



# Safeguarding & Child Protection Policy

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We are committed to a practice which protects children from harm. Staff and 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 staff and volunteers.
- 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.
- Following carefully the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- We are also committed to reviewing our policy and good practice at regular intervals.

## **Child Protection Policy**

### **CODE OF BEHAVIOUR**

#### **Statement of Intent**

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

This organisation is committed to creating a safe environment in which young can feel comfortable and secure while engaged in all **Jubacana** programmes, training events or workshops. Personnel 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 **Jubacana for all Jubacana staff and volunteers.**

#### **ATTITUDES**

- Staff and volunteers should be committed to treating children and young people with respect and dignity.
- Always listening to what a child or young person has to say.
- Valuing each child and young person.
- Recognising the unique contribution each individual can make.
- Encouraging and praising each child or young person.

#### **BY EXAMPLE**

- Staff and 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**

- Staff and volunteers should not spend excessive amounts of time alone with children, away from others.
- In the 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 staff are informed of the meeting and its whereabouts.

## **PHYSICAL CONTACT**

Staff and 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 themselves. If such an incident arises, for example, where a child or young person has limited mobility, **Jubacana** staff should seek a leader of the youth organisation to deal with such an incident.
- Allow, or engage in, inappropriate touching of any kind.

## **GENERAL**

Staff and volunteers should;

- Be aware that someone might misinterpret our actions no matter how well intentioned.
- Never draw any conclusions about others without checking the facts.
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person.

## **RELATIONSHIPS**

Staff and volunteers who are involved in relationships with other members of **Jubacana** staff or volunteers should ensure that their personal relationships do not affect their role within or the work of **Jubacana**.

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

Good communication is essential in any organisation. In **Jubacana** 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. **Jubacana** will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, **Jubacana** 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 projects and regularly liaising with parents and families where necessary/appropriate.

## **Staff & Volunteers**

As an organisation which offers creative opportunities alongside support and guidance to children and young people, it is imperative that each member of the **Jubacana** staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of **Jubacana** 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, INVOLVING PARENTS AND CHILDREN APPROPRIATELY, AND PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE.**

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

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns? Include dates and times of any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc
- Has anyone else been consulted? If so, record details

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

## **DEFINITIONS AND SIGNS OF ABUSE**

### Definition of Abuse

For the purpose of our policy an abused child is any boy or girl, under 18 years of age, who has suffered from, or is believed likely to be, at risk of significant risk of physical injury, neglect, emotional abuse or sexual abuse.

### Sexual Abuse

#### Definition

Actual or likely sexual abuse / exploitation of a child or young person. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape or buggery) and non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## Signs

Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder
- Starting to wet again, day or night/nightmares
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism

## Physical Abuse

### Definition

Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering), to a child. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Factitious Illness may also constitute physical abuse

### Signs

Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Unexplained recurrent injuries or burns
- Improbable excuses or refusal to explain injuries
- Wearing clothes to cover injuries, even in hot weather
- Refusal to undress for gym
- Bald patches
- Chronic running away
- Fear of medical help or examination
- Self-destructive tendencies
- Aggression towards others
- Fear of physical contact - shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')
- Fear of suspected abuser being contacted

## Emotional Abuse

### Definition

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional damage is involved in all types of ill-treatment of a child, though emotional abuse may occur alone

### Signs

Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Physical, mental and emotional development delay
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc')
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression

### Neglect

#### Definition

The persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### Signs

Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Untreated medical problems
- No social relationships
- Compulsive scavenging
- Destructive tendencies

Note: A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone.

## **DESIGNATED CHILD PROTECTION PERSONS**

- For reasons of confidentiality the only person(s) who need to know this information are the following Designated Child Protection Persons: Holly Prest, Dan Jones.

## **RECORD-KEEPING**

- All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet.
- Only the designated Persons 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 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 one of the **Jubacana** Designated Persons for advice / guidance.
- The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If either Designated Person is not available, or it is inappropriate to approach them, the volunteer / member of staff 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 RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS**

**Jubacana** operates employment and supervision procedures that ensure highest priority is given to issues relating to child protection.

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

**Jubacana** encourages the development of staff and volunteers through its on going support and training.

The Child Protection Policy of **Jubacana** is available for viewing on request.

Lead artists and volunteer coordinators of **Jubacana** possess up-to-date DBS certificates.