

# **ROBINSON HALL CHARITABLE TRUST**

## **Child Protection Policy**

We as Robinson Hall Trustees are committed to a practice which protects children from harm.

Volunteers in this organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.

We will endeavour to safeguard children and young people by

- Adopting child protection guidelines through a code of behaviour for volunteers.
- Sharing information about child protection and good practice with children, parents, and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for the selection of volunteers.
- Providing effective management for volunteers through supervision, support and training

We are also committed to reviewing our policy and good practice at regular intervals.

### **CODE OF BEHAVIOUR**

#### **Statement of Intent**

It is the policy of Robinson Hall Trustees to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

The Trustees are committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of Robinson Hall Trustees' programmes, or social events. Volunteers should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Robinson Hall Trustees.

#### **Guidelines for all Robinson Hall volunteers**

##### **ATTITUDES**

Volunteers should be committed to

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

##### **BY EXAMPLE**

Volunteers should endeavour to

- Provide an example, which we would wish others to follow

- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy

#### ONE TO ONE CONTACT

Volunteers should

- Not spend excessive amounts of time alone with children, away from others
- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible.
- If privacy is needed, ensure that other volunteers are informed of the meeting and its whereabouts

#### PHYSICAL CONTACT

Volunteers should never

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, Robinson Hall volunteers should seek a member of school staff or leader of the youth organisation to deal with such an incident
- Allow, or engage in, inappropriate touching of any kind

#### GENERAL

Volunteers should

- Be aware that someone might misinterpret their actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow themselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun

#### RELATIONSHIPS

Volunteers who are involved in relationships with other volunteers should ensure that their personal relationships do not affect their role in being a Robinson Hall Trustee or the work of the Trustees.

### **SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH CHILDREN AND VOLUNTEERS**

Good communication is essential in any organisation. As Robinson Hall Trustees every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously. It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

## **Children and young people**

Children and young people have a right to information, especially any information that could make life better and safer for them. Robinson Hall Trustees will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties. When sharing information, Robinson Hall Trustees personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

## **Parents**

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation. We achieve this by

- Publicising information on all our youth and parenting work.
- Publishing the named Designated Child Protection Person and how to make a complaint on the internet site [www.lolworthvillage.org.uk](http://www.lolworthvillage.org.uk)

## **Volunteers**

It is imperative that each Trustee of the Robinson Hall is aware of their responsibilities under the Child Protection legislation and has a working knowledge of Robinson Hall Trustees' procedures. Each member of staff will receive updated training in Child Protection.

## **Other Bodies**

A copy of our Child Protection Policy will be made available to any other appropriate body.

## **SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES WHO NEED TO KNOW AND INVOLVING PARENTS AND CHILDREN APPROPRIATELY**

### **PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE**

In any case where an allegation is made, or someone as a Robinson Hall Trustee has concerns, a record should be made. Details must include, as far as practical:

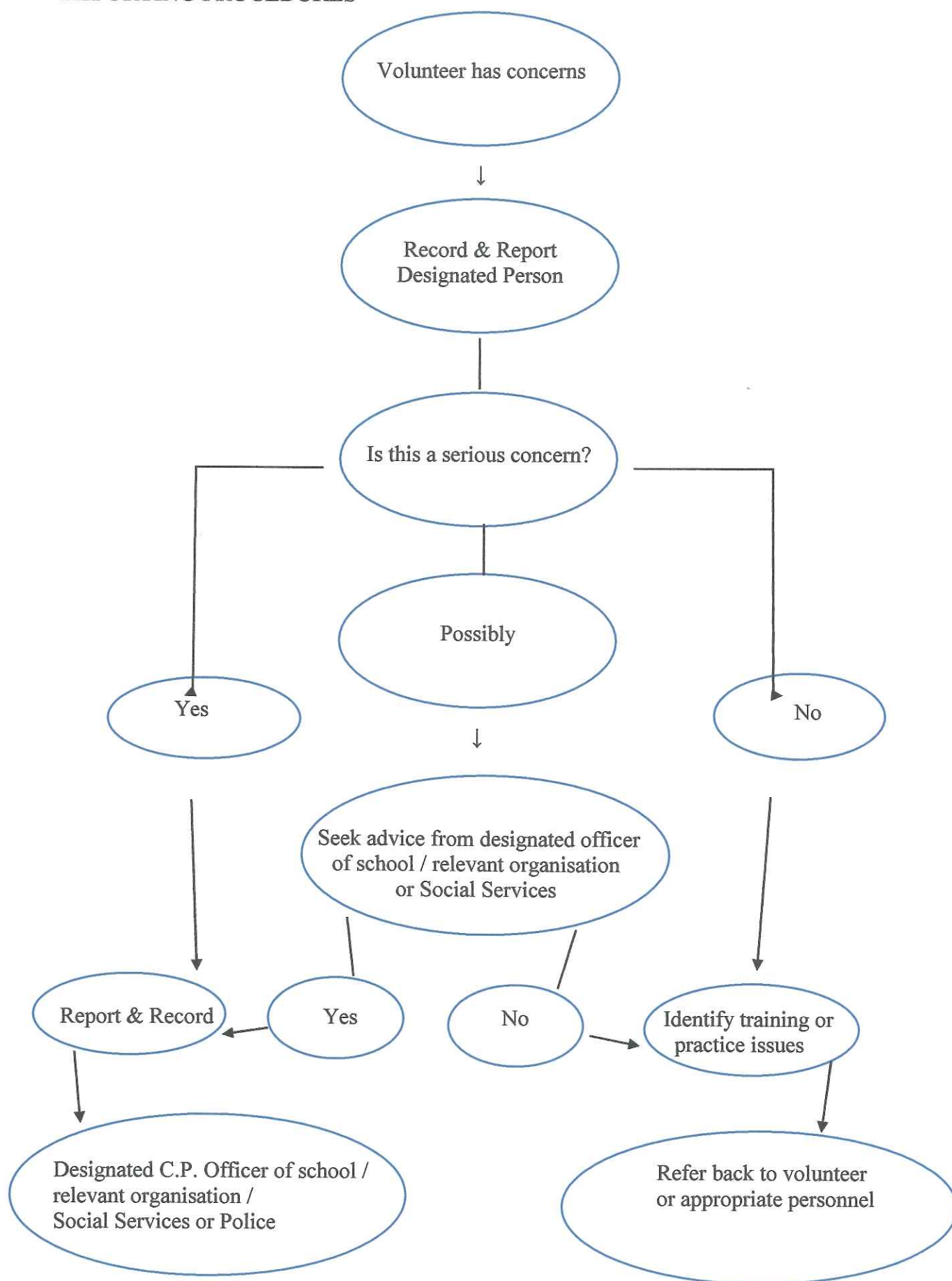
- o Name of child or young person
- o Age
- o Home Address (if known)
- o Date of Birth (if known)
- o Name/s and Address of parent/s or person/s with parental responsibility
- o Telephone numbers if available

- o Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- o What has prompted the concerns? Include dates and times of any specific incidents
- o Has the child or young person been spoken to? If so, what was said?
- o Has anybody been alleged to be the abuser? If so, record details
- o Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc
- o Has anyone else been consulted? If so, record details

#### ACTION TAKEN

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## REPORTING PROCEDURES



## **DESIGNATED CHILD PROTECTION PERSONS**

For reasons of confidentiality the only person who needs to know this information is the following Designated Child Protection Person Mr Alex Sutherland, Summerhill, Robins Lane, Lolworth, Cambs, CB23 8HH

The Designated Person will inform the relevant outside organisation of the incident.

## **RECORD-KEEPING**

- All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet.
- Only the designated Person will have access to these files.

## **DISCLOSURE**

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly.
- Offer him / her reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption. Accept what is said – it is not your role to investigate or question. Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on. Explain what you have to do this and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event, Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact Robinson Hall Trustees' Designated Person for advice / guidance. The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If the Designated Person is not available, or it is inappropriate to approach them, the volunteer with the concern should make direct contact with the relevant organisation themselves
- Record any discussions or actions taken within 24 hours.

## **FOLLOWING CAREFULLY THE PROCEDURES FOR SELECTION OF VOLUNTEERS**

Robinson Hall Trustees operates supervision procedures that ensure highest priority is given to issues relating to child protection.

## **PROVIDING EFFECTIVE MANAGEMENT FOR VOLUNTEERS THROUGH SUPERVISION, SUPPORT & TRAINING**

Robinson Hall Trustees encourages the development of volunteers through its on-going support, supervision and training.

- **INDUCTION** Each new volunteer is made familiar with Robinson Hall Trustees' policies and procedures including the Child Protection Policy and Code of Behaviour
- **APPRAISALS** Each volunteer undergoes an annual appraisal
- **TRAINING** Robinson Hall Trustees take responsibility for the training needs of volunteers. The individual, however, also plays a part in identifying areas they feel they require training in.