

## **THORPE BAY YACHT CLUB**

### **CHILD PROTECTION PROCEDURES**

**(To be read in conjunction with the Club's Child Protection Policy and Parent Charter)**

#### **INTRODUCTION:**

These procedures have been developed in accordance with the principles established by the Children Act 1989, Sections 175 and 176 Education Act 2002 and related guidance including The Framework for the Assessment of Children in Need and their Families and Working Together to Safeguard Children.

Thorpe Bay Yacht Club takes seriously its responsibility to promote the welfare and safeguarding of all the children and young people who engage in the Club's activities.

The Designated Child Protection Co-ordinator (DCPC) who has overall responsibility for child protection practice in the Club is the Cadet Representative.

#### **ROLES AND RESPONSIBILITIES:**

The Club is responsible for ensuring that all action taken is in line with agreed child protection procedures. The role of the Club within this procedure is to contribute to the identification, referral and assessment of young people in need including young people who may have suffered, be suffering or who are at risk of suffering significant harm. All adult members of the Club have a role to play in relation to:

- Protecting children and young people from abuse
- Promoting the welfare of children and young people
- Preventing children and young people from being harmed

**The role of the Club in situations where there are child protection concerns is NOT to investigate but to recognize and refer.**

#### **Designated Child Protection Co-ordinator:**

The Designated Child Protection Co-ordinator is responsible for:

- Co-ordinating child protection action within Club
- Liaising with other agencies where appropriate or required
- Ensuring that locally established procedures are followed including reporting and referral processes
- Making referrals as necessary
- Maintaining a confidential recording system of any reported incidents

#### **Recognition and categories of abuse:**

All Club members dealing with young people should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse. These are:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

### **Responding to concerns:**

Concerns for a young person may come to the attention of Club Members in a variety of ways: for example through observation of behaviour or injuries or disclosure. Any Club Member who has a concern for a young person however insignificant, this might appear to be should discuss this with the DCPC (Designated Child Protection Co-ordinator) as soon as is practically possible. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the young person is accessed as early as possible.

If a young person makes a disclosure of abuse to a Club Member they should:

- Allow the young person to make the disclosure at their own pace and in their own way
- Avoid interrupting except to clarify what the young person is saying (attentive/listening/reflective feedback)
- Not ask leading questions or probe for information that the young person does not volunteer
- Reassure the young person that they have been heard and explain what you will do next and to whom you will talk. Record the conversation as soon as possible, in writing (including time, and date, and sign)
- Inform the DCPC

### **Information to be recorded**

- Young person's name and date of birth
- Young Person in normal context, e.g. behaviour, attitude, (has there been an extreme change)
- The incident(s) which gives rise for concern with date(s) and times(s)
- verbatim record of what the child or young person has said.
- If recording bruising/injuries indicate position, colour, size, shape and time on body map.
- Action taken

**These basic details are vital to the information gathering process and do not constitute an investigation.** Written information should be passed to the DCPC.

### **Referrals to Social Services:**

It is the responsibility of the DCPC to decide when to make a referral to the Social Services Directorate. Advice may also be sought from Social Services who offer opportunities for consultation as part of the Child in need / child protection process. Issues discussed during consultations may include the urgency and gravity of the concerns for a child and the extent to which parents/carers are made aware of these. Some concerns may need to be monitored over a period of time before a decision to refer to Social Services is made. In all but the most exceptional cases parents/carers will be made aware of the concerns felt for a child at the earliest possible stage and in the event of this becoming necessary, their consent to a referral to Social Services will be sought.

If a young person is referred, the DCPC will ensure that the Club Secretary and Flag Officers are informed of this.

**Concerns involving members of staff:**

Any concerns that involve allegations against a member of staff should be referred immediately to the Commodore who will contact the Area Children's Officer (Child Protection) to discuss and agree further action to be taken in respect of the child and the member of staff.

All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

**CODE OF PRACTICE:**

All members and staff should take care not to place themselves in a vulnerable position with relation to child protection. It is always advisable for discussions or work with individual children or parents to be conducted in view of other adults. Physical intervention must only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness.

Any person dealing with a Child Protection issue must never promise a child to keep certain information confidential. It must be explained that the person has certain duties to help keep that child safe, which may involve informing others. All members of the Club will have access to the Club's Child protection Policy and the Procedures and Parent Charter that accompany it.

Revised and approved by the General Committee 21<sup>st</sup> August 2017