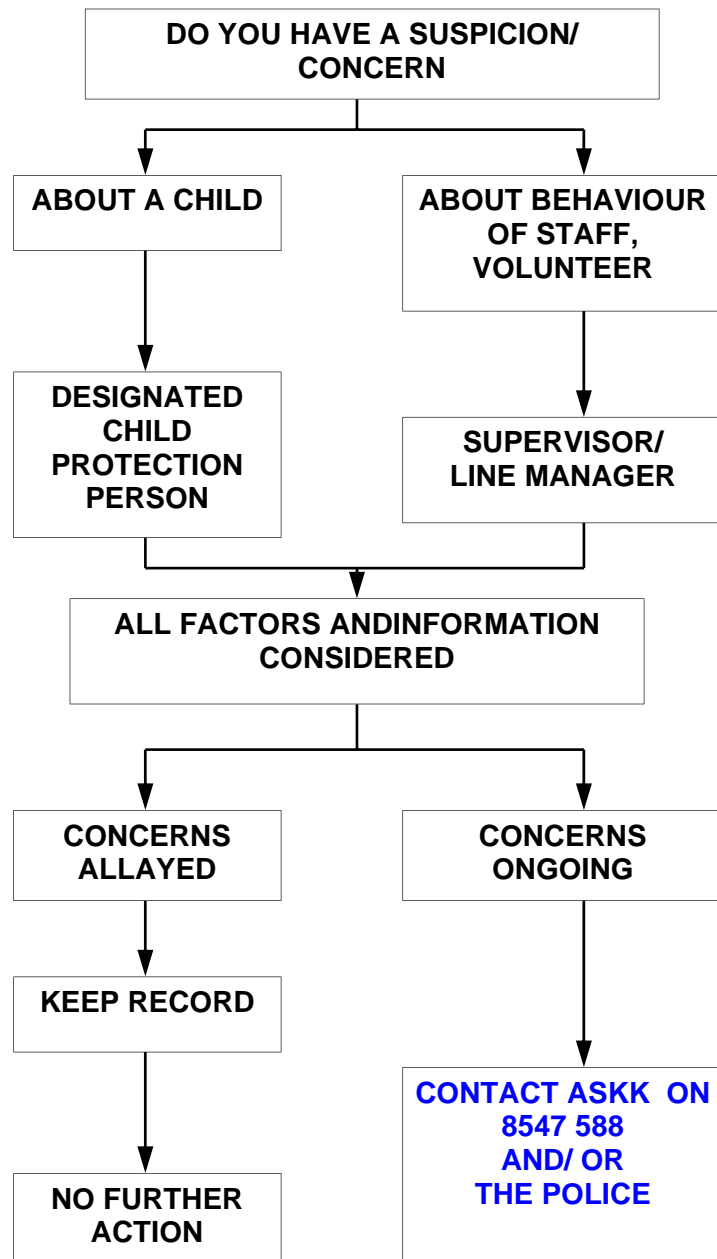
CHILD PROTECTION PROCEDURES for Voluntary Agencies



Managing Allegations and Concerns of Child Abuse



PROCEDURAL GUIDELINE



Handling Disclosures of Child Abuse

Stay calm

Listen carefully to what is said

Do not promise to keep secrets – find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others

Allow the child to continue at his/her own pace

Ask questions for clarification only, and at all time avoid asking questions that suggest a particular answer

Reassure the child /young person that they have done the right thing in telling you

Tell them what you will do next and with whom the information will be shared

Record in writing what was said, as soon as possible, using the child's own words –note date, time and names mentioned, to whom the information was given and ensure that all records are signed and dated.

Follow your child protection procedures without delay

REMEMBER: IT IS NOT YOUR DUTY TO INVESTIGATE

Handling Concerns of possible Child Abuse

Sometimes you will become concerned about a child's behaviour or injuries but the child may have not said anything to suggest that they have been abused:

- ◆ Be available and prepared to listen;
- ◆ Don't keep things to yourself; discuss your concerns with your manager or a colleague;
- ◆ Keep a written record of your concerns
- ◆ Don't relay on someone else to take action.

CONTACT NUMBERS

ASKK 020 8547 5888

SAFEGUARDING SERVICES TEAM 020 8547 6587

EMERGENCY OUT-OF HOURS DUTY TEAM 020 8770 5000

KINGSTON VOLUNTARY ACTION 020 8255 3335