



cancer fund
for children

Child Protection Policy



Policy Statement

Cancer Fund for Children is committed to practices, which protect children from harm. Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues, which cause children harm.

We will endeavour to safeguard children by adopting child protection guidelines through a code of behaviour for staff and volunteers. We will share information about child protection and good practice with children, parents, staff and volunteers.

We will adopt and follow careful procedures for recruitment and selection of staff and volunteers and provide effective management for staff and volunteers through supervision, support and training.

We are committed to reviewing our policy and good practice at regular intervals.

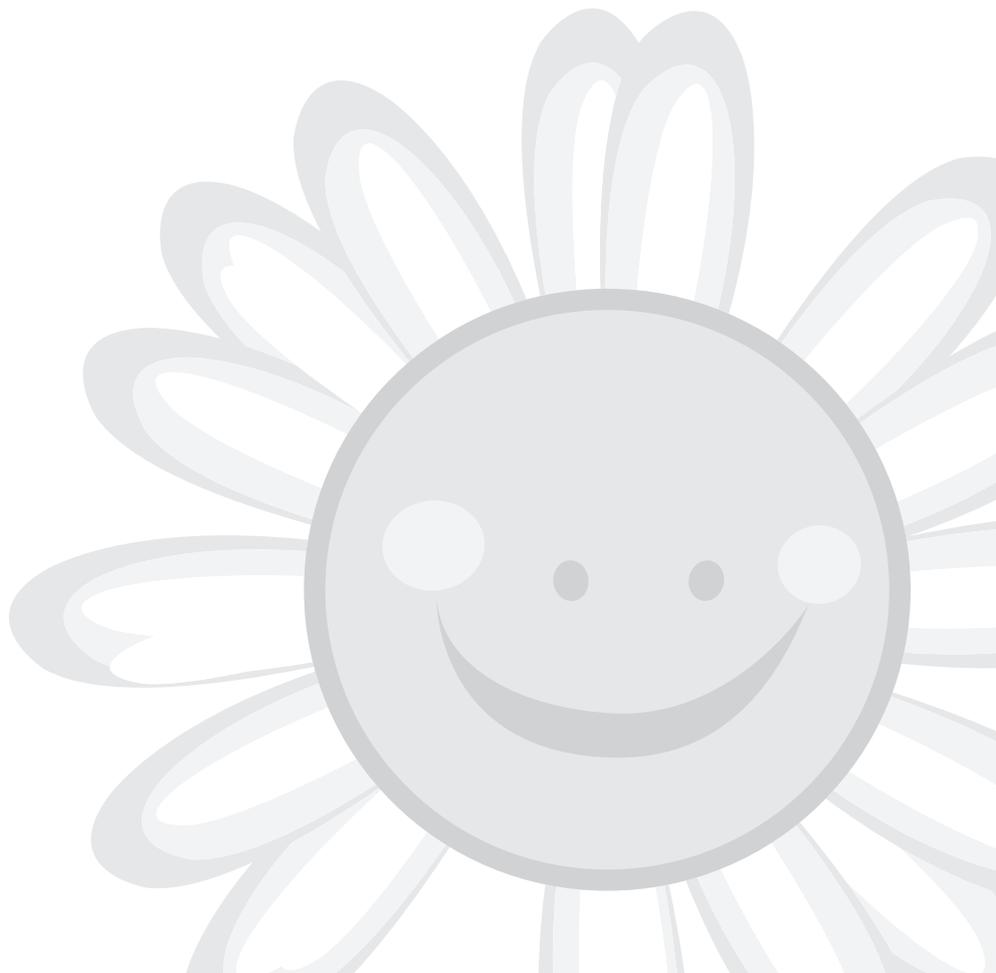


Signed Phil Alexander
Director of Services
November 2018



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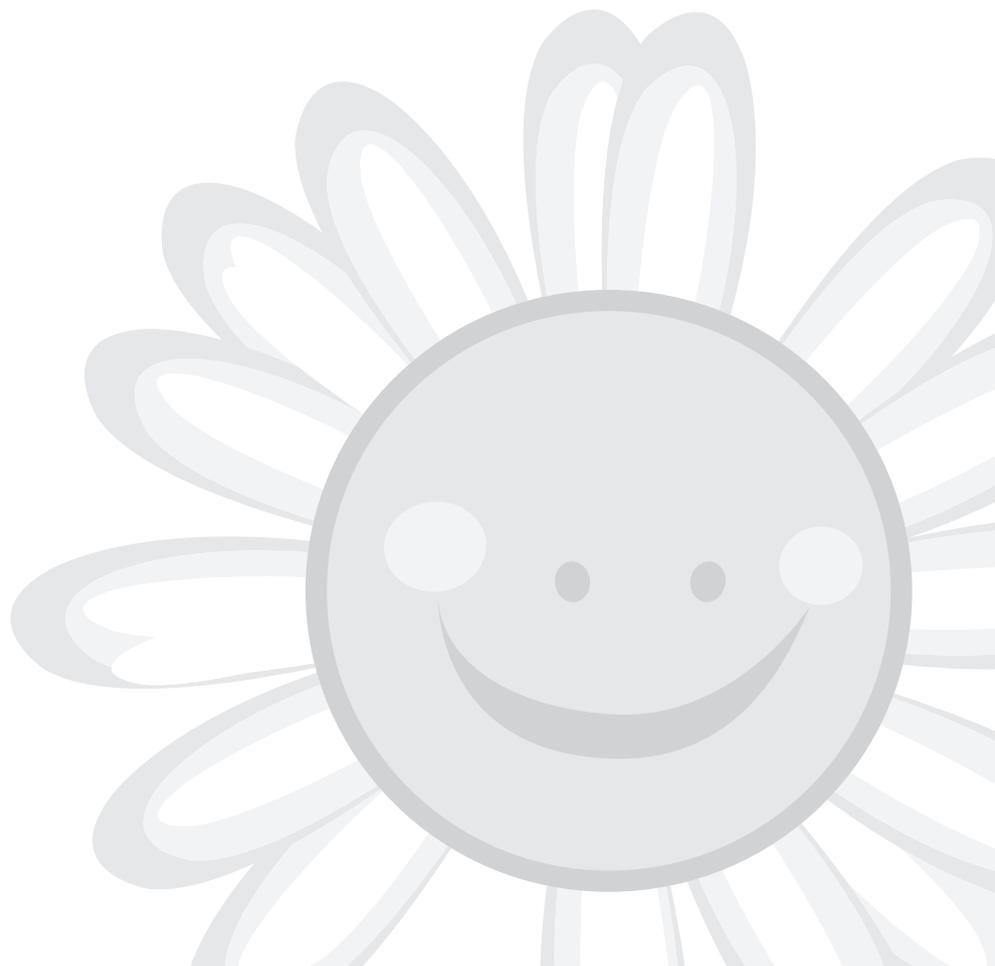
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Cancer Fund for Children works to the five guiding principles of the Children (NI) Order 1995

- We believe the welfare of the child is the **paramount** consideration informing all our work.
- We believe that children should be kept informed of what support and services are available to them, and encouraged to **participate in all decisions** about their future.
- Children should be safe and be **protected** through effective intervention if they are in danger.
- **We believe parents have parental responsibility** for their children even when their children are temporarily in our care and we ask parents to participate when decisions are being made about their children's care and safety.
- We believe that parents with children in need should be supported in bringing up their children and any support that we offer should be provided in **partnership** with parents.

Throughout this document, when reference is made to a child or to children, it is assumed that young people up to the age of 18 are included.



1. Code of behaviour for staff and volunteers

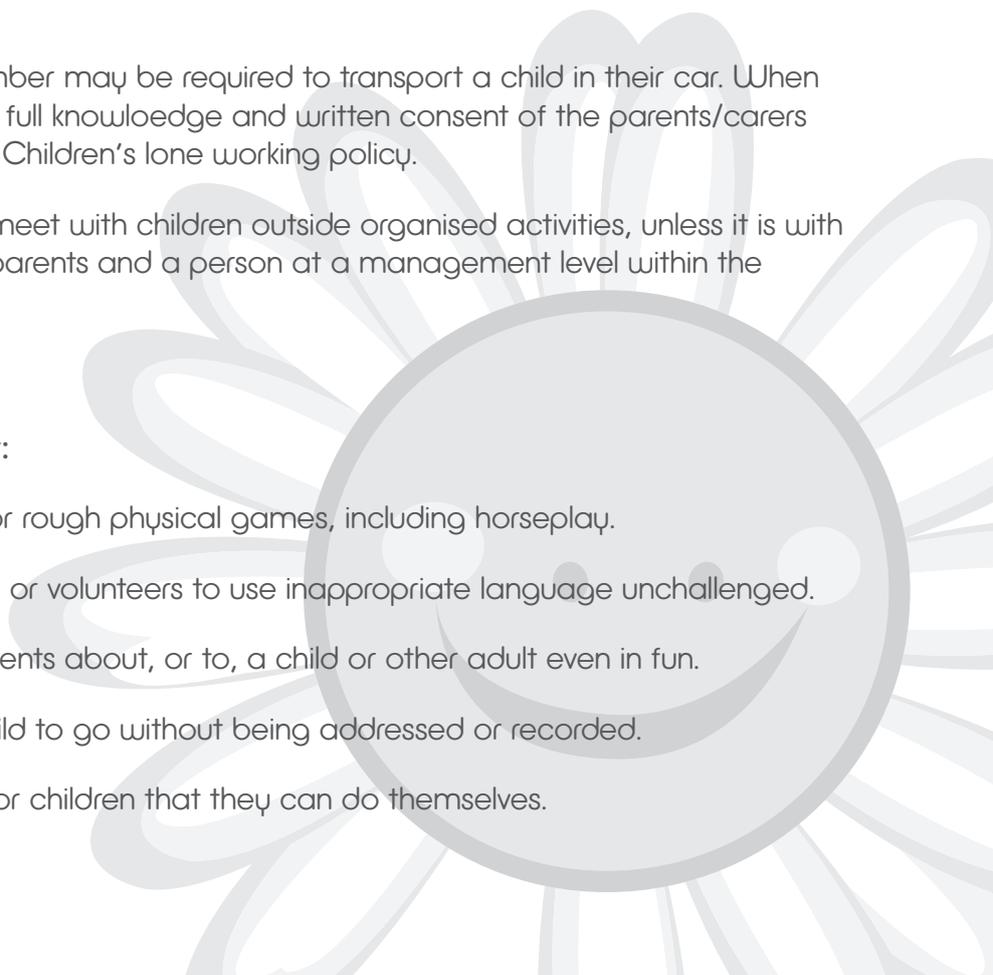
Cancer Fund for Children believes it is important to listen to children and to value and respect them as individuals. We are concerned that children should be involved in our decision-making processes, as appropriate, and we strongly support the view that children should be encouraged and praised in all their pursuits and activities.

We also believe that it is important for the protection of all concerned that staff, volunteers, children and young people have guidelines on what is expected and what is not accepted, with respect to their behaviour. These are as follows:

- Staff and volunteers should not spend excessive amounts of time alone with children, away from others.
- One-to-one contact with children is recognised as an important element of our work; however, meetings with individual children or young people should take place as openly as possible, in public places, at home with a parent close by or in a high-visibility environment.
- If privacy is needed, the door should be left open and other staff or volunteers informed of the meeting.
- Staff and volunteers are advised not to make unnecessary physical contact with children and young people.
- Where possible, both male and female staff/volunteers should be available during residential and other activities
- On occasions when physical contact is unavoidable, such as providing comfort and reassurance for a distressed child, or physical support, for example, in contact sports, such contact should only take place with the consent of the child or young person and in response to their needs.
- As part of their role, a staff member may be required to transport a child in their car. When doing so, it should be done with full knowledge and written consent of the parents/carers and in line with Cancer Fund for Children's lone working policy.
- Staff and volunteers should not meet with children outside organised activities, unless it is with the knowledge and consent of parents and a person at a management level within the organisation.

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games, including horseplay.
- Allow children, members of staff or volunteers to use inappropriate language unchallenged.
- Make sexually suggestive comments about, or to, a child or other adult even in fun.
- Allow allegations made by a child to go without being addressed or recorded.
- Do things of a personal nature for children that they can do themselves.



2. Sharing Information about Child Protection and Good Practice

Cancer Fund for Children believes that good communication is vital to safeguarding children and provides assurance that should individuals have concerns, they will be listened to and taken seriously. Cancer Fund for Children accepts its responsibility to ensure that information is available to, and exchanged between, all those involved within the organisation and its activities. Cancer Fund for Children acknowledges that some information is confidential and will only be shared on a need-to-know basis.

Cancer Fund for Children understands that when sharing information, it is important to be sensitive to the level of understanding and maturity, as well as to the level of responsibility of the people with whom we are sharing.

Cancer Fund for Children believes that although parents are responsible for their children's welfare at all times, we accept our duty to ensure that when placed in our care, their children's well-being and safety becomes our prime concern. To support this, Cancer Fund for Children undertakes to:

- Publicise information about our activities including our child protection policy.
- Issue parents with a copy of this information along with any guidelines.
- Ensure that staff and volunteers are equipped to deal with emergencies and child protection issues.
- Encourage staff and volunteers to pass concerns to the Director of Services.
- Provide other appropriate bodies, such as funders, with a copy of our Child Protection Policy and Procedures as appropriate.

In the event of concerns or complaints, immediate contact should be made with the Director of Services of the Cancer Fund for Children.



3. Reporting Concerns

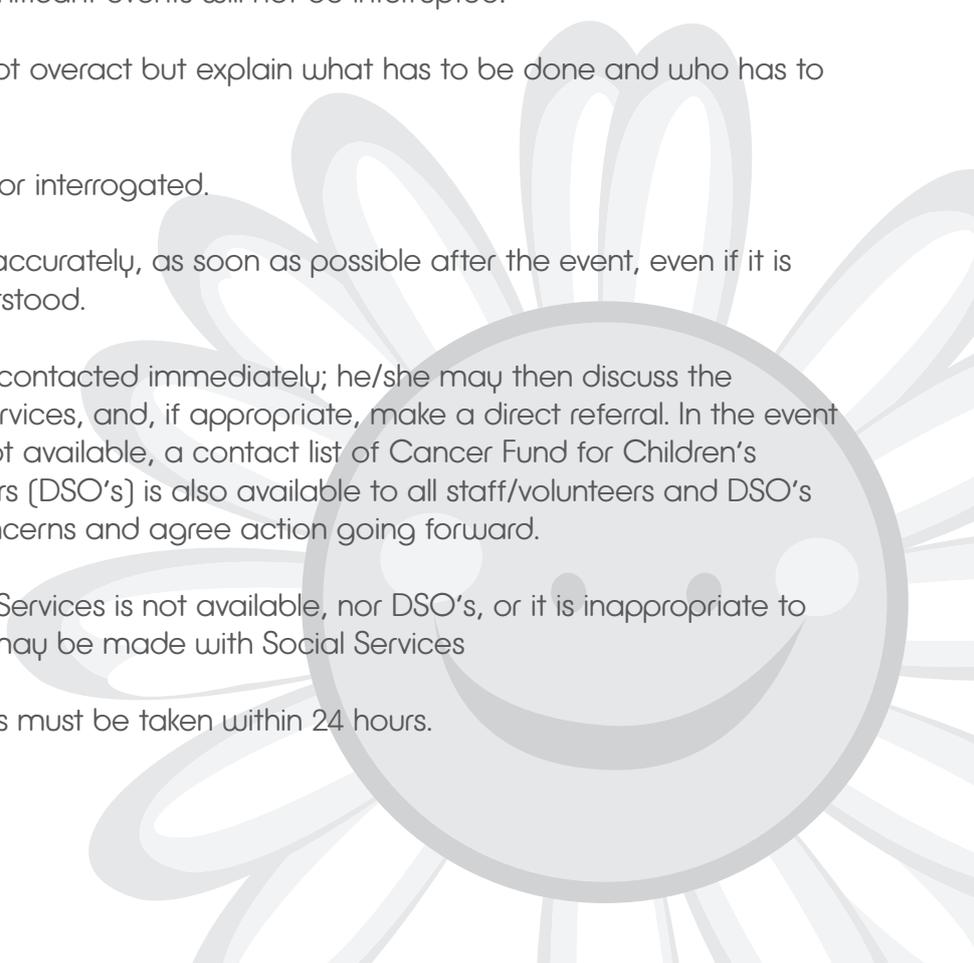
Cancer Fund for Children accepts that protecting children from harm requires maximum co-operation between children, their families, communities and professionals.

Whilst we accept that the identification and confirmation of alleged and actual abuse should be left to the appropriate professionals, concerns of staff and volunteers should initially be dealt with through our own procedures.

Procedures:

- The Director of Services of Cancer Fund for Children is designated as having final responsibility for dealing with concerns and complaints.
- All concerns and complaints should be reported to the Director of Services, in strictest confidence, without delay.
- A clear record of concerns or incidents, including an accurate note of what was said, or what happened, when and where it occurred, who was present and any action taken as a result, will be retained safely and confidentially by the Director of Services.

In the case of a child disclosing abuse:

- The child will be listened to rather than directly questioned.
 - The child will be offered reassurance without making promises, and what the child says will be taken seriously.
 - A child who is freely recalling significant events will not be interrupted.
 - Those listening to the child will not overact but explain what has to be done and who has to be told.
 - The child will not be questioned or interrogated.
 - The discussion will be recorded accurately, as soon as possible after the event, even if it is information that is not fully understood.
 - The Director of Services is to be contacted immediately; he/she may then discuss the concern/suspicion with Social Services, and, if appropriate, make a direct referral. In the event that the Director of Services is not available, a contact list of Cancer Fund for Children's Designated Safeguarding Officers (DSO's) is also available to all staff/volunteers and DSO's can be contacted to discuss concerns and agree action going forward.
 - In the event that the Director of Services is not available, nor DSO's, or it is inappropriate to approach them, direct contact may be made with Social Services
 - Records of discussions or actions must be taken within 24 hours.
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4. Anti-Bullying Guidelines

Cancer Fund for Children is committed to providing a caring, friendly and safe environment for all children and young people so that they can be encouraged to participate fully in our services. Bullying of any kind is unacceptable to Cancer Fund for Children. If bullying does occur, all young people should know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to and can tell Cancer Fund for Children staff or volunteers.

What is Bullying?

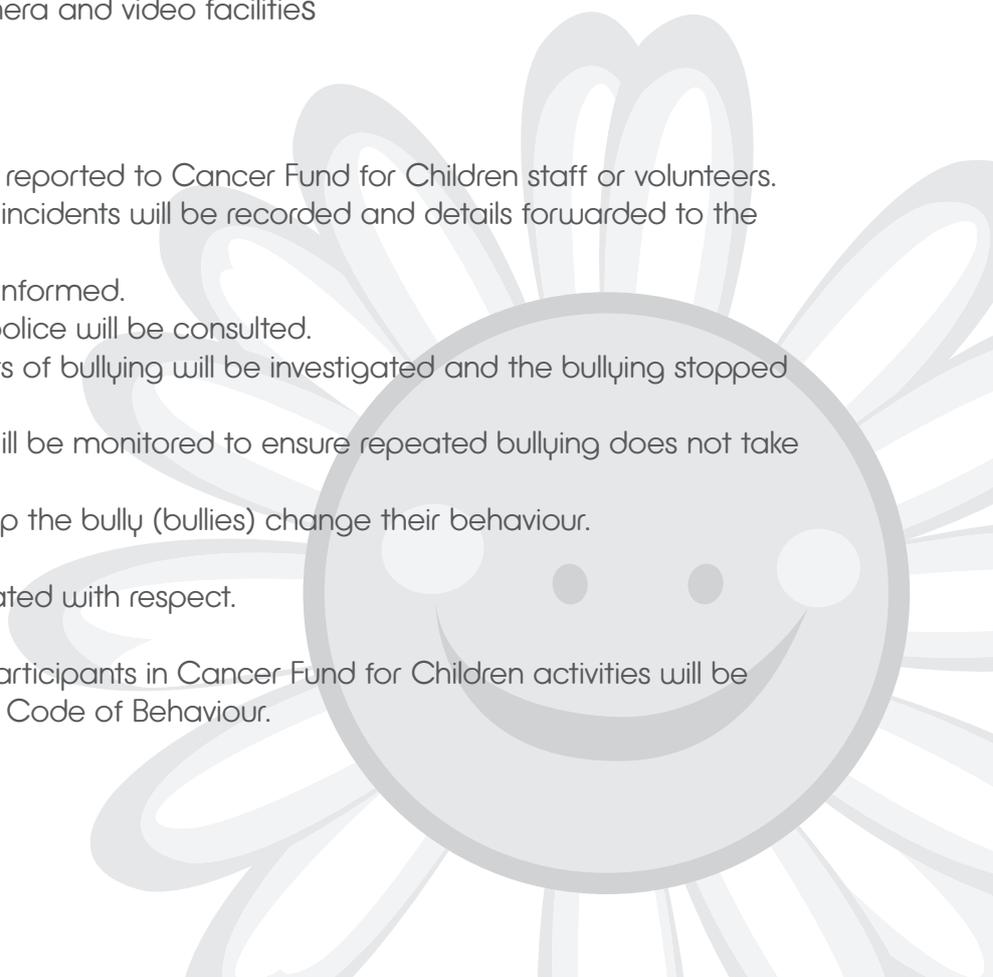
Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

Emotional:	Being unfriendly, social exclusion
Physical:	Pushing, kicking, hitting, punching or any use of violence
Racist:	Racial taunts, graffiti, gestures
Sexual:	Unwanted physical contact or sexually abusive comments
Homophobic:	Focusing on the issue of sexuality
Cyber:	Experienced in all areas of the Internet, such as email, chat room misuse
Mobiles:	Threats by text messaging, calls and associated technology for example camera and video facilities

Procedures:

- All incidents of bullying must be reported to Cancer Fund for Children staff or volunteers.
 - In cases of serious bullying, the incidents will be recorded and details forwarded to the Director of Services.
 - In serious cases parents will be informed.
 - If necessary and appropriate, police will be consulted.
 - The bullying behaviour or threats of bullying will be investigated and the bullying stopped quickly.
 - After investigation, each case will be monitored to ensure repeated bullying does not take place.
 - An attempt will be made to help the bully (bullies) change their behaviour.
- Everyone has the right to be treated with respect.
 - Bullying will not be tolerated.
 - In order to prevent bullying, all participants in Cancer Fund for Children activities will be required to sign up to an agreed Code of Behaviour.



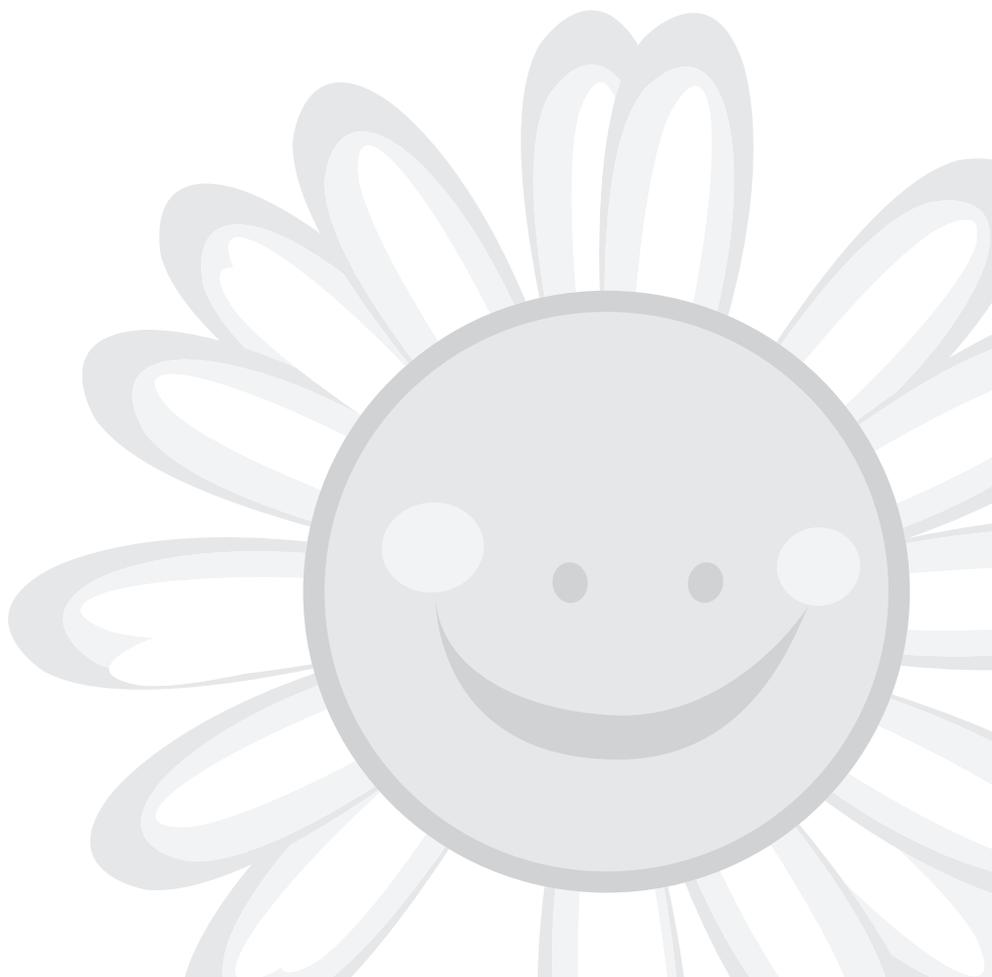
5. Recruitment and Selection

Cancer Fund for Children recognises that the vast majority of people who want to work with children and young people are well motivated. Nonetheless, we believe that operating thorough recruitment and selection procedures based on the best practice guidelines issued by the DHSSPS will help us to screen out those who are not suitable.

Procedures:

- Job descriptions, listing tasks that the staff or volunteers need to perform, and the skills and competencies needed for those tasks, will be an essential element of the recruitment process.
- Vacancies will be made openly available to interested applicants through wide advertisement of posts, both paid and unpaid on our website and the local press as appropriate.
- All applicants will be asked to supply information in writing, including personal details, past and current work/volunteering experience and any qualifications or skills relevant to the post. It will be a requirement to declare any past, or no, criminal record.
- Written references will be requested and followed up with a telephone call if appropriate.
- Interviews with applicants will be held to explore information contained in the application form.
- All successful applicants will be required to undergo an ACCESS (NI) check.

** refer to Access NI guidelines for criteria.

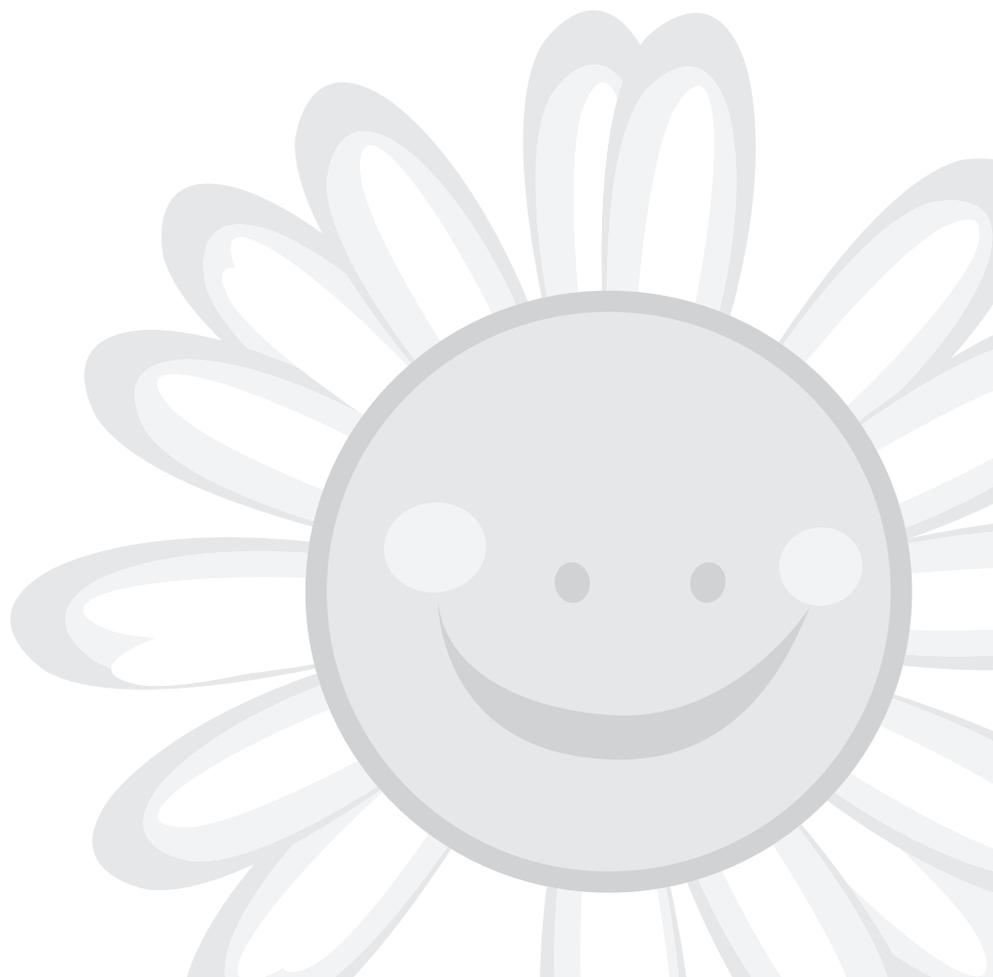


6. Supervision, Support and Training

Cancer Fund for Children believes that volunteering and working with children is both worthwhile and fulfilling, but also challenging. Once recruited, all staff and volunteers should be well inducted, trained, supervised and supported so that they are less likely to become involved in actions which can lead to harm, or can be misunderstood.

Cancer Fund for Children will ensure that training and resources are available to encourage the development of staff and volunteers. This process will include:

- Induction – staff and volunteers will be given clear instructions on tasks and limits that apply to them as newcomers. This includes familiarity with Cancer Fund for Children’s Child Protection Policy, and Code of Conduct Policy as well as all the other organisational policies in the Staff Handbook.
- Probationary period – Cancer Fund for Children agrees that the development and suitability of staff and volunteers should be reviewed within six months of taking up a new post.
- Supervision and Support – Cancer Fund for Children believes that supervision provides an opportunity for staff and volunteers to share concerns or anxieties about their work or the environment. Supervision may take the form of individual or group provision. It may be a regular formal meeting, or informal, as the need arises. An agreed note of any action plans will be retained.
- Training – Cancer Fund for Children accepts that it has the responsibility to identify both individual and common training needs of staff and volunteers and that staff professional development is a continual process.



7.Guidelines for all Cancer Fund for Children Staff Re: Reporting an Adverse Incident

Step 1

- It is the responsibility of the lead staff member/s involved in and or witnessing an Adverse Incident to report it immediately to their line manager for support and guidance. An Adverse Incident in an event or omission relating to a service user/visitor/volunteer or staff member that could have or did lead to intended/ unintended or unexpected harm, loss or damage.
- Services Teams report to their Services Managers (Raph O'Connor 074 8405 2352)
- Director of Services, Phil Alexander 079 1813 1861
- All other staff/depts must report to their line managers – ** see Cancer Fund for Children staff directory for the relevant contact numbers

Step 2

- In the absence of their line manager, the staff member should liaise with the most senior staff member on site and/or who is readily available by telephone for support and guidance. The relevant department management team must also be informed as soon as practical that same day.

Step 3

- As soon as possible after all the required action(s) is taken and safeguards have been put in place, the line manager/senior member of staff overseeing the management of the incident must in turn speak to/phone their line manager to appraise them of the incident and to report how they dealt with the incident.

Step 4

- Within a 24 hour period a meeting must be arranged to debrief those staff members involved and to agree any future action required.

Step 5

- An Adverse Incident report must be written up within a 24 hour period of the incident and must be signed off by all relevant staff members. .

Step 6

- A review of the incident, including existing practice will take place at management level within 7 working days and all current practice, policy and procedures relating to the area of work/premises/activity will be revised in light of any new information/learning and updated on Cancer Fund for Children's intranet.

