

# Child Protection Policy

## ORGANISATION DETAILS

Name: Taylorshouse Limited (hereafter 'organisation')

Address: 23 Ray Bond Way, Aylsham, Norfolk, NR11 6UT

Tel : 01263 840017

Email address: admin@taylorshouse.com

## MISSION STATEMENT

The Management hereafter referred to as [M] recognises the importance of its services involving children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to its care.

As part of its mission, this organisation is committed (where appropriate) to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all employees within the organisation.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse in the organisation.
- Maintaining good links with the statutory childcare authorities and other organisations.

## ORGANISATION'S POLICY

The [M] recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. The [M] has therefore adopted the procedures set out in this document (hereafter 'the policy').

The policy and attached practice guidelines are based on a model published by 'childprotectionuk.net'.

The [M] is committed to going training for all its employees where appropriate and will regularly review the operational guidelines attached.

The [M] also undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

## RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should the employee carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to James Taylor (hereafter the 'Co-ordinator') tel no: 01263 840017 who is nominated by the [M] to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- The Co-ordinator may also be required by conditions of the organisation's insurance policy to immediately inform the Insurance Company.
- In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator then the report should be made to Penelope Taylor (hereafter the 'Deputy Co-ordinator') tel no: 01263 840017. If the suspicions implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to the 'childprotectionuk.net' PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550 or alternatively contact Social Services. The local Social Services office telephone number is 0844 800 8014 - 9.00am and 5.00pm, and out of office hours emergencies The Police Child Protection Team telephone number is 0845 4564567.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with the organisation's procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay referral to the Social Services Department.
- The [M] will support the Co-ordinator/Deputy Co-ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from 'childprotectionuk.net', although the [M] hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Co-ordinator/Deputy Co-ordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the [M] demonstrate the commitment of the organisation to effective child protection.

The role of the co-ordinator/ deputy co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989.

## **ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT**

If a child has a physical injury or symptom of neglect, the Co-ordinator/Deputy Co-ordinator will:

- Contact Social Services (or 'childprotectionuk.net') for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Will not tell the parents or carers unless advised to do so having contacted Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of injury.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Social Services direct for advice.
- Seek and follow advice given by 'childprotectionuk.net' (who will confirm their advice in writing) if unsure whether or not to refer a case to Social Services.

## **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Co-ordinator/Deputy Co-ordinator will:

- Contact the Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by 'childprotectionuk.net' if, for any reason they are unsure whether or not to contact Social Services/Police. 'Childprotectionuk.net' will confirm its advice in writing for future reference.

## **APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF EMPLOYEES**

The [M] will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines 'Safe from Harm' ( HMSO 1993), the Criminal Records Bureau / Scottish Criminal Records Office / POCVA Register Codes of Practice, 'childprotectionuk.net' guidance and organisational practice guidelines attached. The same principles will be applied when working with vulnerable adults.

## **INVOLVEMENT IN GROUP/CHILDREN'S ACTIVITIES**

While safeguarding children is of importance to the organisation, it becomes particularly prevalent when the organisation is working on projects involving children, i.e. evaluations. It is not so prevalent in its day to day company operation.

This policy provides a foundation and principles relating to the organisations approach to safeguarding children. For each contract the organisation is awarded it will agree an approach and guidelines for operation with the Client to its satisfaction.

This policy will be reviewed annually.

Signed:



Date: 11<sup>th</sup> June 2010.

Print name: James Taylor

Position held: Director

# Child Protection Policy Statement

Name of organisation: Taylorshouse Limited

The following policy was agreed by the organisation on 11<sup>th</sup> June 2010

- As an organisation we are committed to the nurturing, protection and safeguarding of children and young people
- We are committed to supporting parents and families
- We recognise that child protection is everybody's responsibility
- We are committed to following the agreed procedures and following statutory and specialist guidelines
- We seek to support those in the organisation affected by abuse
- We will endeavour to keep up to date with national and local developments relating to children and young people.
- We will review this policy annually

If you have any concerns for a child or in relation to any child protection matter then speak to one of the following who have been approved as child protection co-ordinators for this organisation.

Signed by:



James Taylor

Penelope Taylor

Date 11<sup>TH</sup> June 2010.