

# **CHILD PROTECTION POLICY**

**Caia Park Partnership  
Caia Park Centre  
Prince Charles Road  
Caia Park  
Wrexham  
LL13 8TH**

## **1. Introduction**

Caia Park Partnership Ltd believes that:-

1.1 The welfare and safety of the child is paramount.

1.2 All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.

1.3 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

1.4 All staff and volunteers working in any capacity at the Caia Park Partnership have a responsibility to report concerns to the appropriate Manager.

## **2. Policy Statement**

2.1 Caia Park Partnership Ltd (referred to as 'Partnership) has a duty of care to safeguard all children involved in Partnership activities from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Caia Park Partnership will ensure the safety and protection of all children through adherence to the 'All Wales Child Protection Guidelines'.

2.2 A child is defined as a person under the age of 17 (The Child Act 1989).

## **3. Policy Aims**

This policy ensures that all employees and volunteers are clear about the actions necessary with regard to a child protection issue. Its aims are:-

3.1 To provide children and young people with appropriate safety and protection whilst in the care of Caia Park Partnership Ltd.

3.2 To raise awareness of all staff and volunteers and identify responsibility in reporting possible cases of abuse.

3.3 To ensure effective communication between all staff when dealing with child protection issues.

3.4 To lay down the correct procedures for those who encounter an issue of child protection.

#### **4. Responding to suspicions, allegations or evidence of abuse, including those made against members of staff.**

4.1 All action taken is in line with the All Wales Child Protection procedures.

4.2 Any employee /volunteer who receives a disclosure of abuse or suspects that abuse may have occurred must report it as soon as possible to: the Chief Officer or the designated officer for child protection issues. In the absence of either of the above the matter should be brought to the attention of the Senior Manager on duty.

4.3 If the suspicions in any way involve the designated officer/Chief Officer, then the report should be made in the first instance to the Chairperson of the Caia Park Partnership Management Board.

4.4 It is, of course the right any individual as a citizen to make direct referrals to the local social services department or the police. However, Caia Park Partnership strongly advises any employees/volunteers to use the guidelines contained in this policy. If, however, you feel that the designated officer or his/her deputy or the Caia Partnership Management Board have not responded appropriately to your concerns, then it is open to any employee/volunteer to make a direct referral to the social services department. The Partnership hopes, by making this statement, that it demonstrates the commitment of this organisation to effective child protection.

#### **5. Working with other agencies**

5.1 The Caia Park Partnership recognises that it is an agent of referral and not of investigation. It fully accepts that the investigation of child abuse is the responsibility of the social services department and the police and will do everything possible to support and assist them in their task.

5.2 The Caia Park Partnership will endeavour to build relationships with other agencies so that understanding, trust and confidence can be built which will help to secure effective co-operation in cases of actual or suspected abuse.

#### **6. The role of the designated officer**

6.1 The designated officer shall ensure that she/he is fully conversant with the All Wales Child Protection Procedures and will co-ordinate action on child abuse within the Caia Park Partnership, ensuring that all staff are aware of their own responsibilities in relation to child protection.

6.2 The designated officer is responsible for referring individual cases of suspected abuse to the social services department and for liaising with the social services department and other agencies on these and other general issues relating to child protection.

6.3 The designated officer has responsibility for organising training on all aspects of child protection within the organisation and acts as a point of reference on child protection issues for other staff and volunteers.

6.4 The designated officer will ensure that the Caia Park Partnership is represented at child protection conferences or failing that, that a report is submitted to the conference from the organisation.

6.5 The designated officer will also ensure that any recommendations made by the conference, which involve Partnership staff/volunteers, are carried out as agreed by the conference.

6.6 Should the alleged perpetrator of abuse be a member of staff/volunteer, the designated officer will consult in line with the All Wales Child Protection Procedures and the guidelines outlined in this policy.

## **7. Record keeping**

7.1 Any member of staff/volunteer receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse in a child or young person, will make notes as soon as possible (within the hour where possible) writing down as exactly as possible, what was said or seen, putting the scene into context, and giving the time and location. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made.

7.2 All hand-written notes will be kept, even if they are subsequently typed up in a more formal report.

7.3 All records of a child protection nature should be handed to the designated officer and will be kept securely by her/him. Access to these records is on a 'need to know basis' and to be authorised by the designated officer.

## **8. Support for children/staff/families**

8.1 For any child undergoing a child protection referral and investigation, the need for support will be great and quite often support will be limited to what the Partnership can offer.

8.2 The designated officer will, whenever possible make him/herself available to discuss individual children or situations with a concerned member of staff/volunteer.

8.3 The Partnership will offer support where possible to the family of a child or children involved in a child protection investigation, within the time and expertise constraints of its role and always remembering the limits of confidentiality on all members of staff/volunteers and the fact that it is the welfare of the child that is paramount.

## **9 The role of the Management Committee**

9.1 The Management Committee are ultimately responsible that all aspects of this policy are adhered to.

9.2 The Management Committee will receive annually a report on changes to child protection policy or procedures; on training undertaken by designated officer, staff and volunteers; and on the number of incidents/cases (without details or names).

9.3 The Chair of the Management Committee in liaison with the designated officer will ensure that the Partnership has a child protection policy and procedures in place, and that all staff and volunteers know and understand the afore mentioned policy and procedures.

9.4 The Management Committee will attend appropriate training in relation to child protection.

9.5 If information comes to the Management Committee about an allegation against a member of staff/volunteer the Chief Officer should be informed unless the allegation is in relation to the Chief Officer, then the Management Committee should liase with the designated officer.

## **10. Review**

10.1 This policy will be reviewed at least annually.

## **11. Training**

11.1 The designated officer shall attend relevant, appropriate and nationally recognised child protection training annually.

11.2 All staff/volunteers shall have access to appropriate child protection training and attendance will be mandatory.

## **12. Dissemination**

**All staff must sign and return the memo provided acknowledging that they have received a copy of the Child Protection policy and are aware of where copies of the All Wales Child Protection Procedures are located within the Partnership.**

- **The Youth Team Office**
- **The Personnel Office**
- **Reception**
- **The Life Long Learning Centre Creche**