



## **YUMI (York Unifying and Multicultural Initiative)**

### **Child Protection Policy Statement.**

**YUMI** is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. **YUMI** acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

#### **In implementing this Child Protection Policy YUMI will:**

- Ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's *Child Protection Procedures* and work at all times towards maintaining high standards of practice;
- 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 organisation's named person for child protection;
- Ensure that the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Social Work);
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- Provide opportunities for all workers to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people;
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's *Complaints Procedure*;
- Ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

## **YUMI's Child Protection Guidelines and Procedures**

**YUMI's Child Protection procedures** detail the steps which will be followed where there are concerns that a child or young person could be experiencing **abuse** and/or **neglect**. The procedures should help to ensure a speedy and effective response for dealing with such concerns.

### **Section 1: Introduction:**

Whilst YUMI's work is not solely with children and young people, we are aware that our events and projects do include, at times, this work.

These procedures have therefore been designed to ensure the welfare and protection of any child and/or young person who accesses the services provided by **YUMI**. The procedures recognise that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. **YUMI** 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.

YUMI holds at its core the belief in equality of opportunity for each and every individual. YUMI therefore limits its activity to the organisation and support of projects and services which promote the integration, well-being and development of each individual, whatever their race, creed, ability, sexual orientation, gender, age or state of health.

### **Section 2: Recognising the Signs and Symptoms of Abuse**

It is important in this section to provide definitions of abuse under the umbrella headings of Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect.

**YUMI** 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. (NB Please see Appendix 1 for definitions of abuse)

A child or young person's safety can come to light in one, or several, 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, play, drawing 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.

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

**YUMI** has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for Child Protection within **YUMI** are:

Named Person for Child Protection:                      AMANDA KENT

Work telephone number: 01904 431056  
Mobile number: 07804 866453

Deputy Name of contact person: HELEN HAYS  
Mobile number: 07751 127674

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

1. 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 maybe subject to abuse or neglect.
2. Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
3. 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**

**YUMI** 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 **YUMI** believes that the safety of the child 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 a 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?" But never use 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 have to be shared with others;
- Notify the organisation's 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

##### **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 York's local authority children's department. (provide contact details – see Appendix 3) If a referral is made direct to the York Children's Department this must be followed up in writing.
- 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.

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

**YUMI** 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 a committee member, director or anyone within the organisation that is in a senior position within the organisation 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 services.
- Regardless of whether a police and/or social services investigation follows, **YUMI** 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 dependant on the nature of the incident.

## **Section 6 - Recording and managing confidential information.**

Please see Appendix 4 for **YUMI**'s form for recording concerns/allegations of abuse, harm and neglect.

**YUMI** is committed to managing confidential information safely and securely. All paperwork regarding Child Protection referrals will be kept away from public access until one week after the child's 21<sup>st</sup> birthday. **YUMI** acknowledges the rights of children and young people to confidentiality unless it considers they could be at risk of abuse and/or harm.

Information is confidential when it is of some sensitivity, is not already lawfully in the public domain or readily available from another public source, and has been shared in a relationship where the person giving the information understood that it would not be shared with others.

Seeking consent to share information should be the first option, if appropriate. If a child or young person discloses abuse it is important to explain that you will have to share the information with other people whose job it is to keep them safe, if you have concerns that they are at risk of harm.

Information can be shared without consent if it can be justified in the public interest. You should discuss individual cases with your line manager. The circumstances under which sharing information without consent will normally be justified in the public interest are:

- When there is evidence that the child is suffering or at risk of suffering significant harm; or

- Where there is reasonable cause to believe that a child may be suffering or at significant risk of harm; or
- To prevent significant harm arising to children and young people or *serious harm* to adults, including through the prevention, detection and prosecution of serious crime (any crime which causes or is likely to cause significant harm to a child or young person or serious harm to an adult).

## Section 7 – Disseminating/Reviewing Policies and Procedures

YUMI disseminates its policies through its website. YUMI reviews its overall policies and procedures annually. They are agreed and signed by the management committee and/or anyone within the organisation that has overall responsibility for the service being provided. Any changes/amendments are clarified and shared with staff and where significant changes appear are relayed to parents/carers.

### Appendix 1

Definitions of Abuse as cited in: Working Together to Safeguard Children (HM Government 2006, Chapter 1, P:37-38)

**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/carer fabricates the symptoms of, or deliberately induces illness in a child.

**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. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**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 of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**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 may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)

- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Appendix 2:  
FLOW CHART**

Member of staff/volunteer has concerns about a child/young person's welfare
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Worker discusses with named person	
Named person contact no:	
Still has concerns	No longer has concerns

Referral to Social Services, following up in writing within 48 hours	No further Child protection action, although may need to act to ensure services provided
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Initial assessment Section 47 enquiries	No further local authority children's services involvement at this stage, although other action may be taken, eg onward referral
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**Possible course of action**

Local Authority Children's department acknowledge receipt of referral, and decide on next course of action within one working day	Feedback to referrer on next course of action
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### Appendix 3

#### YUMI (York Unifying and Multicultural Initiative)

#### Form for Recording concerns/allegations of abuse, harm and neglect

Date and Time	
Name of Person making allegation/raising concern	
Nature of concern/allegation	
Action Taken	

### Appendix 4

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

- During office hours call YorOK Child Index – 01904 554268 to refer any child in need, including child protection concerns.
- At all other times, Children's Social Care Emergency Duty Team - 0845 034 9417
- 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.