

# DEVELOPING YOUR CHILD PROTECTION POLICY AND PROCEDURES

It is very important that you have a child protection policy and procedures in place within your organisation so that you can deal quickly and effectively with any concerns about the physical, sexual or emotional abuse of children and neglect of children. The Local Network Fund Outreach and Support Service can support you to develop child protection procedures that are user friendly and practical for your organisation.

## YOUR CHILD PROTECTION POLICY STATEMENT

**This should be concise and simple. For example:**

We in (the name of your organisation) are committed to practice which protects children from harm. Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children harm.

### You can then add:

We aim to safeguard children by:

- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Sharing information about child protection and good practice with children, parents and carers, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Carefully following the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for our staff, volunteers and management committee through support, supervision and training.
- We are committed to reviewing our policy and good practice regularly.

## YOUR CHILD PROTECTION PROCEDURES

**You can then add your own tailored set of procedures to this policy, they should include:**

- The purpose of the procedures**
- What is child abuse?** Define the different categories of abuse; physical abuse, emotional abuse, sexual abuse and neglect.
- Recognising abuse:** Describe the signs and indicators which cause concern
- The response of your organisation to any signs or suspicions of abuse:** Define the lines of responsibility, the designated person role and actions to be taken
- Response to allegations of abuse against a member of staff, other worker or volunteer:** Define the lines of responsibility and actions to be taken
- Response to a child disclosing abuse** Describe the importance of listening, reassuring, recording and identifying support.
- Response to allegations of abuse against someone not working in the organisation:** This could be a parent or carer, service user, another child or anybody else.
- Recording information:** The information that should be recorded and by whom and time scales for passing on this information
- Recruiting and selecting staff and volunteers:** Ensuring you have an application form, interview, check references and qualifications, criminal record bureau check
- Confidentiality policy:** The legal principle that “the welfare of the child is paramount” means that the normal considerations of confidentiality may not apply. It is however important to ensure that confidentiality be maintained for all parties concerned when an allegation has been made and is being investigated

*Adapted from Our Duty to Care, The Volunteer Development Agency.*



We can help you to develop your child protection policy and procedures. This guide is also available in other community languages and on cassette tape. Please contact SELF for more information.



## WHAT IS SELF?

Founded in 1995, the South East London Community Foundation (SELF) is an independent charity that has become a major local resource for communities in Greenwich, Lambeth, Lewisham, Southwark, Bromley, and Bexley. SELF currently administers 8 different grant programmes including the Local Network Fund.

## WHAT IS THE LOCAL NETWORK FUND?

This fund is aimed at small groups working with children and young people under 19. You can apply to the Local Network Fund for a grant of up to £7,000. Your organisation needs to have an annual income of less than £100,000 to be eligible. The fund is particularly targeted at the most “hard to reach” groups. Grants are aimed at giving disadvantaged children and young people a voice and providing opportunities for those who are isolated.

To discuss your ideas call SELF  
To request an application call the hotline

**020 7582 5117**  
**0845 113 0161**

## WHAT IS THE OUTREACH AND SUPPORT SERVICE?

The Local Network Fund Outreach and Support Service can help you to develop your ideas and your project. The aim of the service is to provide “hands on” development support for small community groups working with disadvantaged children and young people under 19. The type of support provided is flexible and will depend on and respond to the needs of your group. Examples could include the development of policies such as child protection, developing a constitution or other governing documents and fund-raising.

**For more information please contact Rosie Brand (Local Network Fund, Grants Officer) or Claire Standing (Local Network Fund, Outreach and Support) on 020 7582 5117, [rosie@selcf.org.uk](mailto:rosie@selcf.org.uk) or [claire@selcf.org.uk](mailto:claire@selcf.org.uk)**



**Building community resources  
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