

Policy for Safeguarding and Child Protection (A working document that incorporates best practice)

Basic Principles

Bristol Child Contact Centre:

1. Believes that children and young people need safe environments in which they can develop and grow in confidence.
2. Believes that children and young people should not be exposed to abuse or negligence or avoidable risks of any kind.
3. Recognises that organisations working with and supporting children and young people have a duty to keep them safe.
4. Places Safeguarding and Protection of children and young people at the centre of its activities
5. Is committed to and working towards meeting the objectives contained within *Working Together to Safeguard Children 2018*, *Social Services and Well-Being (Wales) Act 2014 that came into force in April 2016*, *Co-operating to Safeguard Children and Young People in Northern Ireland (2017)* and *SBNI Policy and Procedures (2018)* *Children (Abolition of Defense of Reasonable Punishment) (Wales) Act 2020 in force from 21/03/2022* + *The Domestic Abuse Act 2021*
6. Recognises that Safeguarding and Child Protection are emotive issues that need to be handled both sensitively and carefully.
7. Is committed to creating and implementing policies and procedures that will ensure where risks need to be taken regarding children and young people that they are both calculated and carefully managed by a written risk assessment– with particular regard to contact moving away from the centre.
8. Recognises the difference between Child Protection and Safeguarding namely:
 - Child Protection involves recognising signs of physical, sexual or emotional abuse or neglect and acting upon it by referring to the Coordinator and if needed to Social Care or the police
 - Safeguarding involves keeping children and young people safe from a much wider range of potential harm and looks at preventative action and not just reaction.
9. Is committed to ensuring that all its volunteers, staff and trustees know about and operate in accordance with the following procedure when a Safeguarding or Child Protection issue arises namely:
 - Recognise – by being aware of possible signs – Safeguarding standards are set out in the document from NSPCC
 - <https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf>
 - Respond – by acting on what has been seen, heard, suspected
 - Record – asap – by the end of that day and if applicable using the words spoken by a child or adult or relayed by a third party
 - Report - to safeguarding lead (Currently the Coordinator Vanessa Kitchen)
 - Refer – to Social Care or the police if appropriate
10. Is committed to ensuring that all its volunteers, staff and trustees are aware of, kept up to date with and operate in accordance with good practice in relation to Safeguarding and Child Protection.
11. Recognises that safeguarding is the responsibility of every individual in the organisation

Recruitment – (see also our full Safer recruitment Policy)

Bristol Child Contact Centre will have a clearly defined recruitment process for its staff, volunteers and trustees. This will include application forms, checking ID, interviews, checking references, induction procedures and probationary periods. A Trustee (normally the chair) will be responsible for ensuring these processes are followed in the case of employed staff, and a Coordinator in the case of volunteers.

Bristol Child Contact Centre's commitment to Safeguarding and Child Protection will also extend to the following:

Disclosure and Barring Service checks (DBS)

All of its volunteers, staff and trustees will be checked to an enhanced level with barred list check when they first join the organisation and every three years thereafter.

All of its volunteers, staff and trustees will be aware of and kept up to date with good practice and procedural changes in relation to DBS checks.

Bristol Child Contact Centre will modify its own recruitment practices and procedures to take account of directives issued by the DBS.

Managing Safeguarding and Child Protection

1. Bristol Child Contact Centre will have a named volunteer or member of staff who will be responsible and accountable for all aspects of the organisation's work in relation to Safeguarding and Child Protection. Generally the coordinator.
2. This person will be responsible for:
 - Ensuring the centre is aware of and operating in accordance with their Local Safeguarding Board's policies and procedures in relation to Safeguarding and Child Protection.
 - Ensuring that volunteers/staff have access to the phone numbers they need to report allegations or concerns relating to Safeguarding or Child Protection to Children's Services and or the police.
 - Ensuring that either themselves or another named volunteer or member of staff passes accurate information relating to Safeguarding or Child Protection to the coordinator who will then pass it to the statutory agency responsible for investigating it both directly and quickly.
 - Establishing timely contact and seeking advice from NACCC if they have any concerns about Safeguarding, Child Protection or Inappropriate Referrals to their centre.
 - Reporting any significant safeguarding incident to the Charity Commission

Safeguarding and Child Protection Awareness Training for Bristol Child Contact Centre volunteers, staff and trustees

This is mandatory for coordinators, other key staff and volunteers and trustees and will be repeated every year or revised as required. It will always form part of the induction.

Sharing Information

1. Bristol Child Contact Centre has a statutory obligation to pass information to relevant partner organisations when a Safeguarding or Child Protection issue has arisen within the centre or elsewhere.
2. Bristol Child Contact Centre has a recognised procedure for volunteers, staff and trustees to follow when a Safeguarding or Child Protection issue has arisen within the centre or elsewhere. Template for recording a concern attached.

3. Bristol Child Contact Centre will make families using the centre and referrers aware of their statutory obligation to record and report any incidents relating to Safeguarding and Child Protection.

Providing Advice and Support

Bristol Child Contact Centre will ensure that its volunteers and staff receive the supervision and support they require when they are working with Safeguarding and Child Protection incidents or concerns.

Failing to follow or non-compliance with recognised procedures and good practice in relation to Safeguarding and Child Protection by Bristol Child Contact Centre's volunteers, staff and trustees.**When it involves Bristol Child Contact Centre's volunteers or staff the organisation will take necessary action.**

This could include some or all of the following depending on the severity of the non-compliance and after discussion at a trustee meeting:

- a reminder warning to the individual in conversation,
- a formal written warning from the trustees
- a second written warning from the trustees
- suspension
- dismissal.

If it involves a trustee the Charity Commission will probably need to be informed under a Serious Incident Report

Bristol Child Contact Centre also understands that if the National Association of Child Contact Centres (NACCC) becomes aware of any failings or non-compliance with recognised procedures and good practice in relation to Safeguarding and Child Protection it will act in one or a combination of the following ways, as appropriate and reasonable:

- Enhanced support and training for the Centre
- Agreement for further action by the Centre
- Temporary suspension from membership of NACCC
- Removal of NACCC accreditation status
- Notification of partner organisations that are making referrals to and or funding the centre.

Distribution of Bristol Child Contact Centre's Policy for Safeguarding and Child Protection

A current copy of this policy will be included in the guidance notes given to volunteers, staff and trustees. Copies of the policy will also be available to referrers, families using the centre and other organisations upon request.

Revision of Bristol Child Contact Centre's Policy for Safeguarding and Child Protection. This will take place as and when required but at least bi-annually. Additional changes are to take account of new legislation and practice guidance.

Reviewed and re-adopted September 2014, and subsequently amended on: 16 March 2016

Reviewed May 2018, Reviewed and re-adopted July 2019, And subsequently amended and re-adopted February 2021

Reviewed, amended and adopted March 2022

Statement of Commitment to Bristol Child Contact Centre's Safeguarding and Child Protection Policy

This form is to be completed by all Bristol Child Contact Centre's volunteers, staff and trustees.

I have read and understood the standards and guidelines contained within Bristol Child Contact Centre's Safeguarding and Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing them in my capacity as an employee, volunteer or trustee of Bristol Child Contact Centre.

_____ Print Name

_____ Signature

_____ Volunteer / Trustee / Staff member

_____ Date

Appendix 1: NACCC safeguarding recording-reporting form (updated 2015)

Safeguarding Recording/Reporting Form



- This form must be used to record information about a safeguarding concern. It can also be used to send information about the concern to Children's Services or your local Safeguarding Board within 24 hours of the concern arising.
- When completing the form **please use facts wherever possible** and distinguish between fact, observation, opinion and information from others.

Name of Person completing the form:			
Position:			
Name of centre/service:			
Address:			
Telephone Number:			
Email:			
Name of family causing concern:			
Address:			
Telephone number:			
Referral status (please indicate)	Mediation Y/N	Private Law referral Y/N	
Statutory Court Order Y/N	Self-referral Y/N	SRS (Safe Referral System) Y/N	
Names, date of birth and gender of child/ren causing concern and any siblings:			
Name	Date of birth	Gender M/F	
What is the child/ren's first language?			
Do any of the children have special needs? (please indicate)		Yes	No
If 'Yes' please give details			
Names of any other household members or significant others involved with the children.			
Name		Relationship to child	

Names of other agencies and workers involved with the family/children			
Contact name of worker	Agency of worker		
Nature/reason for your concern			
Please give an opinion as to whether the children may need urgent action to make them safe			
Has a parent with parental responsibility given consent for a referral to Children's Services or a Safeguarding Board to be made? (please indicate)		Yes	No
Please record the action agreed or that no further action is to be taken and the reasons for this decision.			
Name:		Date:	
		Time	

People contacted:				
Name	Organisation	Telephone number	Date	Time
Copy of this form has been sent within 24 hours to: (please complete and indicate method of sending form). In any event the form must be sent to the NACCC office.				
Organisation	Email	Post	Fax	Time
Police				

Out of hours Services					
Cafcass					
NACCC head office					
Other (please specify)					