



## CCCC – Safeguarding & Child Protection Policy

### 1. Purpose

The purpose of this policy is to provide protection for all children who receive the services of the Chichester Child Contact Centre (CCCC) and to provide Staff, Volunteers and Trustees with guidance on procedures they should adopt in the event they suspect a child(ren) may be experiencing or be at risk of harm.

### 2. Aim

The aim of the policy is to ensure:

- All staff, Volunteers and Trustees have a clear commitment to protect children
- Child protection and safeguarding guidelines are implemented, followed and adopted
- Recruitment processes include all necessary safety checks
- Information and concerns are shared appropriately with professional agencies
- Information relating to good practice is shared suitably with Staff, Volunteers Parents, Carers and Children

### 3. Introduction

CCCC believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognises it has a responsibility in safeguarding the welfare of all children and young people by being committed to promoting a practice that protects them.

CCCC recognises that:

- The welfare of the child is paramount
- All children regardless of age, gender, disability, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm and abuse
- Working in partnership with children, parents, carers and other agencies is essential in promoting children's welfare

### 4. Accountability

Copies of this policy and its accompanying statement of commitment (appendix) will be made available to all CCCC Volunteers, Staff and Trustees. They will be required to read, sign and return the commitment as part of the induction process.

### 5. Basic Principles

CCCC:

- Believes that children and young people need safe environments in which they can develop and grow in confidence
- Recognises that organisations working with, and supporting, children and young people have a duty to keep them safe
- Places Safeguarding children and young people and Child Protection at the centre of its activities



- Is committed to, and working towards, meeting the objectives contained within Every Child Matters / Rights to Action / Families Matter
- Believes that children and young people should not be exposed to negligence or avoidable risks
- Recognises that Safeguarding and Child Protection are emotive issues that need to be handled both sensitively and carefully
- Is committed to creating and implementing policies and procedures that will ensure where risks need to be taken regarding children and young people, they are both calculated and carefully managed
- Recognises the difference between Child Protection and Safeguarding namely: Child Protection involves recognising signs of physical, sexual or emotional abuse or neglect and acting upon it. Safeguarding involves keeping children and young people safe from a much wider range of potential harm and looks at preventative action and not just reaction
- Is committed to ensuring that all its volunteers, staff and trustees know about and operate in accordance with the following procedure when a Safeguarding or Child Protection issue arises namely: **Recognise → Respond → Report → Record → Refer**
- No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action adopting a child-centred approach: based on a clear understanding of the needs and views of children
- Is committed to ensuring that all its volunteers, staff and trustees are aware of, kept up to date with, and operate in accordance with, good practice in relation to Safeguarding and Child Protection
- Is committed to promote equality of opportunity. This applies to the process of identification of need and risk faced by the individual child and the process of assessment. No child or group of children must be treated any less favourably than others in being able to access effective services which meet their particular needs
- Training of Safeguarding will be carried out annually either by professional trainers or in-house under the direction of the Coordinator as the Trustees judge appropriate

## 6. Intentions

### Managing safeguarding and promoting welfare of children

CCCC have one named person who will be responsible for ensuring that the Policy and its processes are implemented and adhered to. This person is the Coordinator: Becca Dickenson.

### Distribution of CCCC's Safeguarding & Child Protection Policy

Copies of this policy will be:

- Available to all volunteers
- Available to those on CCCC's Management Committee
- Placed in the Policies Handbooks (available at each contact session to all)
- Placed on CCCC website to which parents / guardians / families and professionals can refer

### Recruitment

As part of the recruitment process all Volunteers, paid Staff and Trustees will need to complete an enhanced DBS in line with the CCCC DBS policy. If there are any concerns raised on the DBS check this would then need to be considered on a case-by-case basis and where appropriate a risk assessment is completed.



## **Education and training**

CCCC includes Safeguarding training within all Volunteers and Staff induction process. This is mandatory and recorded on training records, kept by the Coordinator.

## **Support and supervision**

All volunteers with direct access to information about, or relating to, children will be given on-going support and supervision. Failure to follow, or non-compliance with, recognised procedures and good practice in relation to Safeguarding and promoting the welfare of children by CCCC's Volunteers or Staff will immediately initiate further coaching, support and training.

## **Sharing information**

CCCC Volunteers and Staff follow a procedure that ensures that every safeguarding issue is logged correctly, using official NACCC guidelines and forms and then followed up to ensure that information is shared correctly with the relevant agencies.

## **Safeguarding policy review**

This policy will be reviewed annually or as and when required directed by NACCC i.e. new legislation / practices enforced.



## 7. Appendix

### Safeguarding & Child Protection Statement of Commitment

This form must be completed by all of Chichester Child Contact Centres (CCCC) Staff, Volunteers, Trustees.

Name	
Signature	
Date	

I have read and understood the standards and guidelines outlined in CCCC's Safeguarding & Child Protection policy. I agree with the principles and accept the importance of implementing them in my capacity as a Volunteer, Trustee or Coordinator.

Note: Please sign and return this statement to the Coordinator.