



HARINGEY YOUTH COUNCIL

SAFEGUARDING CHILDREN & YOUNG PEOPLE

ARRANGEMENTS

WHAT TO DO IF YOU'RE WORRIED ABOUT A CHILD

All individuals working with, or in contact with, children and young people have a duty and responsibility to report any allegations or concerns of a child protection nature which come to their attention.

If you would like to talk through your concerns, contact a Child Protection Advisor. If you want to make a referral, contact the Children & Young People's Service Referral & Assessment Team

CONTACT DETAILS AT END OF THIS DOCUMENT

CODE OF CONDUCT AND BEST PRACTICE

These guidelines are designed to protect children and young people, and also to protect staff and volunteers from positions where false allegations may occur.

DO

- Treat all children and young people fairly and with respect.
- Be aware of the procedures for reporting concerns
- Be aware that physical contact with a child may be misinterpreted. There may be occasions when this is unavoidable, such as comfort at times of distress, or physical touch in sport. In all such cases contact should only take place with the consent of the child.
- Respect a young person's right to personal privacy.

- Make others (for example your line manager) aware if you find yourself the subject of inappropriate affection or attention from a child.
- Where possible there should always be at least two adults present with a group of children - it is vital that the ratio of adult to child is adequate to ensure safety. For children under 8 the ratio should be no more than 1:8; for children under 5 it should be no more than 1:6
- Staff should be alert to strangers frequently waiting outside venue with no apparent purpose.
- Report any safeguarding concerns including allegations or suspicions of abuse.

DO NOT

- Spend time alone with children and young people, away from others. Meetings with individual children and young people should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting.
- Take children and young people alone in a car, however short the journey. Where this is unavoidable it should be with full knowledge and consent of the parents/carer and the manager responsible for the service/activity.
- Children should not be collected by people other than their parents unless notification has been received.
- If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer cannot be contacted, staff should contact the relevant Children & Families Duty Team or the police and request assistance.
- Meet children and young people outside of organised activities, unless it is with the knowledge and written consent of the parents/carer and the manager responsible for the service/activity.
- Start an investigation or question anyone after an allegation or concern regarding abuse has been raised. This is the job of the statutory child protection agencies. You should just record the facts and report these to the designated Safeguarding Children Officer.

- Allow any allegations made by a child to go without being reported and addressed, or either trivialise or exaggerate child abuse issues.
- Make promises to keep any disclosure confidential from relevant authorities.
- Show favouritism to any one child, or threaten/carry out any form of physical punishment.
- Staff should never:
 - Initiate or engage in sexually provocative conversations or activity
 - Allow the use of inappropriate language to go unchallenged
 - Do things of a personal and intimate nature that children and young people can do for themselves.

OUTINGS & TRIPS

- All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts
- All drivers should travel with at least one escort. Drivers and escorts should have up to date CRB checks and been subject to appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines.
- Roll call will be taken at the start of a journey and again before commencing the return journey; if travelling in more than one vehicle, children will be encouraged to travel in the same vehicle there and back.
- Staff accompanying trips will carry the contact numbers for the home organization and emergency services in the event of an alert being necessary.
- If a child goes missing while on a trip, staff should instigate an immediate search. If the child cannot be found within half an hour, the appropriate security staff and the police should be notified;
- If, having notified security staff and the police, the child cannot be found, the parents/carers of the child will be notified immediately.

- The care of the remaining children is paramount. It is imperative that they return to the home site as quickly as possible, while a senior staff member remains at the visit site to coordinate
- Contact between security staff and the child's parents/carers.

Use of premises by other organisations

In the event that a room or rooms on the premises are used by other organizations, the letting agreement should ensure that the hiring organisation works to approved child protection procedures and/or that they read and agree to abide by these guidelines

WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD

It is important that you respond effectively when dealing with concerns about a child or young person. Concerns may be raised or come to your attention in different ways. These include:

- A child may tell you about their own or another child's abuse.
- Someone else might report that a child has told them about abuse or that they strongly believe that a child is being abused.
- A child may show signs of physical injury for which there appears no satisfactory explanation.
- A child's behaviour may indicate that it is possible she or he is being abused.
- Observed or reported unusual behaviour of a member of staff or volunteer, or the way in which they relate to a child or young person.
- Observed or reported unusual behaviour of a member of public, on Council property or land, or associated with the delivery of Council services.

NOTE:

All concerns should be reported

In an emergency ring 999

! PRACTICE TIPS !

You can find more detail about the identification of abuse and what to do about it in the booklet, "What to do if you're worried a child is being abused". This is available from Haringey Local Safeguarding Children Board (020 8489 1470) or via the DfEs website, www.everychildmatters.gov.uk Information about the procedure for investigating allegations of abuse is contained in the London Child Protection Procedures, available from the Local Safeguarding Children Board.

IF A CHILD IS TELLING YOU SOMETHING THEMSELVES

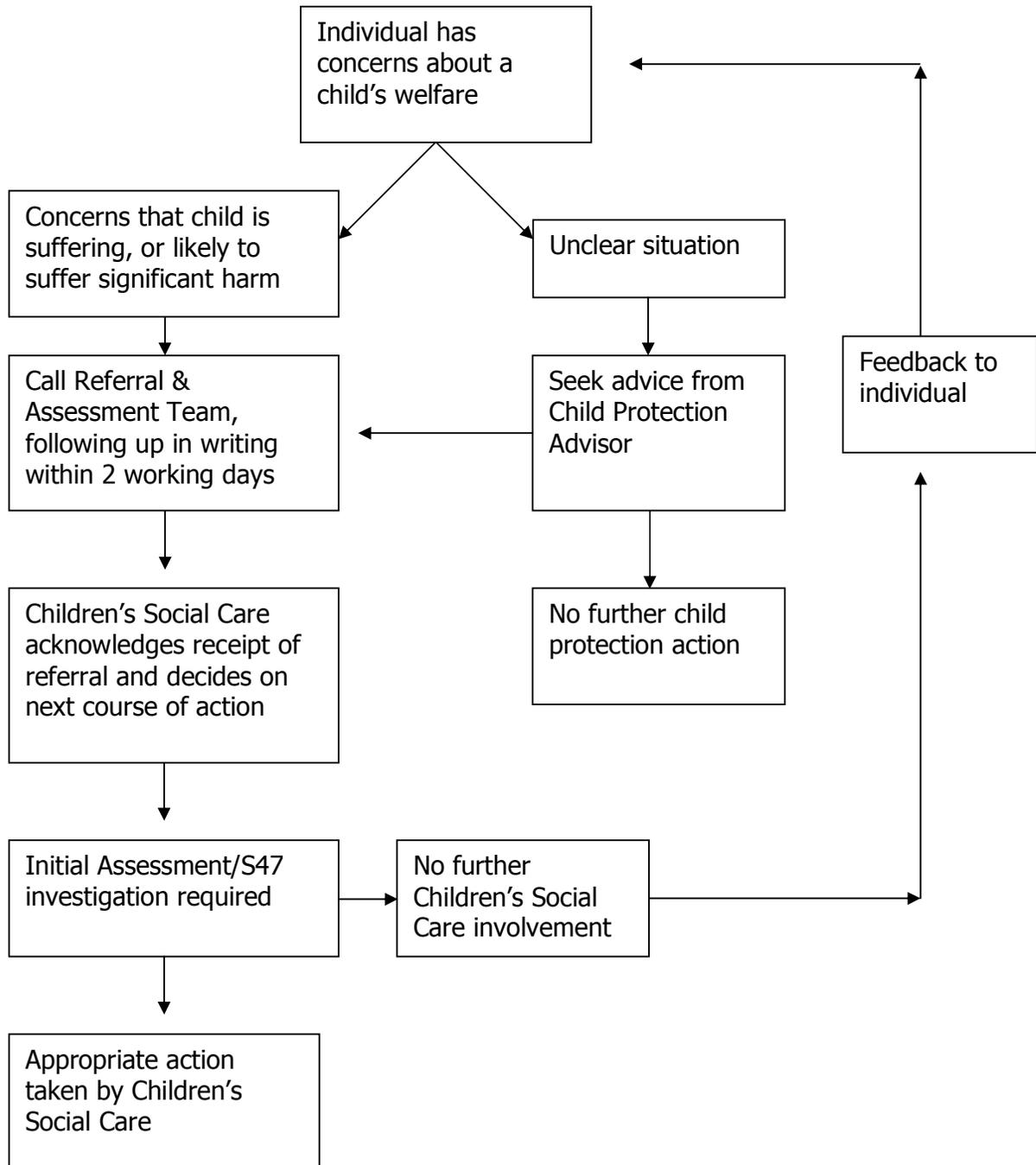
DO

- Stay calm
- Listen carefully to what is said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared. Do not promise to keep secrets
- Allow the child to continue at their own pace.
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the child that they have done nothing wrong in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure the record is signed off and dated
- Contact the Referral & Assessment Team and forward all information to them as soon as possible

DO NOT

- Dismiss the concern
 - Panic
 - Allow your shock or distaste to show
 - Probe for more information than is offered.
 - Make promises you cannot keep, such as agreeing not to tell anyone else
 - Speculate or make assumptions
 - Approach the alleged abuser
 - Make negative comments about the accused person.
 - Attempt to investigate the concern
 - Discuss with anyone other than appropriate officers from Children's Social Care or the Police
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HARINGEY COUNCIL REPORTING ARRANGEMENTS



ORGANISATIONS/RESOURCES/CONTACTS

HARINGEY COUNCIL CONTACTS

Any Safeguarding concerns, allegations and suspicions:

THE CHILDREN & YOUNG PEOPLE'S SERVICE REFERRAL & ASSESSMENT TEAM

The Duty Desk (East Haringey) **020 8489 5402**
/03/04/5484

or:

The Duty Desk (West Haringey) **020 8489 1805**
/06/1856

Out of office hours:
The Emergency Duty Team **020 8348 3148**

Allegations of abuse against staff and volunteers

Maria Anastasi **020 8489 1192**

CHILD PROTECTION ADVISORS

If you want information, advice or to discuss your concerns, call one of the Child Protection Advisors on:

020 8489 5426
/5429/5462/1061

LOCAL SAFEGUARDING CHILDREN BOARD

Sarah Peel **020 8489 1472**

POLICE - Child Abuse Investigation Team **020 8345 2246**

In an emergency situation, ring the police on 999:

NATIONAL ORGANISATIONS

NSPCC Child Protection Helpline **0808 800 5000**

www.nspcc.org.uk

E-mail

help@nspcc.org.uk

Childline

0800 1111

www.childline.org.uk
