



Liverpool Integrated Youth and Play Service Child Protection Policy

(Last Updated 2006)

Definition of Abuse

A child is considered to be abused, or at risk of abuse, when their basic needs are not met by avoidable acts of either commission or omission; in other words, there is a recognition that abuse is not necessarily a physical act but can occur through omitting to act.

Abuse can also involve exposing children to activities that are, in themselves, abusive (this can include pornography grooming etc).

The four main types of abuse are:-

Physical, Emotional, Sexual and Neglect.

SAFE FROM HARM

In 1993, the Home Office published "Safe from Harm", a Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales".

This document outlines 13 principles which underpin the Child Protection processes and procedures in place within Play and Youth work.

Although initially developed to support voluntary organisations, the guidelines are applicable to all settings working with children and young people. The Code of Practice supports and enhances existing legislation (e.g. the Children's Act 1989). There is a very clear emphasis on establishing good practice and on working positively to ensure the safety and wellbeing of the Children and Young People, we, as a service work with.

It is a foundation stone of Play and Youth work that we seek to promote and develop positive relationships with those using the Service.

To enable this, it is imperative that we possess an understanding of the context within which we work, and of the importance of participation and appropriate systems support for children and young people.

Safeguarding Children and Young People is integral to promoting their welfare, clearly, safeguarding or protecting a child is a significant aspect of promoting that child's welfare.

Any agency or professional who believes that a child is suffering or at risk of suffering **SIGNIFICANT HARM** has a **DUTY** to refer those concerns to Children's Services.

Clearly, if our role is carried out appropriately, Children and Young People are increasingly likely to place their trust in us.

As a service, we actively promote the rights of all Children and Young People to an environment which is physically and emotionally safe and which promotes their wellbeing.

THE GUIDELINES

THE FOLLOWING PRACTICE PRINCIPLES HAVE BEEN EXTRACTED FROM 'SAFE FROM HARM, A CODE OF PRACTICE ...' EACH PRINCIPLE IS EXPANDED AND PUT INTO CONTEXT WITHIN THE FOLLOWING PAGES.

1. ADOPT A POLICY STATEMENT ON SAFEGUARDING THE WELFARE OF CHILDREN.
2. PLAN THE WORK OF THE ORGANISATION SO AS TO MINIMISE SITUATIONS WHERE THE ABUSE OF CHILDREN MAY OCCUR.
3. INTRODUCE A SYSTEM WHEREBY CHILDREN MAY TALK WITH AN INDEPENDENT PERSON.
4. APPLY AGREED PROCEDURES FOR PROTECTING CHILDREN TO **ALL PAID STAFF AND VOLUNTEERS.**
5. GIVE ALL PAID STAFF AND VOLUNTEERS CLEAR ROLES.
6. USE SUPERVISION AS A MEANS OF PROTECTING CHILDREN.
7. TREAT ALL WOULD BE PAID STAFF AND VOLUNTEERS AS JOB APPLICANTS FOR ANY POSITION INVOLVING CHILDREN.
8. GAIN AT LEAST ONE REFERENCE FROM A PERSON WHO HAS EXPERIENCE OF THE APPLICANT'S PAID WORK OR VOLUNTEERING WITH CHILDREN.
9. EXPLORE ALL APPLICANTS' EXPERIENCE OF WORKING OR CONTACT WITH CHILDREN IN AN INTERVIEW BEFORE APPOINTMENT.
10. FIND OUT WHETHER AN APPLICANT HAS ANY CONVICTION FOR CRIMINAL OFFENCES AGAINST CHILDREN.
11. MAKE PAID AND VOLUNTARY APPOINTMENTS CONDITIONAL ON THE SUCCESSFUL COMPLETION OF A PROBATIONARY PERIOD.
12. ISSUE GUIDELINES ON HOW TO DEAL WITH THE DISCLOSURE OR DISCOVERY OF ABUSE.
13. TRAIN PAID STAFF AND VOLUNTEERS, THEIR LINE MANAGERS OR SUPERVISORS AND POLICY MAKERS IN THE PREVENTION OF CHILD ABUSE.

GUIDELINE 1.

ADOPT A POLICY STATEMENT ON SAFEGUARDING THE WELFARE OF CHILDREN.

All projects should adopt and actively promote a Policy Statement outlining their commitment to ensuring the safety and well being of children.

Individual Projects may choose to develop their own Policy Statement, but must ensure the clarity, accessibility and accuracy of the information made available.

It is fundamental that ALL members of the organisation should subscribe to this statement, and that appropriate training is carried out and regularly updated, to support it.

The Policy Statement should be clearly displayed where all children and young people can access it.

It is important that all users of the Project understand the commitment of the Project to working to minimise the potential for abuse.

WE ARE COMMITTED TO ENSURING THE SAFETY AND WELLBEING OF ALL USERS OF THIS PROJECT.

GUIDED BY THE 'SAFEGUARDING CHILDREN AND YOUNG PEOPLE' PRINCIPLES, WE WILL OPERATE GOOD WORKING PRACTICES, WHICH FULLY RECOGNISE OUR RESPONSIBILITIES TO PROTECT CHILDREN AND YOUNG PEOPLE FROM HARM.

WE SEEK TO PROVIDE AN ENVIRONMENT WHICH IS PHYSICALLY AND EMOTIONALLY SAFE, MANAGED BY TRAINED AND AWARE STAFF.

GUIDELINE 2.

PLAN THE WORK OF THE ORGANISATION SO AS TO MINIMISE SITUATIONS WHERE THE ABUSE OF CHILDREN MAY OCCUR

This is effectively, Risk Assessment carried out from a Child Protection perspective. By carrying out these processes thoroughly, and on an ongoing basis, risk to Children and Young People, and to members of staff, will be minimised.

The following points are for general guidance and outline a number of issues to be addressed. It will be necessary for every organisation to draw up their own processes and procedures which reflect their specific working environment. These should relate to their individual situation and should clearly indicate how issues will be addressed and by whom.

A sample Child Protection Risk Assessment sheet for reference is included in the appendix.

Guidance

- Children and Young People's concerns are taken seriously and treated appropriately.
- Children and Young People are aware of the organisation's policies and of its commitment to safeguarding Children and Young People.
- There is a safe space for Children and Young People to talk and to express their concerns, which minimises any risk to a child or member of staff.
- Indoor and outdoor provision and layout are considered from a Child Protection perspective.
- Ensure all staff are trained in Child Protection awareness and procedures.
- Ensure adequate supervision for all staff
- Ensure clear lines of accountability.
- Personal or intimate care needs should be carried out by two adults of the same gender as the child
- Ensure staff co-work wherever possible, staff members should not work on their own or in isolation with children and young people, within the setting.

- Ensure clear and specific Lone Worker guidelines and practices are in place.
- Health and Safety and Risk Assessment guidelines to be followed at all times.
- Do not transport children and young people alone, always ensure another member of staff is present.
- Do not allow the use of camera phones within the Project.
- Monitor and supervise any use of computers.
- Ensure computers are sited where they can be seen clearly by all.
- Develop protocols for use of the internet and digital photography.

This should include:

- Supervised usage
- Ensuring personal details are not given out on the net.
- Ensuring awareness of the potential dangers of some chat rooms
- Blocking access to certain sites
- Ensuring clarity over which sites should not be accessed
- Ensure the environment is free from danger and from hazard.
- Ensure all residential and day trips are subject to the 'Trips Out' processes and procedures.
- Treat all staff, paid or unpaid, in the same manner

Clearly, the above list is not exhaustive. There should be a recognition that this is a fluid process, dependent on the actual work carried out, staffing and of the particular use of specific spaces amongst other factors. The emphasis however, is in undertaking these processes in order to minimise any risk to children and young people's wellbeing.

OPERATIONAL FRAMEWORK THAT MUST BE IN PLACE

- Health and Safety
 - Policy and Procedures
 - Training for all staff
 - First Aid training
 - Annual Review
 - Lines of accountability

 - Risk Assessment
 - Policy and Procedures
 - Training for all staff
 - Lines of accountability
 - Recording / Reporting systems
 - Annual Review
 - Risk Assessment process based on Child Protection issues

 - Staff Identification
 - To be worn by all members of staff
 - Should be current
 - Photographs of all staff members to be displayed and be current
 - Photographs of Outreach and Detached staff to be displayed at local projects

 - Signing In/Out Book
 - To be completed for all visitors; to include name, time and reason for visit
- Childline Contact No:
NSPCC Helpline No:
Safeguarding Children
and Young People
Policy Statement:
- } To be clearly displayed and accessible to all children and young people

GUIDELINE 3.

INTRODUCE A SYSTEM WHEREBY CHILDREN MAY TALK WITH AN INDEPENDENT PERSON

It is recommended that all Projects display the CHILDLINE and/or NSPCC HELPLINE telephone numbers. Children and Young People are already likely to be familiar with these organisations and would see them as being truly independent from the Project.

This has obvious benefits if there were to be any issues of institutionalised or individual abuse within the Project.

It may be appropriate re: general comments or complaints to display the telephone number and first name of a contact individual who is seen as not having a direct connection with the Project.

If such a display is used, it should be accompanied by a short statement which clarifies the role of the contact person. It is imperative to convey to the Children and Young People using the Project, that they will be listened to and that responses will be appropriate to their needs.

CHILDLINE : 0800 111 (FREE)

NSPCC HELPLINE : 0808 800 50000 (FREE)

GUIDELINE 4.

APPLY AGREED PROCEDURES FOR PROTECTING CHILDREN TO ALL PAID STAFF AND VOLUNTEERS

However much we may want to we cannot assume that anyone can be excluded, safely from being a potential abuser. It is imperative therefore, that all those connected with the Project and its work, are subject to the same consistent safeguarding processes and procedures.

All staff, paid or unpaid, should undergo a full induction training programme. This should include: Child Protection, Risk Assessment; Health and Safety, Working Practices, Code of Conduct, lines of accountability and reporting and confidentiality.

The emphasis should be on the accessibility of the process, both in terms of layout/approach and language used.

Child Protection issues should also be addressed at team meetings, reflected in supervisory sessions, and remain constant in the day to day operational working of the project.

GUIDELINE 5.

“GIVE ALL PAID STAFF AND VOLUNTEERS CLEAR ROLES”

This is firmly rooted in good working practice. All staff should have clearly identified roles, with clear lines of accountability and job descriptions.

Job descriptions for all staff, paid or unpaid, should refer to the Project's policy for safeguarding the welfare of Children and Young People. Each worker should have a clear understanding of their responsibilities in protecting the wellbeing of children and young people.

It is not possible to cover all eventualities within any job description, but it will provide a framework to support training, supervision, staff development and a collective safe working practice.

GUIDELINE 6.

“USE SUPERVISION AS A MEANS OF PROTECTING CHILDREN”

Managers should have a practical awareness of how individual team members operate on a face to face basis within their work.

Establishing an open and trusting working environment which promotes for positive challenge will create opportunities to address issues and concerns raised.

e.g. if an individual child / young person is being single out in any way.

This process should not be seen as oppressive in any way. Rather, this is rooted in creating a culture in which all team members take an individual and collective responsibility for the safety and wellbeing of all children and young people who use the Project.

Regular, planned and supported supervision will enable the creation of a series of details and balances, providing a clear and unequivocal basis to child protection issues.

GUIDELINE 7.

“TREAT ALL WOULD BE PAID STAFF AND VOLUNTEERS AS JOB APPLICANTS FOR ANY POSITION INCLUDING CONTACT WITH CHILDREN”

This is firmly rooted in good working practice. The “Safeguarding Children and Young People” form and associated processes should be used in all instances.

We must recognise that it is not possible to identify a child abuser/potential abuser by how they look/talk etc. It is important that we adhere to processes both structural and working in order to minimise any opportunity for abusers to access the Children and Young People with whom we work.

GUIDELINE 8.

“GAIN AT LEAST ONE REFERENCE FROM A PERSON WHO HAS EXPERIENCE OF THE APPLICANTS PAID WORK OR VOLUNTEERING WITH CHILDREN”

Before an applicant is appointed to any post, references should be sought in writing. Clearly, this is already the case for paid employees and should be extended to unpaid members of staff.

Emphasis on the suitability of the individual to work with Children and Young People should be made explicit in the reference request.

If an applicant has no experience of paid or unpaid work with Children and Young People, a reliable person should be sought, who is able to comment on the applicant's relationship with others and their character.

A written reference may, for a variety of reasons, be unclear. When this occurs, it should be followed up by a telephone call and the suitability of the applicant to work with Children and Young People explored.

It is very important that the focus is on the suitability of the applicant for the post and there must be full cognisance of issues of Equality of Opportunity and Confidentiality.

GUIDELINE 9.

“EXPLORE ALL APPLICANTS EXPERIENCE OF WORKING OR CONTACT WITH CHILDREN IN AN INTERVIEW BEFORE APPOINTMENT”

All paid posts within the Play and Youth Service are subject to formal application processes, including interview, prior to any appointment being made.

Clearly, a significant element of this process is ascertaining the candidate's experience of working with Children and Young People and in what settings.

It is important that unpaid staff also undertake an interview during which their contact with, and experience of face to face with Children and Young People, can be explored. The individual's job description should provide a reference point for this, clearly stating their role in safeguarding the well being of Children and Young People within their work.

Supplementary and more searching questions should be used if any concerns are identified.

(See Appendix for sample interview questions)

It is important to note that people may not tell us the truth.

All references should be taken up prior to commencement of the post.

GUIDELINE 10.

“FIND OUT WHETHER AN APPLICANT HAS ANY CONVICTION FOR CRIMINAL OFFENCES AGAINST CHILDREN”

All posts which involve work with Children and Young People are EXEMPT from the Rehabilitation of Offenders Act 1974.

ALL posts within the Play and Youth Service are subject to satisfactory Criminal Record Bureau Disclosure processes.

This means that that applicant must declare **all** convictions as these may be of relevance to their suitability for a post.

Applicants **must** be informed that all posts are exempt from the Act, and be given assurance that any information provided will be dealt with confidentially and not used to discriminate against them unfairly.

CRB Checks will be carried out by the Local Authority (for statutory projects) or by appropriate umbrella organisations for Voluntary Sector projects.

CRB (Criminal Records Bureau) tel: 0870 9090811

See appendix for sample form

GUIDELINE 11.

“MAKE PAID AND VOLUNTARY APPOINTMENTS CONDITIONAL ON THE SUCCESSFUL COMPLETION OF A PROBATIONARY PERIOD”

All paid employment has legal probationary period expectations. Safeguarding Children and Young People and good practice necessitates these processes to be applied to all staff, paid or unpaid.

A clear job description and an outline of specific roles should be made available to all staff.

Throughout the probationary period, adequate supervision must be provided, this will be on a negotiated basis and more frequent than that offered to more experienced team members. Supervisory notes should be maintained, alongside observational records.

The appropriate senior worker should complete and return a Probationary Assessment form (see appendix for proforma). This will require an assessment of the staff member's suitability to continue work with Children and Young People.

The standard probationary period would normally last six months, with an appropriate induction training and support package put in place.

GUIDELINE 12.

“ISSUE GUIDELINES ON HOW TO DEAL WITH THE DISCLOSURE OR DISCOVERY OF ABUSE”

GUIDELINES ON HOW TO DEAL WITH A DIRECT DISCLOSURE.

- STAY CALM
- DO NOT REACT TO THE DISCLOSURE

The abuser may be a family member who the child probably still loves or had a close relationship with. It is important not to add additional negative feelings to what the child is already experiencing.

- DO NOT TELL THE CHILD THAT YOU CAN KEEP THIS INFORMATION SECRET.

It is important that the child understands that **you** cannot resolve this situation but you can find someone who can help.

- DO NOT TELL THE CHILD THAT YOU DON'T BELIEVE THEM.

This is precisely what the abuser will have told the child.

- DO NOT MAKE THE CHILD TELL ANYONE ELSE AT THIS STAGE.
- LISTEN, BUT DO NOT PROBE OR ASK LEADING QUESTIONS
- DO NOT QUESTION THE CHILD, BUT **DO** CLARIFY WHAT HAS BEEN SAID.
- DO NOT ASSUME THE ROLE OF COUNSELLOR
- USE LANGUAGE APPROPRIATE TO THE CHILD WHEN EXPLAINING WHAT WILL HAPPEN NEXT
- DOCUMENT, SIGN AND DATE **ALL** INFORMATION USING THE LANGUAGE THE CHILD HAS REPORTED THE INFORMATION IN
- DO NOT INTERRUPT OR MAKE ASSUMPTIONS
- INFORM YOUR LINE MANGER (USUALLY THE PROJECT'S SENIOR WORKER) THEY WILL CONTACT THE “INTEGRATED CHILDREN'S SERVICES” ON 233 3029 WHO WILL TRANSFER THEM TO SOCIAL SERVICES CHILD PROTECTION
- ENSURE CONFIDENTIALITY AT ALL TIMES

- DO NOT APPROACH THE ALLEGED ABUSER
- DO NOT PREVENT THE CHILD RETURNING HOME

IMPORTANT NOTES

- YOU **MUST** REPORT THE INCIDENT, FOLLOWING ALL PROCEDURES
- DO NOT ASSUME THE CHILD WILL BE TAKEN INTO CARE
- DO NOT MAKE PERSONAL JUDGEMENTS
- DO ENSURE THAT CONFIDENTIALITY AND PERSONAL BOUNDARIES ARE MAINTAINED.
- WHILE IT IS IMPORTANT THAT WORKERS CARE ABOUT ANY CHILDREN AND YOUNG PEOPLE THAT MAY DISCLOSE TO THEM, IT IS IMPORTANT THAT THE WORKER ADHERES TO PROCEDURES, AS THEY MAY, INADVERTENTLY PUT THE CHILD OR YOUNG PERSON AT ADDED RISK,
- SEEK SUPPORT FOR YOURSELF

GUIDELINES ON HOW TO DEAL WITH SUSPICION OF ABUSE

- DISCUSS WITH LINE MANAGER FOLLOWING CONFIDENTIALITY POLICY AT ALL TIMES
- IF THERE IS AN ACCEPTABLE EXPLANATION AND NO FURTHER CAUSE FOR CONCERN, RECORD THE INFORMATION AND KEEP IN A LOCKED FILE WITH ACCESS LIMITED TO SENIOR WORKER

IF CONCERN CONTINUES

- OBSERVE WHAT YOU SEE AND HEAR
- RECORD, DATE AND SIGN YOUR OBSERVATIONS
- THE LINE MANAGER WILL THEN CONTACT “INTEGRATED CHILDREN’S SERVICES ON 233 3029 TO BE REFERRED TO SOCIAL SERVICES
- DO NOT CONTACT THE CHILD OR FAMILY, SOCIAL SERVICES WILL CARRY OUT ANY FURTHER INVESTIGATION

GUIDELINES ON HOW TO DEAL WITH THE DISCLOSURE OF KNOWN ABUSE FROM A THIRD PARTY

- If it is a child or young person disclosing, follow the DISCLOSURE guidelines. Be aware that they may have been exposed to the abuse themselves and may need additional support.

- If an adult discloses, explain that Social Services will have to be informed, and explain, as far as possible, what will happen.

- Immediately inform your line manager

- Record, sign and date all information

- Ensure confidentiality

IMPORTANT NOTES

- To refer disclosure, or suspicion of abuse – telephone “INTEGRATED CHILDREN’S SERVICES” on 233 3029.

This Service will connect you to Social Services, Child Protection Unit

The service operates 24 hours a day

- Once a telephone referral has been made, this must be confirmed in writing within 24 hours
- Social Services will advise the reporting worker of the information to pass on to the Service Manager
- The written report, once approved by Social Services, will also be forwarded to the Service Manager
- If staff believe that a child is at immediate and serious risk, they should contact the Service Manager immediately along with Social Services

INSTITUTIONALISED DISCLOSURE

- **REPORT IMMEDIATELY TO SERVICE MANAGER (DESIGNATED RESPONSIBLE OFFICER ON THE MANAGEMENT GROUP FOR THE VOLUNTARY SECTOR)**

Do not hesitate to report an incident because you know the person. You must act in the best interests of the child.

- **UNDER NO CIRCUMSTANCES MUST YOU TELL THE ABUSER AN ALLEGATION HAS BEEN MADE AGAINST THEM.**

Evidence exists to suggest that once an abuser is uncovered; they can encourage children to withdraw their allegations and cover their tracks.

- **DO NOT ASSUME THE CHILD IS LYING**
- **ENSURE THAT YOU KNOW THAT ACTION IS TAKEN**
- **ENSURE CONFIDENTIALITY AT ALL TIMES.**

GUIDELINE 13.

Train paid staff and volunteers, their line managers or supervisors and policy makers in the prevention of child abuse.

ALL members of staff working with children and young people should have completed a Child Protection Awareness training course.

This should include as a minimum:

- CHILD ABUSE - Definition and explanation
 - TYPES OF ABUSE - Definitions and explanations
 - SIGNS AND SYMPTOMS OF ABUSE - What might be seen, heard or shown through behaviour
 - NEGLECT - Awareness of the impact of poverty, monitoring etc.
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- RISK ASSESSMENT FROM A CHILD PROTECTION PERSPECTIVE
 - DEALING WITH DIRECT DISCLOSURE
 - INSTITUTIONALISED DISCLOSURE
 - REPORTING PROCEDURES AND LINES OF ACCOUNTABILITY
 - AN OUTLINE OF THE SAFEGUARDING CHILDREN AND YOUNG PEOPLE PRACTICE PRINCIPLES

No member of staff, paid or unpaid, should undertake work with children and young people until Criminal Record Bureau checks have been completed.

It should be considered good practice that all members of staff receive Child Protection Awareness training prior to beginning direct work with children and young people. This training should also be undertaken by managers and Child Protection issues addressed through supervision, working practices and further training.

Within Voluntary Sector Organisations, it should be considered good practice for management committees members to receive appropriate training in awareness and procedures.

Management committees should identify one of their members as the nominated officer for issues relating to Child Protection. This is particularly important in the event of any Institutionalised Disclosure or Suspicion within the Organisation.

RISK ASSESSMENT : CHILD PROTECTION

DATE:

SIGNATURE:

RISK	LIKELIHOOD	REMEDIAL ACTION	RESPONSIBLE NAMED PERSON	DATE COMPLETE

A CHILD'S BASIC NEEDS

- Physical care and protection from preventable harm
- Love and security and the opportunity to relate to others
- New experiences and help in relating to their environment and achieving appropriate levels of responsibility
- Praise and recognition of worth
- Opportunities for intellectual development

ABUSE can be explained in **simple terms** such as:

- Making a child feel unwanted, unloved, guilty, ugly and worthless
- Being physically violent to a child
- Exploiting a child sexually
- Failing to provide the things needed for a child to grow

GUIDELINES ON DEALING WITH ABUSE BY CHILDREN AND YOUNG PEOPLE

This includes any abusive behaviour, including sexually abusive behaviour committed by a child or young person towards any other person.

- If there are concerns or definite knowledge that a young person has abused another person, referral should be to Social Services and/or the Police as with any concern that a child is at risk of significant harm.
- It is important to recognise that whilst the young person may present a risk of significant harm to other children and young people, they themselves, are likely to have considerable needs and may be at risk of, or suffering significant harm.

THE CONCEPT OF SIGNIFICANT HARM

The Children Act 1989, introduced the concept of SIGNIFICANT HARM as the threshold that justifies compulsory intervention in family life in the best interests of children.

SECTION 47 (i) (b) further states that where a local authority:

'have reasonable cause to suspect that a child who lives, or is found, in the area and is suffering, or is likely to suffer, SIGNIFICANT HARM, the authority shall make such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child's welfare'

Under Section 31 (9) of the Children Act;

- HARM – means ill treatment or impairment of health and development
- DEVELOPMENT – means physical, intellectual, emotional, social or behavioural development
- HEALTH – means physical or mental health
- ILL TREATMENT – includes sexual abuse and forms of ill treatment which are not physical

There are no absolute criteria on what constitutes significant harm.

It may be a single traumatic event.

It may be the cumulative effect of traumatic events.

It may be behaviour which impacts on and changes or damages the child's physical and psychological development (neglect e.g.)

SAFEGUARDING DISABLED CHILDREN AND YOUNG PEOPLE

The active promotion of inclusive working practices provides positive opportunities for disabled children and young people to exercise their right to attend their local provision.

Research suggests that disabled children may be at a particular risk of abuse as:

- They may have fewer outside contacts
- They may receive intimate or personal care, so increasing the risk of exposure
- They may experience greater difficulty in communicating their concerns
- They may be more vulnerable to intimidation, bullying and abuse by both adults and their peers

Clearly, the above does not impact on all disabled children and young people, however, as a service we commit ourselves to ensuring the safety and well being of all our users.

The greatest safeguards are trained aware staff, good collective working practices, clear accessible processes and 'knowing' the child or young person.

We should:

- Work to ensure disabled children can make their feelings and preferences known.
- Establish close family contact and a culture of openness.
- Recognise that ALL children communicate, we must ensure that they are listened to, whatever their chosen form of communication.
- Work to appropriate and respectful guidelines.
- Create an environment which fosters the safety and wellbeing of children and young people.

It should be emphasised that the positive inclusion of disabled children and young people, brings benefit to all those involved in the work of the service.

Inclusion is primarily about attitudes, rather than of solely seeing issues in terms of physical 'needs'. Fostering inclusive and creative attitudes within the work enriches opportunities and experiences for all.

CONFIDENTIALITY

ALL staff, paid or unpaid, and in the case of Voluntary Sector Organisations, all management committee members, must operate within the framework of the organisation's Confidentiality Policy.

All personal information gathered or held as part of our work should be treated as confidential and particular care taken with any information that could be considered sensitive.

Disclosure of any confidential information would generally be on the basis of consent. This is supported by:

Common Law Duty of Confidence

Human Rights Act 1998

Data Protection Act 1998

However, the need to safeguard the welfare of a child or young person may mean that information is disclosed without seeking consent, that is if the disclosure is to prevent harm to the child.

This is based around the concept of Proportionality, whereby the disclosure is an appropriate, balanced response, necessary to safeguard the child or young person's welfare.

In this situation, any information disclosed should be strictly on a 'NEED TO KNOW' basis with the focus being firmly on the young person's wellbeing.

SAMPLE INTERVIEW QUESTIONS

RE: SAFEGUARDING CHILDREN AND YOUNG PEOPLE

- Tell us about your experience of working with children and young people, and in what capacity?

- What do you feel are the key issues in ensuring the safety and wellbeing of children and young people in this setting?

- How could you contribute towards ensuring a safe environment for all those using this Project?

- Tell us about any relevant training you have undertaken and how is this applicable to this setting?