

Bassetlaw District Council

“CHILDREN FIRST.”

Every Child & Young Person Matters.

Child Protection Procedures and Guidelines

Reviewed: **January 2008**



BASSETLAW
DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

Foreword

Abuse can occur within many situations including the home, school and sporting environments. It is known that some individuals will actively seek employment or voluntary work with children in order to harm them. Everyone providing services for children, whether paid or voluntarily, has a role to play in safeguarding the welfare of children and preventing their abuse.

Staff working for Bassetlaw District Council, should therefore recognise their responsibility to protect children from all types of abuse through maintaining a sound basis for recruitment, continuing support, appropriate training and adequate supervision which enables them to work together with parents/carers and other organisations making sure that the needs and welfare of children remain paramount. Staff should also recognise that perpetrators of abuse can be both adults and children.

Bassetlaw District Council are a registered body with the Criminal Records Bureau and insist on disclosures for all staff deemed to have access to working with children and young people as part of their delegated duties.

This policy document will constantly be updated, revised and amended in order for it to remain at the forefront of the current thinking regarding Child Protection and Child Welfare.

In accordance with the Children's Act 1989 and 2004, a child is defined as any person who has not yet reached their 18th Birthday. Bassetlaw District Council are responsible for ensuring that staff are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children. This includes ensuring that staff, are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment. The Council also has the responsibility to identify adequate resources and support for staff to allow them to attend relevant levels of inter agency training courses.

This policy adopts the most up to date definitions and terminology available via The Nottinghamshire Safeguarding Children's Board whilst also addressing the specific needs and requirements for Bassetlaw District Council.

Contents

INTRODUCTION	4
PRINCIPLES	5
CHILD PROTECTION PROCEDURES	
1.0 General guidance in cases of concern	6
2.0 What information should be recorded?	6
3.0 Who reports what and to whom?	7
4.0 Who are the key named service representatives?	8
5.0 Making a referral	9
6.0 What happens after a referral has been made?	10
7.0 Listening to the child - first point of contact	10
8.0 Allegations made against a member of staff	11
9.0 Suspicious behaviour of customers and spectators	12
10.0 Training	12
CHILD PROTECTION GUIDELINES & INFORMATION	
11.0 The main forms of child abuse	13 – 14
12.0 Identifying the signs of abuse	15
12.0(A) Body map of injuries	16
13.0 Good practice	17
14.0 Those working with children should never	17
15.0 Procedure flowchart – Appendix A	18
16.0 Summary of names services representatives duties	19
Appendix A	
17.0 Recruitment and appointment procedures	20
18.0 Criminal Convictions/Cautions	20
19.0 Referral Observation Form	21 – 22
Child Protection Policy Signature Sheet	23

Introduction

Bassetlaw District Council have a statutory duty under Section 11 of the Children Act 2004 to make arrangements for ensuring its functions are operated with regard to the need to safeguard and promote the welfare of children. It is important that procedures are put in place to ensure that staff know what to do where concerns for a child/ren's welfare come to light and that there is a close link with those who have the responsibility to investigate and assess concerns. Concerns may surround members of the public or Council employees. Bassetlaw District Council is a member of Nottinghamshire Safeguarding Children Board and is committed to safeguarding and promoting the welfare of children and young people.

This policy and accompanying procedures have been adopted by the Council to ensure the safeguarding and welfare of children and young people in Bassetlaw. They are intended to clarify individual roles and responsibilities, raise awareness and reassure staff that there are clear processes in place should they have any concerns or in the rare event that an allegation is made against an individual member of staff. The Council's procedures complement those of the Nottinghamshire Safeguarding Children's Board, and the Council may refer to these for further guidance as necessary.

- All staff have a duty to protect, safeguard and ensure the well-being of children and young people. To enable them to do so, this document explains how to recognise signs of abuse, what information to record and how to do so, and who to report any concerns to.
- More senior staff and managers have additional responsibilities to ensure that their staff understand these procedures and implement them appropriately, and to offer guidance to help staff to meet their responsibilities.
- Designated named service representatives have the responsibility to know when and how to make referrals via the use of the referral observation form to Nottinghamshire's Childrens Social Care Team and to be able to offer specific support to staff who raise concerns and suspicions.
- The council's Local Authority Designated Officer Child Protection (LADOCP) acts as a link between Bassetlaw District Council and the Nottinghamshire Safeguarding Children's Board (NSCB), and is responsible for ensuring that procedures being implemented by the council remain in line with procedures being advocated by the NSCB.

It is important to note that Council staff are not responsible for deciding whether or not child abuse is taking place. However, they are responsible for reporting suspicions to the Nottinghamshire Children's Social Care Team within Nottinghamshire County Council.

The Children's Act 1989 (section 47) places an express statutory duty on Nottinghamshire County Council to investigate and to take action in cases where they have reasonable cause to suspect that a child is suffering or is likely to suffer significant harm. Bassetlaw District Council has a statutory duty under the Act, to cooperate with appropriate agencies to safeguard the best interests of the child to ensure that Nottinghamshire County Council can fulfill its duty.

Apart for this public responsibility, Bassetlaw District Council also has a moral obligation to the children and young people of Bassetlaw's community.

Principles for Safeguarding Children

Work to safeguard and promote the welfare of children should:

- be child centered
- be rooted in child development
- be focused on outcomes for children
- be holistic in approach
- ensure equality of opportunity
- involve children and families
- build on strengths as well as identify difficulties
- be multi-inter agency in approach
- be a continuous process not an event
- provide and review services
- be informed by evidence.

CHILD PROTECTION PROCEDURES

1.0 General Guidance In Cases Of Concern:

- We should endeavour to work with parents or carers and other organisations/agencies where there are concerns about children. For example, if a child seems withdrawn, this may be as a result of starting a new school.
- However, sometimes a child might be placed at greater risk where such suspicions are discussed, e.g. where a parent or carer may be responsible for the abuse. (Information should not be shared with a parent / carer when to do so may interfere with a criminal investigation and where it may place a member of staff at risk.)
- In such situations, or where concern still exists, any suspicion, allegation or incident of abuse must be reported to the most senior person available, whilst recording all the appropriate information. If in doubt it is far safer to check it out. A child should be reminded of the limitations of confidentiality.
- It is the responsibility of the key named service representatives to inform the Nottinghamshire Children's Social Care Service within 24 hours, wherever possible.

In cases where there is no clear indication of child abuse but there is reason to strongly believe there is the potential for child abuse to occur you should inform the most senior person giving reasons for your concern including details. The key named service representative should, whenever possible be contacted prior to any referral.

2.0 What Information Should be Recorded?

- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The child's account, if he or she can give one, of what has happened and how any bruising or other injuries have occurred.
- Any times, dates or other relevant information; (child's name, parent/carer's details, addresses, phone numbers, names of witnesses the child's ethnicity/disabilities).
- Reports will be concise, objective and clearly state what is fact, opinion or hearsay.
- Reporting the matter to the Police or Nottinghamshire's Children's Social Care Team should not be delayed by attempts to obtain more information.
- Due to the confidentiality of information, records should be securely maintained and only viewed by appropriate personnel, Nottinghamshire Children's Social Care Service or the Police.
- Sign and date your statement.
- A corporate form (page 20 of this document) is available widely across Council departments and online to assist with documenting the relevant information.

3.0 Who Reports What and to Whom?

If you become aware of a possible child protection issue, then you must report this to an appropriate person at the earliest opportunity by completing the referral observation form attached to this policy. (It is not your responsibility to decide whether or not child abuse has taken place.)

The incident / information should first be reported to the most senior person on duty, who will then assist you in contacting the key named service representative. If you are the most senior person on duty then you must contact the designated key named service representative the details of which are listed on Page 7 of this policy. If you are unable to contact your key named service representative then contact any of the others listed. The completed referral observation form will need to be given to the key named service representative.

Children's Social Care Team can be consulted if you or the named senior representative are not sure what action to take. (See Section.5 of this policy)

The key named service representatives will, depending on the nature and background of the information given, respond verbally or by immediately attending the site or location.

It is the key named service representative's duty to ensure that the detail contained in the referral observation form is given to Nottinghamshire Children's Social Care Service if appropriate. However the senior member of staff or the initial staff member may give details contained in the referral observation form to Nottinghamshire Children's Social Care Service if they feel the key named service representative has not dealt with the allegation in accordance with these agreed procedures.

'Where a child is felt to be at immediate risk do not delay referring the concerns to Children's Social Care or the Police if you are unable to contact your line manager or other senior person.'

Please refer to Appendix 'A' (Page 20.) for flowchart of action, which diagrammatically summarises the procedure process.

4.0 Who are the Key Named Service Representatives?

The key named service representatives will be responsible for their own designated unit area outlined. As a nominated officer they will have access to the Nottinghamshire Safeguarding Children's Board procedures and should have received additional training appropriate to their enhanced role and responsibilities. It is essential that the named officers are obtainable both during normal working hours and during evenings and weekends. The council have a designated Local Authority Designated Officer Child Protection (LADO CP) who acts as the link between Bassetlaw and the Nottinghamshire Safeguarding Children's Board. The named key service representatives are listed in the table below as well as the LADO CP): -

Unit	Job Title	Name	Contact Tel No.
Corporate Services	Central Services & Corporate Projects Manager (Local Authority Designated Officer – Child Protection)	Steve Brown	01909 533767
Retford Leisure Centre	Operations Manager	Glyn Davies	01777 706509
Worksop Leisure Centre	Operations Manager	Dave Rose	01909 473937
Bircotes Leisure Centre	Operations Manager	Rachel Hancock	01302 743979
Kilton Forest Golf Course	Operations Manager	Dave Rose	01909 486563
Sports Development	Sports Development Team Leader	Tony Wright	01909 534338
Environment and Housing	Senior Admin Officer	Ruth Preston	01909 534331
Revenues and Customer Services	Principal Benefits Manager(tbc)	Elaine Simmonds	01909 533150
Human Resources	HR Business Manager	Karen Childs	01909 534123
Community Engagement and Performance	Policy Officer	Jo Wilson	01909 533189
A1 Housing	Principal Housing Manager (tbc)	Rachel Lowe	01909 533478

This Council has an agreement with Nottinghamshire Safeguarding Children's Board to access associated training opportunities on an annual basis that reflect differing levels of staff responsibilities.

Although the above list includes the individual service representatives, in order to increase the number of staff to be contacted it is agreed policy to give other staff appropriate Child Protection training. (Minimum operating standards for staff in Leisure Services, is attendance at a Sports Coach UK Safeguarding and Protecting Children Workshop).

A corporate referral observation form is widely available across the Council departments to document the relevant information.

5.0 Making a Referral:

It is the responsibility of the key named service representative to inform Nottinghamshire Children's Social Care Service. Wherever possible telephone referrals to Nottinghamshire Children's Social Care Service should be confirmed in writing within 24 hours. A record of the name and designation of the person making a telephone referral along with the date and time of the call should be kept and recorded and included in the subsequent written report that is submitted.

Notts County Emergency Duty Team (out of hours)

Tel: 0115 844 7333

Children & Young People's Services

Children's Social Care Team

Retford Sub Office

County Council Offices

Chancery Lane

Retford

Notts

DN22 6DG

Tel: 01777 716161

Fax: 01777 716171

Nottinghamshire Safeguarding

Children's Board Training Section

Tel: 0115 9934332

Worksop Sub Office

Queens Buildings

Potter Street

Worksop

Notts

S80 2BZ

Tel: 01909 533533

Fax: 01909 535553

Bassetlaw District Council

Counselling Service

Tel: 07702 123966

Bassetlaw Police

Tel: 01909 500999 (please ask for Retford or Worksop Police Station)

Further guidance can be gained from:

NSPCC Child Protection Helpline (freephone)

Tel: 0808 800 5000

Swimline

Tel: 0808 100 4001 (freephone)

Childline

Tel: 0800 1111 (freephone)

6.0 What Happens After a Referral Has Been Made?

Nottinghamshire Children's Social Care Service will advise what to do next, how and when to involve parents/carers; they will also take responsibility for ensuring appropriate investigations are undertaken. If a child needs urgent medical attention, then this must be sought as a matter of urgency i.e. Child's G.P or a hospital. Ensure that the appropriate person / people are involved with the transportation of the child concerned to the appropriate medical centre, bearing in mind the people who may be involved in the suspicions / allegations. Prepare a written report on the corporate form provided in conjunction with the key named service representative in the expectation that you may be invited to an appropriate meeting.

Nottinghamshire Children's Social Care Service should notify the reporting officer as to what subsequent actions are being taken, within one day of the report having been made. If nothing has been reported within three working days, the Nottinghamshire Children's Social Care Service should be contacted for further details.

7.0 First Point of Contact - Listening to the Child - What should I say? What should I not say?

District Council staff who on the whole come into regular contact with children may receive information or suspect abuse. These staff members should endeavour to;

- React calmly so as not to frighten the child.
- Reassure the child they are not to blame and that it was right to tell.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has speech difficulties or differences in language. Do not probe, do not lead.
- Keep questions to the absolute minimum necessary to ensure a clear and accurate understanding as to what has been said.
- Employees should remain objective throughout discussions.
- Always reassure the child, but do not make promises of confidentiality, which might not be feasible in light of subsequent developments.
- Make a full record of exactly what has been said, heard or seen as soon as possible. Corporate forms are available to document this evidence and a witness wherever possible should be present when information is being documented.
- Inform them of the action you plan to take.
- Make any appropriate supportive arrangements for the child after the initial discussion has occurred.

8.0 Allegations Made Against a Member of Staff:

It is fundamentally important that colleagues should remain objective and impartial if an allegation is made against a fellow employee. The referral pathway for a concerned member of staff is the same as any other referral and staff should not discuss any of the details with the member of staff involved.

Any allegation against a member of staff will be fully investigated in accordance with the Council's Disciplinary Procedure, and taking account of the principles embodied in the NSCB Procedures. During the course of the investigation, measures will be taken to support individual staff members whilst managing any potential risk to service users. According to the circumstances of the case, risk management action may include, for example, temporary redeployment or suspension from duty, pending the outcome of an investigation.

FURTHER INFORMATION

A Full copy of the Council's Disciplinary Procedure and the NSCB "Procedures for Dealing with Allegations and Concerns of Abuse Made Against a Member of Staff or Volunteer" can be obtained on request from the Human Resources Team. (01909 534136)

9.0 Suspicious Conduct and Behaviour of Customers and Spectators:

If a member of staff has concerns or suspicions about the behaviour or conduct of a customer/participant, spectator or individual, then it should be reported to the most senior person available. In instances such as this, management should endeavour to seek clarification as to the person's behaviour and, if appropriate, contact Nottinghamshire Children's Social Care Service or the Police. If at all possible the member of staff should endeavour to keep the person at the venue until Nottinghamshire Children's Social Care Services staff or the Police have arrived but by trying to do so, staff should not put themselves at risk of harm or danger. Dates, times and details should be recorded to support any future investigation, on the corporate form provided.

Once contact has been made with Nottinghamshire Children's Social Care Service, it will be their duty to involve any other organisations/ agencies that they feel are necessary.

Whenever possible staff should not act alone and seek to have another adult to witness the reasons for the suspicions being noted.

10.0 Training

All Bassetlaw District Council employees working with children and vulnerable adults must attend an in-house Child Protection Training / Refresher course every 2 / 3 years.

General Child Protection awareness training should be addressed through the induction checklist for those areas of the Council where staff will come into contact with children. Service specific training must be delivered within six months of commencing employment.

All Coaches and Instructors will be required to attend a Sports Coach UK safeguarding Children workshop and ensure their certification is renewed every two years.

The key named service representatives will be required to participate in training provided via the Notts Safeguarding Children Board. This will include reporting procedures, the role of social care teams, the NSCB and the counselling/support of staff.

CHILD PROTECTION GUIDELINES & INFORMATION

11.0 The Main Forms of Child Abuse:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or institution or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

(i) **Physical Abuse:**

Physical abuse occurs whether or not an actual injury is caused when, striking, throwing, hitting, shaking, drowning, squeezing, suffocating, biting, scalding, burning, poisoning or exerting excessive force on a child or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. In a sports situation physical abuse might occur when the nature and intensity of training disregard the capacity of the child's immature and growing body.

(ii) **Emotional Abuse:**

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development?

Emotional abuse can occur if there is a persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted leading to a child becoming very nervous and withdrawn and feeling worthless. Emotional abuse in sport might include situations where children are subject to unrealistic pressure by the parent or coach, or bullied in order to consistently perform to high expectations. It may be caused by a coach who shows favouritism to others, behaves inconsistently or who violates confidences. All of these may undermine the self-confidence and self-esteem of the child.

(iii) **Sexual Abuse:**

Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware or what is happening.

Girls and boys can be abused by adults, both male and female, who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (including sexual online images) or telling stories or jokes of a sexually explicit nature or encouraging children to behave in sexually inappropriate ways are also forms of sexual abuse. In the coaching of some sporting activities, which involve some physical contact with children, situations could be created whereby sexual abuse might go unnoticed. It is important to recognise the power of a coach or instructor over young athletes that can, if misused, lead to abusive situations developing.

(iv) **Neglect:**

Is 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 can occur where adults fail to meet a child's basic needs like food, warmth, hygiene, clothing or medical care or when children are constantly left alone, unsupervised or are excluded from home or abandoned. Adults may also fail or refuse to give children love and affection and this could be seen to be emotional neglect. Failure to ensure adequate supervision (including the use of inadequate care-givers) may also lead to neglect. Neglect in a sports situation could include a teacher or coach not ensuring children are safe or exposing them to extreme weather conditions for inappropriate time periods.

(v) **Disabled Children and Abuse:**

(Including any child or young person who has a physical, sensory or learning impairment or a significant health condition).

There have been a number of studies¹, which suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.²

(vi) **Bullying & Harassment: (Could take the form of any of the forms of abuse outlined above.)**

Bullying can be hard to define and identify as it can take many forms. Bullying often involves a series of incidents over a period of time. There are three main types of bullying;

1. Verbal e.g. name calling and threats (including comments of a racial nature).
2. Physical e.g. hitting, kicking.
3. Emotional e.g. isolating an individual from activities.

Bullying can be carried out by both children and adults and by individuals or a group of people. Bullying usually includes the following:

- Deliberate hostility and aggression towards the victim.
- A victim that is weaker than the bully or bullies.
- Results in the victim being in pain or distress.

¹ Westcott, H (1993) **The Abuse of Children and Adults with Disabilities**. London, NSPCC

² Kerr, A (1999) **Protecting Disabled Children and Adults in Sport and Recreation**. Contact Disability Sport England (Tel: 020 7490 4919)

12.0 Identifying Signs of Abuse:

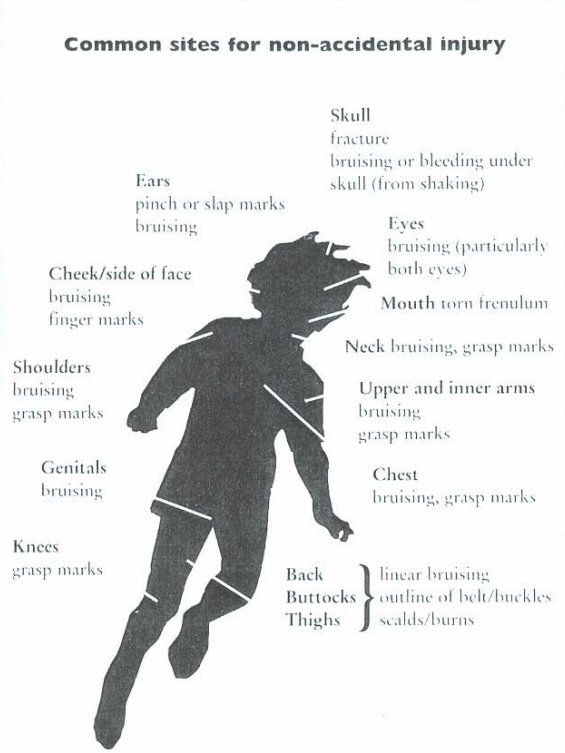
Recognising abuse is not easy, even for individuals who are experienced in working with abuse. We are not experts in this field and it should be stressed that the statutory responsibility for investigating / assessing these situations rests with the Nottinghamshire Children's Social Care Service Department and if in doubt any situation should be discussed with them.

Although not exhaustive, the list below contains some indicators of abuse.

<p style="text-align: center;">Physical Abuse: Indicators</p> <ul style="list-style-type: none"> ▪ Bruising to eyes, mouth or ears ▪ Finger tip bruising ▪ Bruising of different ages in same place ▪ Outline bruises (hands, belts, shoes etc.) ▪ Bite marks – clear impressions of teeth ▪ Burns or scalds with clear outlines (e.g. cigarettes) ▪ Poisoning, injections, ingestion of substances including drugs or alcohol ▪ Injuries/ fractures in children who are not mobile ▪ Allegedly unnoticed fractures in children – fractures cause pain. 	<p style="text-align: center;">Emotional Abuse: Indicators</p> <ul style="list-style-type: none"> ▪ Abnormally passive lethargic or attention seeking behaviour ▪ Specific habit disorders e.g. faecal smearing, excessive drinking, eating unusual substances and self-harm ▪ Severely delayed social development, poor language and speech development not otherwise explained ▪ Excessively nervous behaviour such as rocking or hair twisting ▪ Low self esteem.
<p style="text-align: center;">Sexual Abuse: Indicators</p> <ul style="list-style-type: none"> ▪ Sexually transmitted diseases ▪ Recurrent urinary infections ▪ Genital & rectal itching / soreness ▪ Unexplained bleeding / discharges ▪ Bruising in genital areas ▪ Sexual play / masturbation judged inappropriate to child's age / development ▪ Sexually explicit behaviour ▪ Inappropriate level of sexual knowledge ▪ Sexual abusive behaviour towards other children ▪ Unexplained pregnancy. 	<p style="text-align: center;">Neglect: Indicators</p> <ul style="list-style-type: none"> ▪ Not receiving adequate food consistent with their potential growth ▪ Exposed through lack of supervision to injuries including ingestion of toxic substances ▪ Exposed to inadequate dirty / cold environments ▪ Abandoned in circumstances without appropriate adult supervision which is likely to endanger them ▪ Prevented by their carers from receiving appropriate medical advice or treatment.

12.0 (A) Body Map of Injuries

Common sites for non-accidental injury



Bruises likely to be:

- frequent
- patterned (eg finger and thumb mark)
- old and new in same place (note colour)
- in unusual position (see chart).

Consider:

- developmental level of the child and their activities
- may be more difficult to see on darker skins.

Burns and scalds likely to have:

- clear outline
- splash marks around burn area
- unusual position (eg back of hand)
- indicative shapes (eg cigarette burns, bar of electric fire).

Injuries suspicious if:

- bite marks
- fingernail marks
- large and deep scratches
- incisions (eg from razor blades).

Fractures likely to be:

- numerous – healed at different times.

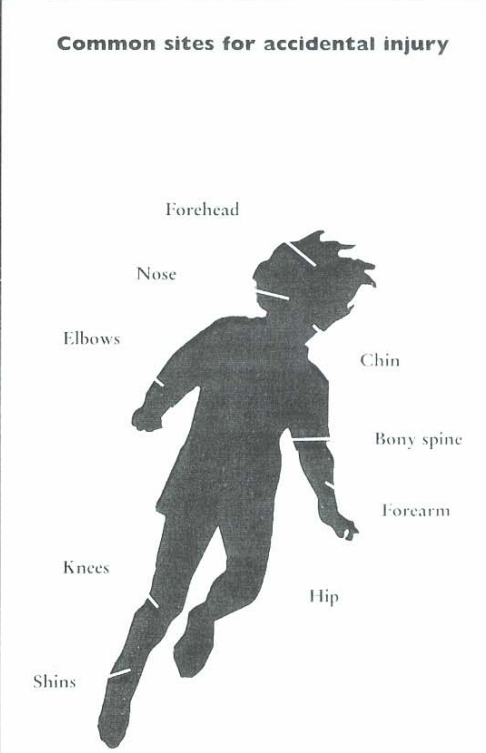
Consider:

- age of child, always suspicious in babies under two years old, delay in seeking treatment.

Sexual abuse may result in:

- unexplained soreness, bleeding or injury in genital or anal area
- sexually transmitted diseases (eg warts, gonorrhoea).

Common sites for accidental injury



Bruises likely to be:

- few but scattered
- no pattern
- same colour and age.

Consider:

- age and activity of child (eg learning to walk)
- may be confused with birthmarks or other skin conditions.

Burns and scalds likely to be:

- treated
- easily explained
- may be confused with other conditions (eg impetigo, nappy rash).

Injuries likely to be:

- minor or superficial
- treated
- easily explained.

Fractures likely to be:

- of arms and legs
- seldom on ribs except for road traffic accidents
- rare in very young children
- may rarely be due to brittle bone syndrome.

Genital area:

- injury may be accidental (seek expert opinion)
- soreness may be nappy rash or irritation (eg from bubble bath)
- anal soreness may be due to constipation or threadworm infestation.

Common sites for injuries
(adapted with permission from the Open University)

13.0 Good Practice - Minimising Situations Where Abuse, or Allegations of Abuse, can Occur:

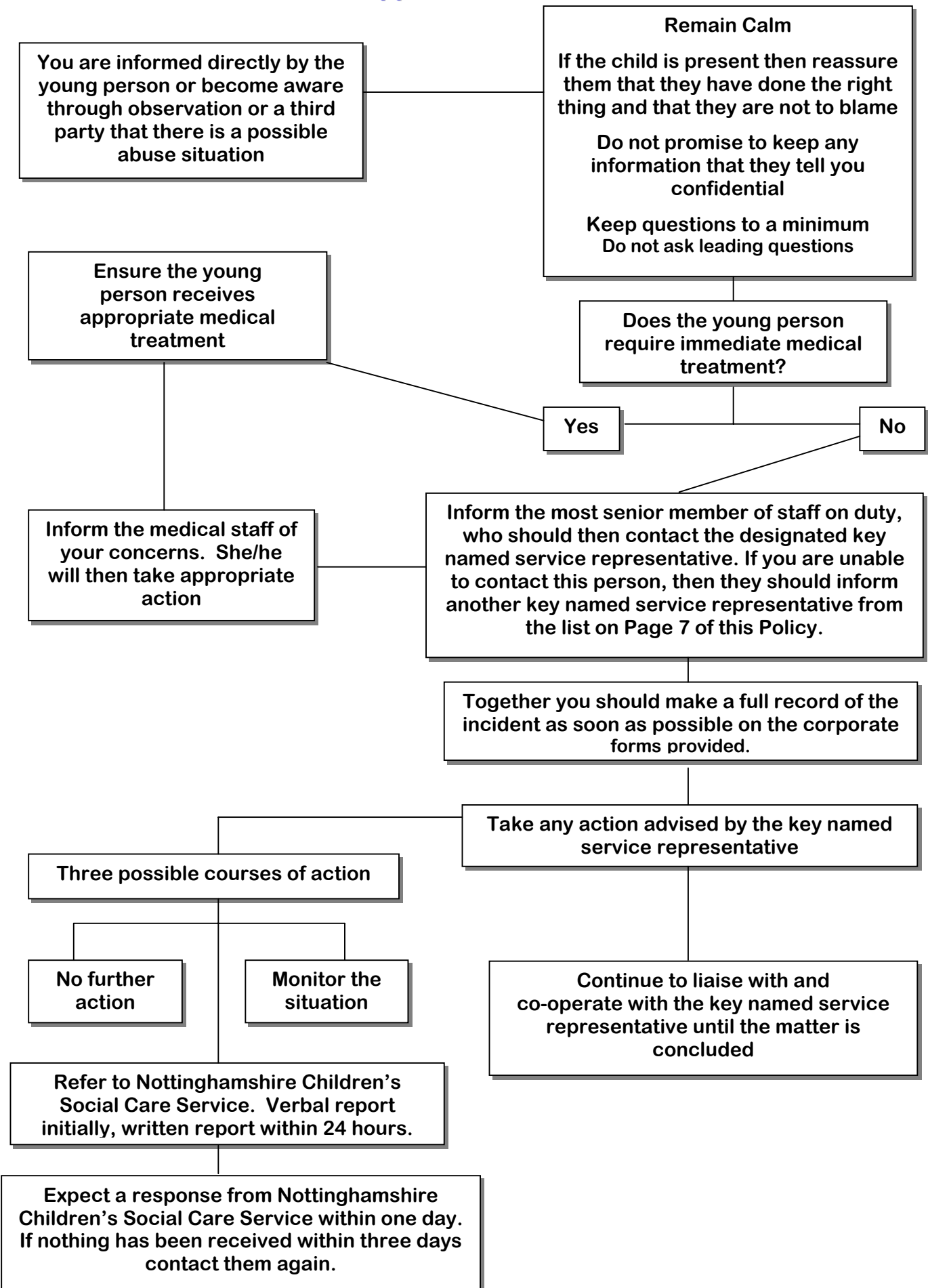
By following simple guidelines it is possible to greatly reduce the number of situations where child abuse could possibly occur. Good practice is also important in reducing the risk of staff being subjected to false allegations. Staff should ensure that:

- They are always public and open in the way they work with children.
- They avoid situations where employees/volunteers and individual children are completely unobserved.
- Where possible, parents take responsibility for their own children in changing rooms.
- Where children must be supervised in changing rooms staff should always work in pairs.
- Where possible, mixed activities should be supervised by a male and female member of staff;
- Individual members of staff should avoid spending excessive amounts of time with children away from others.
- Council managed facilities will clearly display public notices highlighting the fact that a Child Protection Policy is in existence and will be implemented at all times. Signs will also highlight that copies of the policy are available on request at reception, and explain the rules referring to the use of cameras, video cameras and mobile phones within each facility.
- Completed and signed consent forms will be a pre-requisite for young people participating in sports development activities.
- A system of registering people taking photographs/videos at events will be implemented. The registers will be kept after the event date(s).
- Strict hire agreement conditions will have to be signed by all event organisers at Council managed facilities, with guidance being taken from relevant governing bodies over the use of cameras/video cameras/mobile phones and lap tops. Any use of such items of equipment on council managed facilities would need to have authorisation from facility management and from any members of public that may be involved. Through these systems that operate, authorisation may be refused by district council staff if guidelines/regulations cannot or are not adhered to.

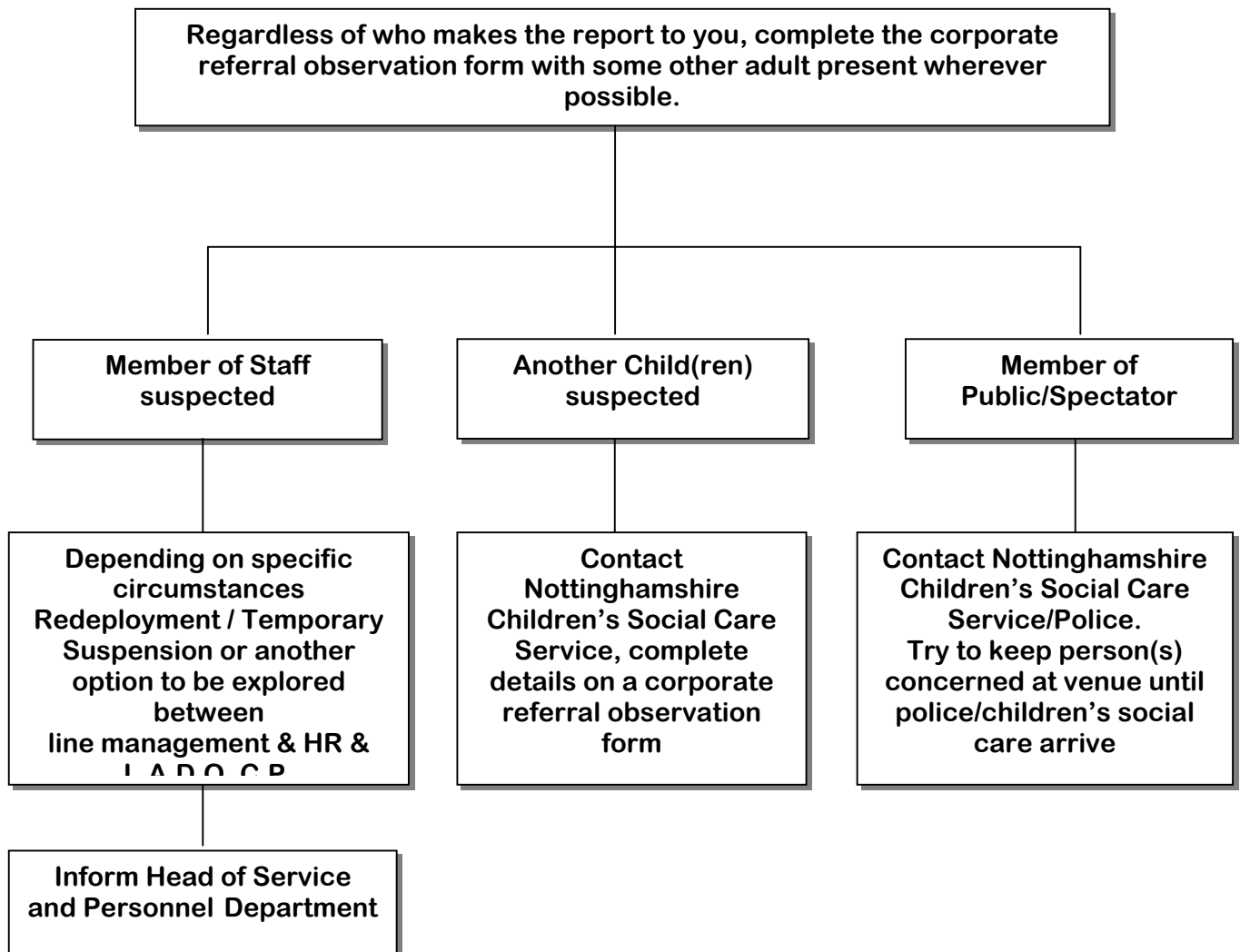
14.0 Those Working with Children Should Never:

- Allow or engage in rough, physical or sexually provocative games including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Let allegations a child makes go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that children can do for themselves.

15.0 Procedure Flowchart—Appendix 'A':



16.0 Summary of Key Named Service Representative Duties – Appendix 'B'



The safety and well-being of the Child suspected of abuse remains of paramount importance throughout.

Bear in mind who is under suspicion of perpetrating the abuse, and the necessary actions to be taken to minimise further opportunities of allowing abuse to occur.

17.0 Recruitment and Appointment Procedure:

The Council's recruitment and selection procedure aims to provide equality of opportunity to all applicants and to recruit the best person for each vacancy, one who will make a positive contribution to the delivery of the organisational objectives and to the values and aims of the Council. An important element of this procedure is to ensure that appropriate background checks are carried out on the preferred candidate prior to confirmation of appointment in the post.

Criminal Records Bureau Checks: Working with Children & Vulnerable Adults

It is our intention to ensure that children and vulnerable adults are able to enter our premises, use our services and facilities in a safe and controlled environment.

To this end, disclosure checks are carried out on staff wherever appropriate, prior to them commencing employment with Bassetlaw District Council.

At least two appropriate references are taken up for all staff and volunteers who have significant contact with children and evidence of identity and any relevant qualifications are seen.

Further advice and assistance with any part of the procedure can be obtained from the Human Resource Unit. (Tel No. 01909 – 533533.)

18.0 Criminal Convictions/Cautions

All employees, if charged and/or convicted of an offence, have a duty to inform their manager immediately. The manager, in consultation with Human Resources, should consider whether any action is necessary or appropriate in light of the information provided.



BASSETLAW DISTRICT COUNCIL – CHILD PROTECTION POLICY

Witness Referral Observation Form – (Incidents/Allegations/Suspicious of Abuse)

Social Services contact telephone numbers 01777 716161/01909 533533
Emergency Duty Team contact (out of hours) 0115 844 7333

(1) Date _____ Time _____ Venue _____
of allegation/incident/suspicion

(2) (Name and Address of person(s) involved in passing on this information
(Please indicate whether these are adults or children)

(3) Details of concerns being reported to you
(record exactly what is said to you – continue on the back of this sheet if necessary).
(If it is a child (ren) DO NOT ASK LEADING QUESTIONS)

(4) Your observations: -

(5) Your name _____
Position within Bassetlaw District Council _____
Name and address of witness present when information was passed to you: -

_____ Tel No _____

(6) Your actions
(Please list what actions you have taken on having received this information)

Signature:

Date:



BASSETLAW DISTRICT COUNCIL – CHILD PROTECTION POLICY

Referral Observation Form

Details Relating to the Child/Young Person Involved

Details of Child / Young Person

Surname _____ Forename _____

D.O.B. / / School Attending _____

Parents / Guardians / Carers

Name _____

Address _____

_____ Post Code _____

Tel: _____

Ethnic Origin _____ Religion (if known) _____

Is the Child "looked after" by the local authority **YES / NO**

G.P. (if known) _____

Name of the member of staff contacted at the Social Care Team _____

Has the Parent / Guardian / Carer been informed about the intentions of making this referral

YES / NO

Was consent given by the Parent / Guardian / Carer for the referral to be made

YES / NO

Advice given by Social Care Team _____

20.0 CHILD PROTECTION POLICY SIGNATURE SHEET



BASSETLAW
DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

Name:

Job Title:

Department/Service:

Signature:

Date:

Name of Issuing Officer:

Officer's Title:

Officer's Signature:

Issuing Date: