



COTTENHAM COMMUNITY CENTRE

CHILD, YOUNG PERSON & VULNERABLE ADULT PROTECTION POLICY

1. POLICY STATEMENT

Cottenham Community Centre (CCC) believes that:

“Children and young people (under 18) and vulnerable adults have the right to have fun and be safe.”

No child, young person or vulnerable adult will be treated less favourably than any other person on the grounds of age, disability, ethnic or national origin, gender, marital or parental status, political belief, race, religion or sexual orientation.

2. IMPLEMENTATION

All CCC volunteers will be given a copy of this policy and must agree to apply it in practice. The policy is a condition of service with CCC.

Volunteers who will come into contact on a frequent basis with children, young people or vulnerable adults will:

- Read and refer to the document, ‘what to do if you’re worried a child is being abused – summary’ issued by the Department of Health. Copies are available on their website, or from the Secretary of CCC.
- Attend appropriate training (such as Child, Young People and/or Vulnerable Adult Protection).
- Have regular discussions within supervision sessions about their practice and implementation of the policy.

3. DEFINITIONS

Children and Young People are the terms applied to people under the age of 18.

Physical Abuse is causing physical injury, or failing to prevent physical injury or suffering. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a carer or parent feigns the symptoms of, or deliberately causes ill health to a child or young person they are looking after.



Emotional Abuse is the persistent emotional ill treatment of a child or young person, such as to cause severe and persistent adverse effects on their emotional development. It can include threats, verbal attacks, shouting and rejecting behaviour. It may involve conveying to children and young people that they are worthless, unloved or inadequate, or valued in so far as they meet the needs of another person. All abuse is likely to have an emotional abuse element

Neglect is the persistent failure to meet the basic physical and/or psychological needs of a child or young person. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, failure to ensure access to appropriate medical care or treatment, or leaving a child or young person alone and unsupervised. It may also include neglect of, or unresponsiveness to basic emotional needs.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of what is happening. The activities may involve physical contact including penetrative and non-penetrative acts. They may include non-contact activities such as involving children in looking at or in the production of pornographic material or watching sexual activities or encouraging children and young people to behave in a sexually inappropriate way.

Independent Person is the term for someone nominated to be available for a child or young person to consult if they have concerns about being exploited or abused. When working within the framework of another organisation, CCC staff must find out the name and contact details of the Independent Person.

Designated Person is the term for the person in an organisation responsible for dealing with concerns or allegations of abuse.

4. DESIGNATED PERSON

At CCC the Designated Person is: **Richard Gymer**

Their responsibilities are:

- To be familiar with the Local Children's Safeguarding Board (LSCB) procedures
- To be familiar with any child protection procedures produced by CCC
- To obtain training on child protection and their responsibilities
- To have responsibility for child protection and child welfare issues in CCC and keep CCC appropriately informed
- To liaise with Social Services and other agencies regarding the child protection and welfare issues of children and young people within CCC
- To hold information and contact details on child abuse and child protection procedures, consultation, referral and support services available
- To be available to offer advice and information within CCC on child protection and welfare issues – making it clear how they can be contacted
- To ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome



- To be able to offer information regarding counselling services (or other) available if required by staff, volunteer or child
- To advise CCC of child protection training needs.

5. PROCEDURES

Inappropriate Advances

Children and young people can sometimes make suggestive approaches to an adult. Sometimes inappropriate physical contact can happen quite accidentally. It is vital that the adult takes responsibility to:

- Inform the child or young person that their language or behaviour is unacceptable
- Inform the Designated Person about the incident
- Record the incident in case accusations are made later
- Consult with the Designated Person in deciding what actions should be taken to help the child or young person, and prevent a re-occurrence.

Dealing with Concerns or Allegations

If you suspect a child is being abused:

- Immediately inform the Designated Person
- Record the facts as you know them and give a copy to the Designated Person
- Ensure the child or young person has access to an Independent Person
- Ensure that no aspect of CCC's activities could cause further concern.

If a child or young person discloses to you abuse by someone else:

- Ask the child or young person to speak without interruption, receiving what is said
- Attempt to alleviate feeling of guilt and isolation, whilst passing no judgement
- Advise that you will try to offer support, but that you must pass on the information given
- Offer the child or young person the opportunity to talk to someone else (e.g. Childline, Social Services)
- Then take the steps, as above in suspecting a child is being abused.

If you receive an allegation about an adult or about yourself:

- Immediately tell the Designated Person
- Record the facts as you know them and give a copy to the Designated Person
- Try to ensure that no one is placed in a position which could cause further compromise.

You must refer. You must not investigate.

Facts to be recorded when a disclosure or allegation of abuse is made (we recommend using the form attached to the end of this policy document):



1. Date and time of the incident or disclosure
2. Name of the child or young person and parent or carers details.
3. Child's or young person's address and relevant telephone numbers.
4. What is said to have happened or what was seen and heard.
5. When did it occur? Who else, if anyone, was there?
6. What evidence of abuse can be recorded? (See Definitions)
7. Who was involved in the incident, and in what way?
8. What was said by those involved?
9. If the child or young person was able to say what happened, how did they describe it?
10. Were the parents or carers informed? If so by whom and when?

Allegations against Volunteers or Staff

When there is an allegation that a member of staff or volunteer has caused harm or may have caused harm to a child, this shall be referred to the social services department with a request for an investigation under the child protection procedures. The Designated Person will be informed immediately, and this should be confirmed in writing.

Whilst allegations are being investigated any person against whom an allegation has been made, should not have any unsupervised contact with children and young people. In more serious cases suspension may be necessary.

During the process of investigation all persons concerned may need support and appropriate support will be made available by CCC.

6. CODE OF APPROPRIATE BEHAVIOUR WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE

Do treat everyone with respect.

Do provide a good example that others will follow.

Do plan activities which always involve more than one person being present, or at least within sight or hearing of others.

Do respect a child or young person's right to personal privacy.

Do encourage young people and adults to feel comfortable and caring enough to point out attitudes and behaviours they do not like.

Do remember that someone else might misinterpret your action. No matter how well intentioned.

Do recognise that caution is required when dealing with bullying, bereavement or abuse.



Do not leave children and young people in unsupervised charge of activities involving other children and young people.

Do not permit abusive peer activities such as initiation ceremonies, ridiculing or bullying.

Do not generally play physical contact games with children and young people unless you plan them carefully and be aware of how others may see them as inappropriate.

Do not have any inappropriate physical or verbal contact with others.

Do not jump to conclusions about others without checking the facts.

Do not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes.

Do not exaggerate or trivialise child abuse issues.

Do not show favouritism to any individual.

Do not make suggestive remarks or gestures in the presence of children and young people.

Do not smoke or swear in the presence of children and young people.

Do not invite children or young people to your home alone or give them your personal contact details.

Do not rely on just your good name to protect you.

Do not conduct or plan activities outside CCC's agreed terms of reference.

7. LETTINGS

Letting Agreements shall contain the clause "The hirer confirms that they are aware of the Child, Young Person & Vulnerable Adult Protection Policy of CCC and will undertake to ensure that they work within it".

Date Written: December 2009

Last Reviewed: February 2016

Date for Review: OVERDUE

Updated Designated Person: October 2022

Version 3.3. Adopted at trustees meeting held on 19 October 2022.

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Registered Charity Number: 1128604.



LOGGING A CONCERN ABOUT A YOUNG PERSON'S/VULNERABLE ADULT'S SAFETY AND WELFARE

Name of young person/VA	Address of parents/carers (if different)
Address	
Telephone number:	Telephone number:
Date of report	Time
Your name (print)	Your signature:
Your role:	
Date of Concern/Incident	Time of Concern/Incident
Report of incident/concern/disclosure (For required information see Child, Young Person & Vulnerable Adult Protection Policy, Section 5, Procedures)	

(Check to make sure your report is clear now – and will also be clear to a stranger reading it next year)



Action taken

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Received by **Designated Person for Child Protection**

Date **Time**

Proposed action by Designated Person

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necessary)

(continue overleaf if