

CHILD PROTECTION POLICY

Introduction:

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements. Stake holders will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

All employees have an important role to play in creating a positive and safe environment where children are concerned. The organisation further recognises its responsibility to protect children; to recognise the possible signs of abuse or neglect; and if there is cause for disquiet, to report any issues to the Executive Director who has agreed to act as monitor for child protection issues. This policy applies to all employees, volunteers, Senior Management and Trustees.

Aims: The aims of this policy are to:

1. Set out the responsibilities of staff, volunteers, Senior Management and Trustees in relation to Child Protection issues
2. Ensure that children have the right to be protected from abuse and harm at all times and in all situations.
3. Ensure that all staffs are aware that Child Protection is the responsibility of every adult who has involvement with children
4. Provide information on the ways in which abuse or neglect may present in the child
5. Provide advice on Disclosure Scotland vetting procedures

Responsibilities: Responsibility for developing and maintaining a child-safe environment rests with everyone at some level.

Trustees:

Ensure that this policy is communicated to all staff, volunteers and members and to senior management.

Ensure that the policy and procedures are adhered to by all staff, volunteers and senior management.

The Executive Director:

1. Provide appropriate guidance and support to members of staff who report child care concerns
2. To maintain confidential records in relation to any allegations and the effectiveness of the response in relation to these allegations and in keeping with the terms of this policy
3. To maintain communication links with the local Child Protection Committee/Agency at all times

Line Managers have a duty to:

1. Understand, explain and promote the policy to their staff
2. Encourage staff to raise any concerns they have regarding bullying and/or other forms of child abuse
3. Be responsive and supportive to any employee who so raises a concern

Employees have a duty to:

1. Familiarise themselves with this policy and procedures

2. Raise any concerns they have relating to bullying or child abuse at the earliest opportunity
3. Advise their line manager immediately if they are under suspicion or accused of any conduct which may affect their suitability to work with children

Our commitment:

1. In order to implement our child protection policy, we are committed to the following:
2. We accept that it is our responsibility as an organisation/group to check that all adults with substantial access to children have been appropriately vetted.
3. We will ensure that every new volunteer or member of staff will complete a Personal Profile Form.
4. We will make a request for previous addresses on volunteer/ job application forms
5. We will ask for the names of two referees who will be prepared to provide a written reference
6. We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children. A record of this discussion will be kept in the applicant's file)
7. We will interview all prospective volunteers and staff;
8. We will note at interview all previous experience of volunteers and staff in working with children;
9. We will carry out a probationary period for all volunteers and staff of at least 3 months.
10. We will hold a register of every child involved with the organisation/group including relevant medical details and have a contact name and number close to hand in case of emergencies

Date: 3rd September 2010

Signature Executive Director

For further information contact:

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