



## Child Protection Policy

Churches Together in Heald Green Youth Initiative  
Registered Charity Number:  
1076487

## Child Protection Policy

### Policy Statement

"We as Churches Together in Heald Green Youth Initiative are committed to practices that protect children from harm. Staff and volunteers in this Initiative recognise and accept our responsibilities to develop the awareness of the issues that may cause children harm"

### Definition

For the purposes of these policies and procedures children are any person under the age of 18 years, or those whom are considered vulnerable.

We will endeavor to safeguard children by:

- Adopting child protection policies and guidelines through a code of behaviour for staff and volunteers
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately
- Ensuring that the Criminal Records Bureau in accordance with their guidelines and in conjunction with Stockport Youth Services or where appropriate through the Churches Agency for Safeguarding check all staff and volunteers with responsibility for children.
- Making all new staff and volunteers aware of our child protection procedures and policies.
- Appointing two designated persons to enable concerns to be reported in accordance with our procedures.
- We are also committed to reviewing our policy and good practice at regular intervals.



## RECRUITMENT POLICY AND PROCEDURES

Anyone may have the potential to abuse young people, therefore all reasonable steps must be taken to ensure unsuitable people are prevented from working with them. Hence the following procedures will apply in all cases whether paid or voluntary, full-time or part time.

Advertising – Any form of advertising to recruit staff whether paid or voluntary will reflect the following:

- The aims of the Charity.
- The key responsibilities of the role.
- The level of experience and qualifications required.
- The Charities open and positive stance on child protection and equal opportunities.

Pre-application information – Pre-application information sent to interested or potential applicants will contain:

- Job description including roles and responsibilities.
- Person specification stating qualifications and experience required.
- An application form.

References – A minimum of two written references will be taken up particularly seeking comments on suitability for working with children and young people and any previous experience

Interviews, disclosures and induction:

- A formal interview will be carried out by at least two trustees one of which will be the Child Protection Officer or her deputy.
- An enhanced CRB check is mandatory for all applicants and the applicant will only be allowed to take up duties once the CRB check has been satisfactorily cleared and two written references have been received and accepted.
- All staff/volunteers will undergo formal induction into the role by the Child Protection Officer or her deputy.
- All staff/volunteers will be required to read and sign the Code of Conduct set out in this Policy

Monitoring – At regular intervals (not less than six monthly) every employee or volunteer should receive formal and informal feedback on their performance and to identify any specific training needs



## CODE OF BEHAVIOUR – for all staff and volunteers

You must not:

1. Staff and volunteers must not spend time alone with children away from others. Meetings with individual children should be avoided or take place in the sight of others. If privacy is needed the door should remain open and other staff or volunteers should be aware of the meeting.
2. Staff and volunteers should not make any unnecessary physical contact with children. However, there may be occasions when physical contact is unavoidable, such as providing comfort at times of distress. In all such cases contact should only take place with the full consent of the child.
3. It is not good practice to take children alone in a car, however short the journey. Where this is unavoidable it must be with the full knowledge and consent of the parents (or guardians) and duty Youth worker for that session of activity.
4. Staff and volunteers should not meet children outside of organised activities unless it is with the full knowledge and consent of the parents and one of the Management Committee of the Initiative.
5. Staff and volunteers should not start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. Only the facts should be recorded and reported to the designated person.
6. Staff and volunteers should never (even in fun).
  - Initiate or engage in sexually provocative conversations or activity.
  - Allow the use of inappropriate language to go unchallenged.
  - Do things of a personal nature for children that they can do for themselves.
  - Allow any allegations made by a child to go without being reported and addressed, or either trivialise or exaggerate child abuse issues.
  - Make promises to keep any disclosure confidential from relevant authorities.
7. Staff or volunteers should not show any favoritism to any one child, nor should they issue or threaten any form of physical punishment.

Staff should not use mobile phones which are capable of taking photographs or video images. Such phones should be switched off when working with children.

You must:

1. Staff and volunteers must respect children's rights to privacy and encourage children and adults to feel comfortable enough to report attitudes or behavior they do not like.
2. Staff and volunteers will be expected to act with discretion with regards to their personal relationships. They should ensure that any personal relationships do not affect their leadership

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within the organisation. All pre-existing relationships between staff/volunteers and or participants of any events or meetings must be disclosed.

3. Staff and volunteers must refrain from consuming alcohol for a period of at least twelve hours before assuming responsibility for any child or children.

4. All staff and volunteers should be aware of the procedures for reporting concerns or incidents and should familiarise themselves with the correct details of the designated persons.

5. If a member of staff or volunteer finds himself or herself the subject of inappropriate affection or attention from a child they should make others aware of this at the first opportunity.

If a member of staff or volunteer has any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviors of another member of staff or volunteer or concerns based on any conversations with the child, particularly where the child makes an allegation, they should report this to the designated person.