TAUNTON WELCOMES REFUGEES

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 Safeguarding Lead:

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

The Designated Safeguarding Lead within TWR is:
Louise Froud
Mobile: 07572 440479
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 Safeguarding Lead for Child Protection

Procedures

1. Organisation
   - Each referred family is registered with TWR and those details will include the names of the children in the family at the time of referral.
   - If a TWR volunteer is given personal information about the health, safety or other matters relating to a child, this will be kept securely within the TWR records.
   - Volunteers will be instructed to refer relevant information to the administrator or Safeguarding Lead, as appropriate.
   - Records are kept of all visits to families.
   - TWR also supports asylum seekers, including families with children. Records are not kept of these families. However, where concerns about health, safety or safeguarding arise the volunteers will liaise with the appropriate trustees or Safeguarding Lead, to ensure the best possible course of action is identified and pursued.

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
   - At TWR events the responsibility for supervision of children lies with the children's parents/guardians. TWR volunteers will ensure that groups of children are not left unsupervised.

- Volunteers will not normally work with children alone, but TWR appreciates that there are exceptional circumstances where this may happen. In a situation where a volunteer is alone with a child or young person (e.g. first aid or he/she is distressed) make sure that:-
  1. The parent/guardian is made aware of the situation
  2. The lone working and safeguarding policies are adhered to
  3. The volunteer has an enhanced DBS check
  4. You do not work in a closed room with a child, there is clear visibility into the room where the 1:1 is taking place.
- 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 licences. 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. Responding to a child protection or safeguarding concern

- If there is a child or young person at immediate risk of harm or a crime taking place call the police on 999.
- If you have a safeguarding concern relating to a child or young person, contact the DSL or DDSL immediately.
- Record the date, time and details relating to the incident or concern and log it on the Incident Report form.
- If you cannot get hold of the DSL or the DDSL, you must try to contact the Co-Chairs on 07909 686370 or 07876 775401

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 two people from the board of trustees, who will take the final decision
- Checking of the applicants' identity (passport, driving licence, etc)
- Taking up references prior to the person starting work
- Ensuring appropriate criminal record checks have been carried out through relevant local agencies approved by the Disclosure and Barring Service
- 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 review is held on a 6 monthly basis for all 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 Child Protection Policy will be communicated to trustees, staff, volunteers, students and others. The Designated Safeguarding Lead will be responsible for ensuring that this is done.

This Policy will be reviewed annually.