

CHILD PROTECTION POLICY

IVER PARISH COUNCIL

POLICY STATEMENT

Iver Parish Council is firmly committed to the belief that all children and young people have a fundamental right to be protected from harm, and fully recognises its responsibility for child protection.

The safety and protection of all children and young people that Iver Parish Council supports is paramount. The purpose of this Child Protection Policy is to ensure at all times the maximum protection from any kind of harm for all young people involved in anyway with the Detached and Outreach Youth Work.

For the purposes of this policy Iver Parish Council has defined harm as:

- abandonment
- emotional abuse
- neglect
- physical abuse
- racial abuse
- sexual abuse or sexual exploitation

This policy forms part of the Terms and Conditions of Employment and applies to all employees. Its purpose is to protect the personal safety of all children and young people using the facilities, resources and activities provided by Iver Parish Council by actively promoting awareness, good practice and sound procedures.

POLICY PROCEDURES

Personnel/Recruitment

- All employees are required to provide references, which are always verified.
- All employees that work outside of the Parish Council office have criminal record checks at enhanced level
- All new employees are supervised until references have been verified and CRB checks received
- All employees will receive, and will be required to read the Child Protection Policy.
- All employees receive regular support in their work with children and young people

Responsibilities

- All employees working on behalf of Iver Parish Council have a responsibility for the welfare of the children and young people that they work with in relation to their employment
- All employees have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the reporting procedures

- detailed in this policy
- Iver Parish Council has a designated Child Protection Officer (Clerk to the Council) who is responsible for child protection and the implementation of this policy. It is the responsibility of the Child Protection Officer to take appropriate action following any expression of concern and
- make referrals to the appropriate agency
- All employees will be made aware of the named Officer and how to contact them
- Iver Parish Council frequently take photographs of children and young people participating in activities and events. At all times written permission from parents will be obtained before any photographic material is used in the public domain.

Reporting Procedures

- Any suspicion or allegation must be reported as soon as possible on the day of the occurrence (or the next working morning if the office is closed) to the designated Child Protection Officer. Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- It is the responsibility of the Child Protection Officer in charge to liaise with other relevant agencies where necessary and seek clarification from the Child Protection Unit of the local Constabulary, if there is any concern about the validity of any allegation
- Any suspicion or allegation of abuse must be recorded by the observer/s on the appropriate incident reporting form. This form must be kept strictly confidential and stored securely following the Data Protection Procedures
- All employees are instructed to report the disclosure or discovery of abuse directly to their Line Manager who will inform the designated Child Protection Officer.
- All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely following the procedures laid out in the Data Protection Policy.

Allegations Against Employees

- When any form of complaint is made against an employee, it must be taken seriously and the complaint should initially be dealt with by the most senior staff member on site at the time the complaint is made
- The senior staff member must report the complaint immediately to the Clerk of the Council, or in his/her absence the Chairman of the Human Resources Committee, giving details of the circumstances
- The Clerk or Chairman will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone

- The Clerk or Chairman will have the right to suspend from duty and /or
- the premises, any person who is a party to the allegation until a full investigation has been made. This action does not imply in any way that the person suspended is responsible for, or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a totally professional manner.
- It is the responsibility of the Clerk or Chairman to make the decision as to whether to inform Social Services and/or the Child Protection Unit of the local Constabulary, depending on the nature of the allegation
- Iver Parish Council will co-operate fully with the Police, Social Services and all other parties involved
- The Clerk, or in his/her absence the Chairman of HR Committee, will ensure that the
- Chairman of Iver Parish Council, or in his/her absence the Vice Chairman, is fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved
- The Clerk or Chairman of HR will make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed
- in the Data Protection Policy.

Confidentiality

All employees work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and young people. However, under no circumstances will any individual in the employ of Iver Parish Council keep confidential any information that raises concerns about the safety and welfare of a child or young person. This statement relating to confidentiality is made known to all who access any provision of Iver Parish Council.

Review and Maintenance of Policy

- The Policy Committee shall undertake to review this policy, its implementation and effectiveness annually. The views of all employees shall be sought where necessary and reflected in the review process
- Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments
- All employees will receive training in child protection procedures and the training will be reviewed as and when required

Policy Adopted by Iver Parish Council 6th September 2010