



charitable incorporated organisation number 1183921

Taunton Welcomes Refugees

4f. Child Protection Policy and Procedures

Policy Statement

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

Taunton Welcomes Refugees (TWR) values young people and children and aims to see them grow, mature and be challenged in a healthy and safe environment.

TWR aims are

- To provide activities for children and young people to help them develop from childhood into adulthood and to provide support for them
- To enable the children/young people to express themselves through language and mentoring support
- To assist the children/young people in integrating into the community.
- To help children/young people appreciate the diversity of their cultures.

Designated Named Person:

TWR has an appointed individual for dealing with safeguarding concerns. In their absence, a Deputy will be available to consult with.

The Designated Named Person for safeguarding within TWR is:

Louise Froud

Mobile: 07582 044452

Email: safeguarding@tauntonwelcomesrefugees.co.uk

The Deputy is:

Simon Forrester

Mobile: 07876 775401

Email: simon@tauntonwelcomesrefugees.co.uk

The roles and responsibilities of the named person(s) are:

- To ensure that the policy is being put into practice;
- To be the first point of contact for child protection issues;
- To keep a record of any concerns expressed about child protection issues;
- To bring any child protection concerns to the notice of the board of trustees and contacting the Local Authority if appropriate;
- To ensure that volunteers are given appropriate supervision;
- To ensure that everyone involved with the organisation is aware of the identity of the Designated Named Person for Child Protection

Procedures

1. Organisation

- Each child and young person will be registered within TWR. The file includes an information/consent form which their parent/guardian must complete. This file may have vital information about health and emergency contacts and will be kept securely.
- A record should be kept of each visit
- Volunteers will keep close links with the guardians

2. Trips/Outings

- When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).
- Ensure that there is adequate insurance for the work and activities.

3. Personal/Personnel Safety

- A group of children or young people under sixteen should not be left unattended at any time.
- Volunteers should never be alone with children. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- All such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organiser themselves).

4. Child Safety during Outdoor and Indoor Activities

- Make sure that the area you are using for activities is fit for the purpose, e.g., remove furniture, which could cause injury in energetic games.
- Make sure that all workers and assistants know
 - Where the first aid kit is
 - Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - What to do in the event of a fire or other emergency
- If private cars are used for an outing, the drivers must be approved by the committee, be properly insured, have rested before driving, and should have clean licenses. There should always be at least one other responsible person (16 or over) in each vehicle. All vehicles should be fitted with full seatbelts, not just lap belts. Full seatbelts should always be used.
- In the case of trips or outings, it should be made clear if volunteers' cars will be used and where the children or young people will be returned to.

5. Raising a Safeguarding 'Alert'

- In an emergency call 999
- Non-emergency call to police 101
- Somerset Council Somerset Direct/ Children's Social Care 0300 123 2224
- Concerns about children by email to childrens@somerset.gov.uk
Somerset Council Emergency Duty Team 0300 123 2327
- Check children's information at
<http://www.somerset.gov.uk/childrensservices/safeguarding-children/report-a-child-at-risk/>

The phone call should be followed up in writing to the Somerset County Council outlining the concerns using a Safeguarding Alert form. This form can be found via the website link above.

6. New Volunteers

Volunteers are by far the most valuable resource that TWR has for working with young people. When recruiting and selecting volunteers the following steps will be taken:

- An interview by three people from the board of trustees, who will take the final decision
- Checking of the applicants' identity (passport, driving license, etc)
- Taking up references prior to the person starting work
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the Criminal Records Bureau
- Taking appropriate advice before accepting a volunteer with a criminal record
- Allowing no unaccompanied access to children until all of the above have been completed
- A probationary period of 3 months for new volunteers
- On-going supervision of volunteers
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance

7. Disseminating /Reviewing the policy

The Safeguarding Policy will be communicated to trustees, staff, volunteers, students and others. The Designated Named Person will be responsible for ensuring that this is done.

This Policy will be reviewed annually.