

# DMSF Safeguarding Policy And Child Protection Procedures

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## Child Protection Policy Statement

The **Diane Modahl Sports Foundation (DMSF)** recognises the unique status of children and its responsibility to protect them at all times. DMSF is required to foster relationships of the highest integrity, truthfulness and trustworthiness. Those in DMSF who have positions of authority over

children must use their responsibility with sensitivity and integrity. DMSF acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

DMSF affirms that children have the right:

- to grow up in a safe, secure, stable and caring environment.
- to be protected from all forms of harm, including neglect, abuse and exploitation.
- to be listened to and heard.
- to grow up having their cultural and racial background and experience valued and respected.
- to be considered as individuals with particular needs.
- to be given opportunities to reach their full potential.

DMSF affirms that adults have the responsibility:

- to ensure that children are protected at all times.
- to provide a safe, secure and caring environment.
- to provide support, encouragement and stimulation to enable each child to reach his or her full potential.

DMSF affirms *and* accepts the principle and intention of the *Children Act 1989* that the welfare of the child is paramount at all times.

DMSF will:

- ensure that all staff and volunteers working with children are carefully selected and supervised.
- require those working with children to adhere to safe working practices.
- give due regard to health and safety issues.
- report any allegations of abuse against children, whether or not involving directors, staff or volunteers, immediately to the appropriate Authorities.
- provide appropriate training for the directors, staff and volunteers regarding safeguarding and child protection.
- require organisations who use DMSF premises or partners' in delivering joint services to agree to these practices.

In implementing this child protection policy **DMSF** will:

- ensure that all staff and volunteers working with children are carefully selected and supervised.
- ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation
- require those working with children to adhere to safe working practices and the standards detailed in **DMSF's** Child Protection Procedures
- give due regard to health and safety issues.
- ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child / young person to the **DMSF** named person for child protection.

- ensure that the named person understands his / her responsibility to refer child protection concerns to the statutory child protection agencies (i.e Police and / or Social Work)
- provide appropriate training for the directors, staff and volunteers.
- require organisations who use **DMSF** premises or partners in delivering joint services to agree to these practices.
- allow parents and carers access to guidelines and procedures on request.
- endeavour to keep up to date with national developments relating to the welfare and protection of children and young people.

## Section 1 - Introduction

These procedures have been designed to ensure the welfare and protection of any child and/or young person who accesses the services provided by DMSF. **DMSF** is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

**DMSF** has an Equal Opportunity Policy which includes a section on Equality and Diversity and complies with *The Equality Act 2010* and the *Rehabilitation of Offenders Act 1974*. We will review each application for employment or voluntary placement with reference to these policies and take into account the level of contact and supervision each post requires.

## Section 2 - Recognising the signs and symptoms of abuse

### DEFINITIONS

#### ***What is Child Abuse?***

*An abused child is a boy or girl under the age of 18 who suffers or who has suffered neglect, physical, emotional or sexual abuse caused by another. An abuser is someone who causes the abuse or in the case of adults having custody, charge or care of the child knowingly fails to prevent it. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.*

*The categories of abuse are defined as;*

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, 'factitious illness by proxy' or 'Munchausen syndrome by proxy'.

- **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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's 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 is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or 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 to behave in sexually inappropriate ways. Sexual abuse does not, therefore, necessarily involve the child being touched.
- **Emotional abuse** is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. It may also involve persistent scapegoating, criticism, bullying, harassment, belittling, overprotection, ignoring or showing exaggerated favouritism. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Children who witness domestic violence are also victims of emotional abuse.
- **Bullying** is a highly distressing and damaging form of abuse and must not be tolerated. Through this policy we wish to promote mutual respect and cooperation between staff, young learners, parents and other professionals e.g. teachers. Certain behaviours are thus deemed to be unacceptable and include:
  - Sarcasm
  - Put downs
  - Demeaning language and gestures
  - Any physical or verbal assault

*(A child may suffer more than one category of abuse).*
- **Organised Abuse** or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

**PLEASE NOTE:** *A child may suffer more than one category of abuse.*

## KEY INDICATORS

### PHYSICAL ABUSE

- Bruising in unusual hard to bruise areas
- Unexplained injuries or injury inconsistent with explanation
- Withdrawn behaviour
- Lack of emotion in response to pain
- Nervous or aggressive behaviour
- Fear of parents or care giver.

### EMOTIONAL ABUSE

- Withdrawn
- Low self esteem
- Behavioural problems
- Overly eager to please
- Isolated
- Confused
- Bullies or is being bullied.

### SEXUAL ABUSE

- Physical signs – genital bruising, infections
- Sexualized behaviour
- Withdrawn
- Aggressive
- Sexual knowledge beyond developmental age
- Child's conversation

### NEGLECT

- General appearance
- Hunger
- Developmental delay
- Non-attendance at school, for appointments
- Inappropriate clothing for weather
- Lack of supervision
- Untreated illness or injury

### SEXUAL EXPLOITATION

- Missing / truanting
- Drug / alcohol abuse
- Links to older men
- Secretiveness
- Hostility or defensiveness
- Health problems
- Self-harm
- Depression
- Unexplained gifts and money
- Violent behaviour
- Loss of confidence or self esteem
- Chaotic lifestyle
- Inappropriate sexual relationships

**DMSF** will ensure that all staff members, whether paid or unpaid, undertake training to gain a basic awareness of the signs and symptoms of child abuse. Concerns about a child may come to light in many different ways, for example:

- a child or young person alleges that abuse has taken place or that they feel unsafe;
- a third party or anonymous allegation is received;
- a child or young person's appearance, behaviour, language, demeanour or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a report is made regarding the serious misconduct of a worker towards a child or young person.

Child abuse is not always clear cut. Sharing of concerns and information with the appropriate agencies is extremely important. Your information may be a vital piece of the jigsaw.

### Section 3 - A Named Person(s) for Child Protection

**DMSF** has an appointed individual who is responsible for dealing with any child protection concerns. The named persons for Child Protection within **DMSF** are:

Named Person for CP:	Diane Modahl
Work telephone number:	0161 448 1013
Email:	Diane@dmsf.co.uk
Mobile number:	07545843969
Emergency contact no:	07545843969

In the event that the named person is unavailable, the details for the second named person within **DMSF** are:

Second named person for CP: Rebekah Wilson  
Email: [rebekah@dmsf.co.uk](mailto:rebekah@dmsf.co.uk)  
Mobile number: 07875877618  
Emergency contact no: 07875877618

The role and responsibilities of the named person(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.

- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and followed up to ensure issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

## Section 4 - Stages to follow if you are worried about a child

**DMSF** recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However, **DMSF** believes that the safety of the young person should override any doubts or hesitations. When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance staff will:

### Stage 1

- Initially talk to the child / young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay?" Avoid leading questions.
- Listen carefully to what the young person has to say and take it seriously.
- Never investigate or take sole responsibility for a situation where a child / young person makes a disclosure.
- Always explain to children and young people that any information they have given will need to be shared with others (be specific about who) – never promise secrecy.
- Notify the Named Person for Child Protection.
- Record what was said as soon as possible after any disclosure.
- The person who receives the allegation or has the concern should complete the pro forma and ensure it is signed and dated.
- Respect confidentiality and file documents securely until they are passed on to the Named Person for Child Protection.

### Stage 2

- The Named Person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person will contact the police and/or Manchester Children's Social Care. If a referral is made direct to the Children's Social Care this must be followed up within 48 hours.
- The Named Person can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC 24 hour National Child Protection Helpline on 0808 800 5000.

- Specific advice about issues concerning South Asian children can be sought on the NSPCC National Child Protection Asian Helpline on 0800 096 7719.

Things/questions to consider when making a referral:

- Before making a referral make sure that you have as much information to hand as possible but do not let a lack of detailed information stop you making the referral. Social Care will want to know what your concerns are and as much information about the child as possible. They will need details such as the name of the child, age or date of birth and address. Details about siblings, if available will be helpful, and names of adults in the family home. However, do not let a lack of knowledge about some of these details inhibit your making a referral.
- Is there a suspicion or allegation of abuse by a paid worker, volunteer or director of DMSF? If so this must be reported immediately to DMSF's Named Person if appropriate, who will inform Children's Social Care or the Police. If the Named Person is the subject of the disclosure, then a deputy Named Person should be informed.
- Are there suspicions that a child may be being abused? This should be discussed with the DMSF's Named Person, and a cause for concern form should be filled out. Suspicions or concerns can also be aired with Children's Social Care without divulging a young person's identity if desired.
- Has a child made an allegation/ disclosure of abuse? If so inform the DMSF Named Person as soon as possible. Then Inform the Social Care or the Police, depending on the immediate needs of the young person.
- Does the child need immediate protection? If so, call the police (999) and then inform Social Care. Inform the Named Person as soon as possible.
- Does the child need immediate medical attention? If so, call an ambulance (999) and then inform Social Care or the police.
- In the event that you make a report to Social Care, request a contact name so that you can follow up. Request also that they inform you of what they have done within 48 hours.

Social Care and the Police have the powers to investigate allegations of abuse. It is part of their function to decide when to investigate. It is not the job of **DMSF** or of any individual within **DMSF** to make this decision. Paid workers and volunteers must remember this for the following reasons:

- Inappropriate amateur investigation may well have very adverse effects on any subsequent investigation by the statutory agencies.
- It may put children's lives at risk.
- Passing concerns over to Social Care transfers responsibility and reduces one's own anxiety levels.

It is essential to remember that after a report is received the agencies will consider how to respond. There will not be any thoughtless or precipitous action.



Contacts with Social Care can remain anonymous or concerns can be discussed with them before giving any names.

Dealing with a disclosure of abuse by a child

Sexual abuse in particular is rarely disclosed at the time. Children only talk about the trauma of this after much thought. They also choose the person to talk to very carefully. In a group situation this will usually be a leader whom they feel they can trust. The following guidelines should be followed:

- Do not agree to keep secrets but do assure the young person that information will only be shared with the appropriate people.
- Listen without interrupting.
- Open questions such as “What happened next?” can be asked but closed questions such as “Was it your dad?” must not be asked.
- Provide appropriate reassurance and comfort.
- Immediately afterwards record the facts and sign and date. This can be on any available scrap of paper as the immediacy of putting the story down transcends finding a pristine piece of paper.
- Do not lose this document as in due course it may need to be handed to Children’s Social Care or the police.

#### AFTER A DISCLOSURE - SUPPORT TO THOSE AFFECTED BY ABUSE

DMSF is committed to offering pastoral care, working with statutory agencies as appropriate, and support to those attending DMSF who have been affected by abuse.

## Section 5 – Managing Allegations made against a member of Staff or Volunteer

- **DMSF** will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:
- The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
- The Named Person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be anyone within the organisation that is in a senior position and believed to be independent of the allegations being made).

- The Named Person should contact the Local Authority Designated Officer (LADO - who is based at the Child Protection Unit) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The Named Person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or Social Care.
- Regardless of whether a police and/or Social Care investigation follows, **DMSF** will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependent on the nature of the incident.

## Section 6 - Recording and managing confidential information.

### Confidentiality

- In all matters relating to Child Protection the highest degree of confidentiality must be maintained. However, this has to be balanced against the need to protect children from abuse.
- Children who disclose abuse need to know that the information will be passed on to the Named Person and the appropriate statutory agency, either Children's Social Care or the Police so that it can be properly investigated and the necessary help obtained.
- Information must not be passed on to any other individual or organisation.
- If there is a conflict of interest between the needs of a child, who is suspected of suffering *abuse*, and the needs of an adult, the welfare of the child is paramount.
- Those working with children and young people must be aware of the need to avoid promising to keep secrets. One way of overcoming this if a child asks that a secret be kept prior to divulging information is to suggest that there are some things that should not be kept completely secret. It would be disturbing if the child then decided not to talk but it is important to remember that had the child been about to divulge abuse no help could have been offered if a promise of secrecy had been given.

## Section 7 – Keeping young people safe

## Appointing Paid Workers and Volunteers

“The single most effective point at which an organisation can use good management to minimise the possibility of abuse is when new paid staff or volunteers are appointed, although it is important to ensure that vigilance is maintained thereafter.” (*Safe from Harm*).

It is recommended that all those involved in appointing children’s workers should read “Safe from Harm”.

The following procedures will be adhered to when appointing paid workers who will work with children:

- Should complete an application form which gives their full name, current and recent addresses and date of birth, previous experience of working with children, details of convictions or cautions for criminal offences and the name of at least two referees.
- Should take part in a formal interview to explore the candidate’s suitability to work with children.
- Jobs will be offered subject to receiving references. These must be received before the applicant takes up the post
- An enhanced check by the Criminal Records Bureau should be requested via DMSF’s Named Person for Child Protection.
- A successful applicant can be allowed to work under close supervision whilst waiting the result of the CRB check so long as a written reference has been obtained.
- All staff will receive regular training in child protection.

The following procedures will be adhered to when appointing volunteers who will work with children:

- Volunteers should be asked to give their full name, current and recent addresses and date of birth.
- Previous experience of working with children should be explored and the name of at least one referee should be obtained.
- This reference should be taken up in writing.
- An enhanced check by the Disclosure and Barring Service (DBS) (Previously - Criminal Records Bureau) should be requested via DMSF’s Named Person for Child Protection.
- They should have the child protection policy guidelines explained to them
- They should be given a ‘job description’ explaining their role and responsibilities.
- A volunteer can be allowed to work under close supervision whilst waiting the result of the DBS check so long as a written reference has been.
- Volunteers will be given training in child protection.

## Safe working practices

Work with young people should be organized so as to minimise situations where abuse may occur. This not only protects children/young people but also reduces the likelihood of false allegations being made against leaders. The following are good working practices:

1. Coaches must work as a team where possible and there should generally be at least two coaches at any group activity. However, one coach is sufficient when working with pre-approved groups as long as the line manager and staff members from the school/community centre are aware and contactable in case of emergency.
2. All single gender groups must have at least one coach of the same gender.
3. A register of young people with name, address and telephone number should be maintained for all those groups which meet on a regular basis.
4. Parents should be informed of start and finishing times. These should be adhered to.
5. Coaches/Volunteers must try to ensure that all members of the group feel valued and that favouritism is not shown.
6. Coaches/Volunteers should always act professionally and promote good practice and safety.
7. Coaches/Volunteers should not work in isolation. If a child wishes to speak confidentially it is permissible to go into a quiet area adjacent to the main meeting room. Other staff must be made aware that this is to take place.
8. Coaches/Volunteers should under no circumstance physically harm a child as punishment. It is permissible to take physical action in an emergency to prevent personal injury to any child or other person or serious damage to property, ideally two Coaches/Volunteers should be present in the room if physical restraint is used.
9. Coaches/Volunteers should understand the concept of confidentiality but must not agree to keep secrets before hearing what a child wishes to tell them.
10. Coaches/Volunteers should not, if at all possible, arrange to meet children away from the usual group meeting place without another adult or parent being present.
11. Parental consent is required to take children anywhere.
12. The premises used should be safe and secure so that strangers cannot gain access without Coaches being aware.
13. The suitability of the premises and equipment being used should be assessed.
14. Details and telephone numbers of the Named Person for Child Protection and will be readily available to all Coaches/Volunteers.

#### Internet and Mobile phone safety

Computers and mobile phones offer many benefits but it is important to be aware of the potential risks created by the use of these technologies.

There are risks if:

- Computers can be accessed by children or young people
- E-mails, text messages and social media are used to communicate with young people

DMSF does not offer usage of computers to participants. Where access is available, it would be on school or partner organisations premises. Our students will adhere to the policies of those individual organisations.

In regards to social media and text messaging we will:

- Always obtain written parental permission, if photographs are used on a web site. Young people's names will not be displayed with these images.
- If leaders use e-mail to communicate with children and young people, these will be recorded, and should always be done from the work e-mail. Personal e-mail accounts should not be used for communicating with young people.
- Care should be taken when using text messages and e-mails to communicate with young people as messages can easily be misinterpreted. If you have a concern about any message you receive, i.e. if sexual or abusive language is used then inform your line manager.
- Facebook – staff members will not accept under 18's as friends on their personal Facebook accounts. There is a dedicated Facebook page for the organisation.
- Twitter - staff members will not accept under 18's as friends on their personal Twitter accounts. There are dedicated Twitter Accounts for the organisation.

Additional Guidelines for specific activities and groups

## 1. Travel by Minibus

- 1.1 Only those insured by DMSF will be allowed to drive the minibus.
- 1.2 All regular drivers will complete MIDAS training course
- 1.3 Bus drivers are to perform all necessary checks on the vehicle, and ensure necessary paperwork is completed.
- 1.4 All faults should be reported and where appropriate dealt with e.g. tyres need more air.
- 1.5 All who travel in the bus must use the seatbelts.
- 1.6 An adult who will be available to address discipline issues will accompany the driver. There may be times/situations when transporting small groups where a second adult is not considered necessary. In these circumstances parental permission will be obtained.
- 1.7 Drivers should select their route carefully, to ensure they are not left alone with a young person in the bus for any length of time, attempting to drop off two young people together at the end of the run
- 1.8 All young people should be made aware of the 'rules of the bus' before travelling
- 1.9 Children between 3-11 and under 1.5m in height should wear an appropriate child restraint when traveling in the minibus. Where not available, an adult seatbelt must be worn. Children aged 12 or 13 or older children over 1.5m in height must wear an adult seat belt. It is the driver's responsibility to ensure all under 14's wear seatbelts.
- 1.10 All drivers should carry a mobile phone. If you need to make a call remember to park up and turn off the engine before use.
- 1.11 The minibus must carry a first aid kit comprising specific items in a properly marked container
- 1.12 The bus will carry a fire extinguisher of the correct specification & clearly marked with the BSI specification number
- 1.13. Regular services and MOT tests will be arranged by the administrator of e:merge

## 2. Travel by car

- 1.1. Before being allowed to use their cars to transport young people workers will have to show their line manager a current MOT certificate for their vehicle.
- 1.2. Drivers must also show evidence that their vehicle is suitably insured for this purpose.
- 1.3. Where young people are to be routinely transported by car with only one adult present parental permission must be obtained in a written form.
- 1.4. All drivers should carry a mobile phone. If you need to make a call remember to park up and turn off the engine before use.

### 3. School and SportCity Sessions

- 1.1. Consent forms and medical details forms must be completed before young people join in sessions
- 1.2. The worker will quickly establish the ground rules for the session
- 1.3. For single sex groups a worker of the same sex is needed
- 1.4. All young people should complete a medical details form.
- 1.5. Whenever a worker needs to talk one to one with a young person they should make sure that another worker is made aware of the situation.
- 1.6. Male workers will not enter the female toilets, neither will female leaders enter the male toilets, except in an emergency
- 1.7. All accidents to be recorded.
- 1.8. In the event that transport is severely delayed we will send a group text to parents/carers to keep them informed.

### 4. Mentoring

- 1.1. Mentors will be drawn from the existing youth team or wider congregation.
- 1.2. Mentors will be accountable to and supervised by the DMSF programme coordinator or manager.
- 1.3. The mentor and mentee will draw up a contract. This will include length and frequency of meetings, meeting places, targets and duration of the relationship. This will be available to the supervisor.
- 1.4. All existing child protection guidelines will be adhered to
- 1.5. Mentors will make themselves known to parents and inform them of where and when mentoring takes place
- 1.6. Where the mentee is under 18, or over 16 and still in contact with a parent, parental consent will be sought
- 1.7. Parents should be given a central contact number
- 1.8. Mentors must ensure they have an emergency contact number for parents/ guardians
- 1.9. Mentors should not arrange to meet mentees at home unless another adult is present
- 1.10. For a fuller explanation of mentoring please see Mentoring Policy.

### 5. Schools work

- 5.1. Workers in school settings will operate under the school's own policy and procedures for safeguarding
- 5.2. Workers must know who the Named Person(s) is within the school.
- 5.3. Any disclosures and concerns should be referred to the Named Person within school in the first instance. Advice can be sought from the DMSF NP, who should be informed that a report has been made within school (without breaching confidentiality if the young person). This allows for the worker to be supported by DMSF.
- 5.4. Disclosures should be recorded appropriately.
- 5.5. Where the worker has a cause for concern she/he will discuss with the DMSF NP and take appropriate actions.

### 6. **TRAINING CAMPS**

## Section 8 - Disseminating/Reviewing Policies and Procedures

The Directors will review the Child Protection Policy and Procedures on an annual basis in conjunction with the Named Person for Child Protection.

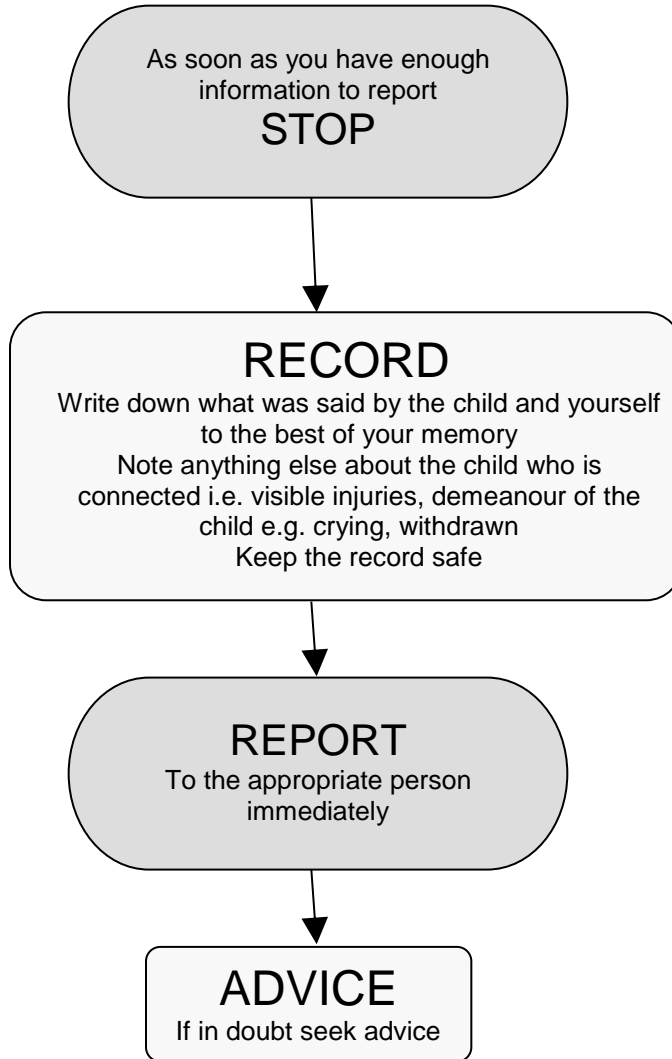
All new staff, directors and volunteers will complete a safeguarding children session as part of the induction process and become familiar with the **DMSF** Child protection Policy and Procedures. They will be required to sign a form to say that they have read and understood the policy and procedures.

Changes/additions to the Child Protection Procedures will be disseminated to staff formally through training updates in staff meetings.

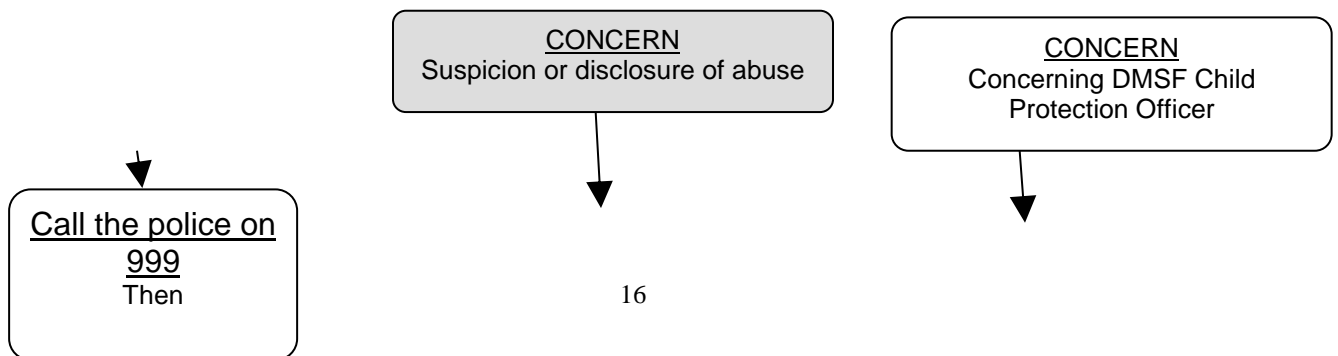
## Appendices

### DISCLOSURE PROCESS FLOW CHART

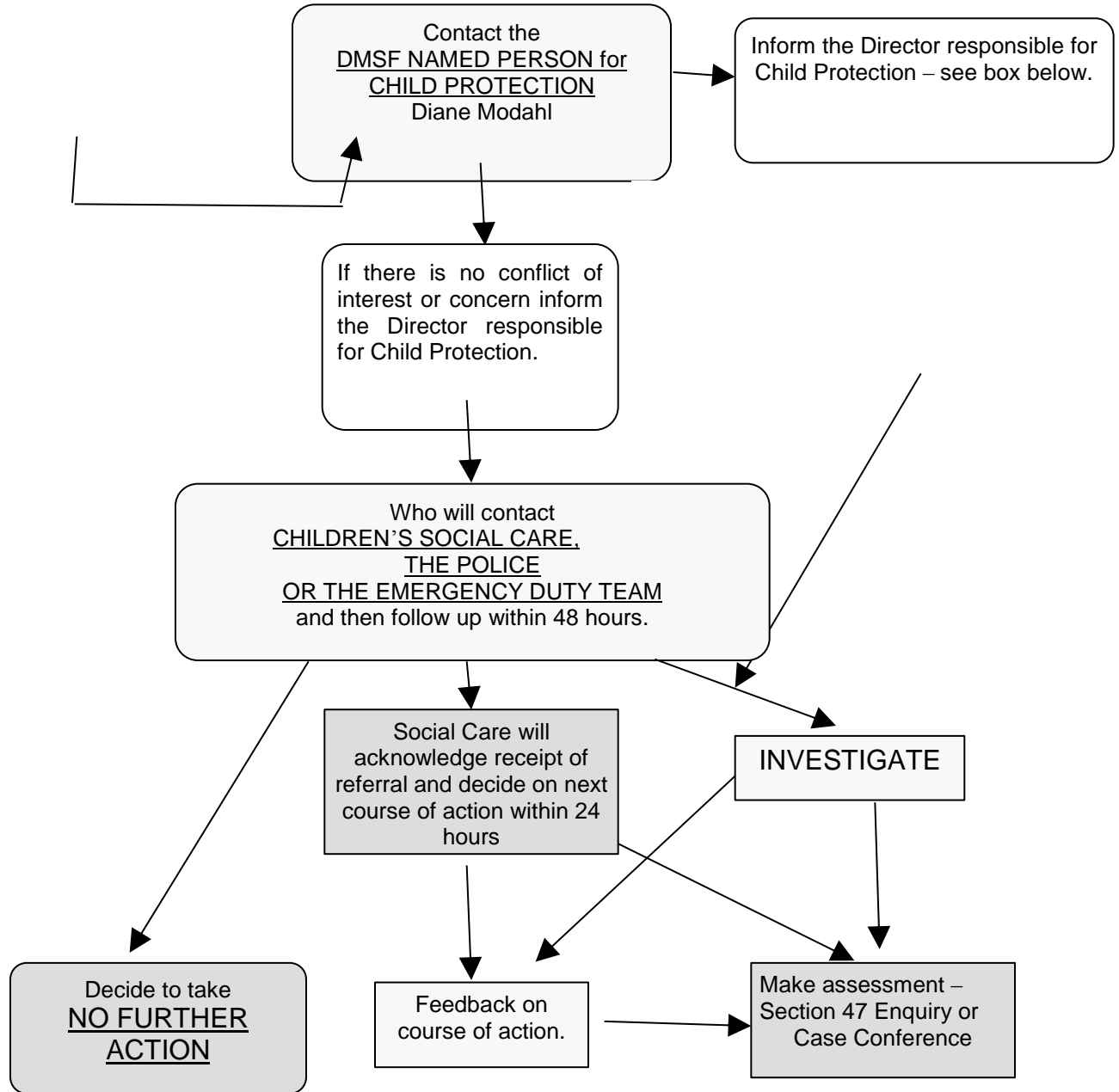




## ACTION FLOW CHART







References

- Definitions of Abuse as cited in: Working Together to Safeguard Children (HM Government 2006, Chapter 1, P:37-38)
- Safe from Harm A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organizations in England and Wales Home Office 1993.
- Policy on Child Protection A Policy Document by the House of Bishops The Archbishops' Council 1999.
- Working Together under the Children Act 1989 HMSO 1991.
- First Check - a step by step guide for organisations to safeguard children NSPCC 2002.

- Review on Child Protection in the Catholic Church in England and Wales The Catholic Bishops' Conference of England and Wales 2001.
- A Simple Risk Assessment for BD4 CIC's work with Children T. J. Atkins, Child Protection Officer, Diocese of Newcastle.
- Internet and Mobile Phone Safety. Diocese of Sheffield Child Protection Team

### Phone Numbers

- |  |               |
|--|---------------|
| • DMSF Named Person for Child Protection | 07545 843969  |
| • Daytime Social Services                | 0161 234 5001 |
| • Emergency Social Services              | 0161 234 5001 |
| • Child Line                             | 0800 1111     |
| • NSPCC                                  | 0800 800 5000 |

### Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility. You need to ensure that you speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action.

In Manchester, these are the numbers that you can ring for advice and to make a referral:

- Manchester Child Services 24 hour line.  
Telephone: 0161 234 5001  
Email: [mcsreply@manchester.gov.uk](mailto:mcsreply@manchester.gov.uk)
- If you have reason to believe that a child is at immediate risk of harm, contact the police on 999.

#### NSPCC Child Protection Helpline

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse.

Telephone: 0808 800 5000

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

The NSPCC Asian Child Protection Helpline is a free, multilingual service for the UK's Asian communities providing counselling, information and advice to ANYONE who is concerned about the welfare of a child, including:

- Parents, carers or relatives who need advice
- Children or young people in need of help and advice
- Education, health and social welfare professionals seeking culturally sensitive advice and information.

