

**The Fluency Trust**

**Registered Charity No. 1044910**

**“Helping people who stammer to communicate  
confidently”**

**Child Protection Policy**

**Policy reviewed in July 2016 by Louise Campion. Next Review July 2018.**

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## **Policy Statement**

The Fluency Trust believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard all children and young people and promote their welfare, by a commitment to practice which protects them.

### **We recognise that:**

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

### **The purpose of the policy:**

- To provide protection for the children and young people who receive help from Fluency Trust volunteers.
- To provide volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, significant harm.

This policy applies to all SBC staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of The Fluency Trust.

### **We will seek to safeguard children and young people by:**

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks (including enhanced DBS checks) are made (2)
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately (3)
- Providing effective management for staff and volunteers through supervision, support and training.

**We are also committed to reviewing our policy and good practice regularly.**

<sup>2</sup> Please refer to *Swindon LSCB Safer Recruitment and Selection Policy for Organisations who work with Children & Young People*, [www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-guidance.htm](http://www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-guidance.htm)

<sup>3</sup> Form RF1 is available for download from the Swindon LSCB website at [www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-forms.htm](http://www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-forms.htm) or by telephoning the Children Services Referral Team

## **Procedures for raising concerns about children and young people with child protection services**

All action is taken in line with the following legislation/guidance:

- *South West Safeguarding and Child Protection Shared Procedures*, [www.swcpp.org.uk](http://www.swcpp.org.uk)
- *Safeguarding Children in Education* September 2004  
*Working Together January 2015*
- *Working Together to Safeguard Children* 2006
- *What to do if you're worried a child is being abused* 2006.

**Procedure:** Full details are on [www.swcpp.org.uk](http://www.swcpp.org.uk)

1. Any member of staff or volunteer who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the designated person for child protection in the Fluency Trust, Louise Campion or if unavailable to the deputy designated person Claire McNeil. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.
2. The designated person will immediately inform SBC Children, Families and Community Health Family Contact Point Team( FCP) by telephone.  
**Telephone number:** 01793 466903 **Out of hours telephone number:** 01793 436699
3. The telephone referral to FCP will be confirmed in writing using the form marked RF1<sup>3</sup>, within a maximum of 48 hours, ideally 24 hours, with a copy to the designated person for child protection Louise Campion. Essential information will include child or young person's full name, address, date of birth, family composition, reason for referral, name of person receiving the referral and any advice given. This written confirmation must be signed and dated by the referrer.
4. Confidentiality must be maintained and detailed information relating to individual children and young people/families shared with staff on a strictly need to know basis.
5. Unless there is significant risk of immediate harm then parents and children must be informed of the process of reporting the concerns. This is good practice. The designated person for CP will advise if there are concerns about this.

### **Procedures for managing allegations of abuse by Staff, Volunteers or Trustees**

1. When an allegation is made against a member of staff or volunteer, then the allegation must be passed to your designated person for child protection Louise Campion or the deputy Claire McNeil, or, if the allegation concerns them both, direct to the Local Authority Designated Officer ( LADO)(see below).
2. Your designated person for child protection should contact one of the Local Authority designated officers for consultation
  - Local Authority Designated Officer, on 01793 466849
  - Head of Quality Assurance and Review on 01793 464366.
  - The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

The policy followed is found on [www.swcpp.org.uk](http://www.swcpp.org.uk)

### **Standards for record keeping**

1. Any member of staff or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.
2. All hand-written records must be retained, even if they are subsequently typed up in a more formal report.
3. Written records of concerns about children should be kept, even where there is no need to make a referral immediately.
4. All records relating to child protection concerns will be kept in a secure place and will remain confidential.

### **Statement for Parents and Carers**

- The Fluency Trust is committed to helping parents and or carers understand its responsibility for the welfare of all children and young people.
- Parents/carers will be given information about the organisation's child protection procedures.( See appendix 1)
- Where possible when we have concerns they will be discussed with parents and carers and the designated person will seek agreement to making a referral, unless to do so would place the child or young person at increased risk of significant harm.

### **Safeguarding Training**

- The designated person and his/her deputy must receive training every 2 years in child protection.
- All staff and volunteers shall have access to appropriate training on a regular basis, at least every 3 years.
- Training is available from Swindon Local Safeguarding Children Board [www.swindonlscb.org.uk](http://www.swindonlscb.org.uk), Tel: 01793 463803

### **The Role of the Trustee Management Group**

The designated person for child protection should provide an annual report for the Trustee management group on changes to child protection policy or procedures; training undertaken by the designated person, other staff, volunteers and governors; the number of child protection incidents/cases (without detail or name); and the learning from any concerns that need addressing in the review of procedures of the Fluency Trust

### **REVIEW**

This policy will be reviewed on a 2 yearly basis and updated where necessary.

This will form part of the annual report by the designated person to the Trustees management group.

## **Appendix 1**

### **Further Information**

For further information about what to do if you are worried a child is being abused, see the Swindon LSCB website, [www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-whattodo.htm](http://www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-whattodo.htm).

Leaflets available from Swindon LSCB also include:

- Copies of the DfES summary booklet “*What to do if you are worried a child is being abused*”
- Credit card sized leaflets entitled “*Workers’ Pocket Guide*” which can be carried for easy reference

The South West Safeguarding and Child Protection Shared Procedures can be accessed at: [www.swcpp.org.uk](http://www.swcpp.org.uk).

The *Policy statement* has been taken from *Firstcheck*, NSPCC 2006, whilst the remainder of the policy has been adapted from the *Model Child Protection Policy for Schools*, developed by Geoff Wood and Pam Jackson



## **Appendix 2**

### **Sample code of behaviour**

#### **You must:**

- Treat all children and young people with respect
- Provide an example of good practice that you wish others to follow
- Ensure that, whenever possible, there is more than one adult present during activities which children and young people or at least that you are within sight or hearing of others
- Respect a young person's right to privacy when sharing information
- Encourage young people and adults to be comfortable and caring enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret your actions, no matter how well-intentioned
- Recognise that special caution is required when you are discussing sensitive issues with children or young people
- Operate within the Fluency Trust's principles and guidance and any specific procedures
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.

#### **You must not:**

- Have inappropriate physical or verbal contact with children or young people
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/ make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on your good name or that of the Fluency Trust to protect you
- Believe "it could never happen to me"
- Take a chance when common sense, policy or practice suggests another more prudent approach

You should give guidance and support to inexperienced helpers.

## Swindon Fluency Trust CP policy

The *Sample Code of Behaviour* has been taken from the NSPCC Safe Communities Toolkit, which in turn took and adapted it from the *Final Report of the Independent Review on Child Protection in the Catholic Church in England and Wales*, September 2001 and *Firstcheck*, NSPCC, 2006.

### **Appendix 3**

#### **Suggested Statement for inclusion in all information for parents and carers about the Fluency Trust**

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South West Child Protection Procedures [www.swcpp.org.uk](http://www.swcpp.org.uk). If you want to know more about this procedure, please speak to the designated person for Child Protection in the Fluency Trust (Louise Campion) or visit the web site.

[www.thefluencytrust.org.uk](http://www.thefluencytrust.org.uk)