



**Swansea Asylum Seekers Support**

**Registered Charity: 1175186**

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## **Welcome to Play - Child Protection Policy**

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## **1. Principles**

Our principles in working with children are based on the aims of SASS as written in our constitution; on the United Nations Convention on the Rights of the Child and also on information from the Charity Commission on key principles and components of child protection policies.

### **UN Convention on the Rights of the Child**

1. Children have a right to protection from all kinds of violence and exploitation, to protect themselves, and to expect that people will protect and help them.
2. Children should enjoy a standard of living adequate to their physical, emotional, spiritual, moral and social development.
3. Children should be informed, consulted and involved in any matter affecting them, according to their age and understanding.
4. Children should receive from their parents and carers affection, care and guidance as they grow older and as they develop responsibilities towards other people and society. Parents and carers should receive support and encouragement in their task of bringing up children.
5. Children have rights – and according to their age and understanding – responsibilities as individuals.
6. All children are of equal worth, whatever their age, ability, race, ethnicity, language, gender, health, religion, sexual orientation or social class.
7. Everyone has a responsibility to ensure that all children are valued and able to fulfil their potential.

### **Charity Commission Principles**

- the welfare of the child is paramount;
- all children without exception have the right to protection from abuse;
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
- all the charity's trustees, staff and volunteers have a responsibility to report concerns.

## **2. What is expected of everyone working with children in SASS either as volunteers or paid staff members?**

Everyone is expected to:

- Follow the principles of the rights of the child
- Work within the values of the project
- Be aware of project ground rules and being prepared to remind children and other project users of them
- Follow all relevant policy e.g. health and safety, child protection
- Administer registrations systems to ensure that appropriate information e.g. on health and diet and permissions from parents or carers– e.g. on administering emergency first aid
- Be aware of cultural sensitivities
- Look out for signs of emotional sexual and physical abuse or neglect
- Know how to respond to them
- Have the confidence to report any concerns to the appropriate people
- Always work alongside other staff and volunteers – and avoid being in one to one situations with children
- Respond properly to suspicions and allegations

### **What is practice never to be sanctioned?**

- Acting against the values of the project and procedures of the project
- Racism and other forms of discrimination – e.g. on the basis of gender or sexual orientation
- Aggressive, frightening or violent behaviour to children or adults

### **3. Recruitment**

#### **All prospective volunteers will be:**

- Encouraged to attend the drop-in or other relevant activities of the group
- Invited to observe one or two play sessions under supervision
- Given an informal interview which will assess suitability under clear criteria, and explain and ask for commitment to:
  - Training
  - Agreed support and supervision – e.g. group meetings, self-assessment
  - All the relevant policies – e.g. child protection, health and safety, equal opportunities
  - The values and practice of the project
  - Submitting to DBS checks and, where possible, references

The Scheme Manager will make an assessment of suitability, based on the interview.

Sessional staff will be interviewed by the scheme manager and, where possible, one trustee, using formal equal opportunities recruitment methods

### **4. Training Requirements**

#### **All staff and volunteers will need to:**

- Be inducted into the principles, policies and practice of the project
- Undertake relevant Play work training
- In addition, all staff will need to complete NVQ equivalent training in play work at level 2 or 3

We would aim to offer training for 3 volunteers per year at level 2 or 3

- All staff are required to take and refresh First Aid training.
- All staff will be trained in Child Protection and will update this training every three years.
- All volunteers will be inducted into our Child Protection policy and procedures. When child protection training is available, they will be required to attend.

## **5. Ensuring Confidentiality**

- All sensitive records and documents e.g. DBS checks, names and addresses, consent forms, are kept in a safe and secure place by the scheme co-coordinator
- Any material that might be used for publicity is kept in a safe place and written permission for is sought from parents at the point of use
- Concerns around abuse are shared only with specified people. (See section on “Specific Child Protection Measures)

## **6. Regular monitoring and checking of all staff and volunteers working with children**

We are committed to:

- DBS checks renewed every 3 years
- Self-assessment and planning sessions with play leader at least every 4 weeks
- Review of training needs completed yearly
- A target of 3 team gatherings a year to take a more in-depth look at individual and group progress

## **7. Specific Child protection Measures**

### **Looking for signs of abuse**

- Staff need to look out for signs of physical, emotional, or sexual abuse and of neglect.
- Such abuse or neglect is often demonstrated through changes in the behaviour or in their play.

### **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child.
- Listens to the child.
- Gives reassurance that she or he will take action. The member of staff does not question the child.

## Responding to suspicions of abuse or disclosures

- If a staff member or volunteer is concerned that there may be abuse or neglect they must report this immediately and in strict confidence to the Play Leader or Scheme Manager and a record will be made and signed, with specific details of the concern and the relevant time and date.
- The play leader or scheme manager will clarify what has happened and report immediately to the relevant available agency, if there is any cause for concern. Up to date contact details of relevant agencies are at the back of this policy.
- If the scheme manager is not there, then the senior staff member present must be informed A similar record and report to the relevant agency will be made. The senior staff member will then inform the scheme manager as a matter of urgency.
- If the scheme manager is not available then either the Group Safeguarding Officer: Emilie Short, Kelly Wearing, or any other available trustee will be informed of action taken. (see list of trustees below)

## Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as a report is made **except where the guidance of the Area Child Protection Team does not allow this.** This will usually be the case if the parent is the likely abuser. In these cases the agency investigating officers will inform the parents.

## Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know.
- Any information is shared under the guidance of the Area Child Protection Team.

## Training

All staff, and where possible volunteers, will undertake training so that they are aware of;

- the behaviour and physical indicators that suggest the possibility of abuse
- the procedures to follow in cases of suspected abuse.

Such training will include reference material so that staff have a record to hand of the signs which they need to watch out for and the procedures which they need to follow. This will be updated as necessary. Visual aids e.g. flow charts will be used to make each stage of the policy clear

## 8. Complaints

- We will take preventative measures to minimise the need for complaints. For example we will:
  - ensure that all staff and volunteers working with children know what is expected of them
  - we protect children and staff by the practice of avoiding situations where staff are in one to one contact with children
- All complaints will be investigated, and parents will be informed who they need to complain to: Initially the Play Leader or Scheme Manager.
- In the event of a complaint being made about a member of childcare staff we would follow our disciplinary and grievance procedure.
- In the event of a complaint being made about a volunteer, we would follow our “ Volunteer Problem Solving Procedure”
- Clearly if the complaint against a member of staff or a volunteer concerned allegations of abuse of any sort against a child, then the volunteer or staff would be suspended from work with children pending full investigation.
- We would follow the guidance of the Area Child Protection Team when investigating any complaint that a member of staff has abused a child.

## 9. Health and safety principles

All activities involving children in SASS must be approved in advance by the qualified Play Leader or Welcome to Play Scheme organiser.

All activities will be subject to a health and safety risk assessment, and activities can only go ahead when the Play Leader or Welcome to Play Scheme manager is satisfied that it is possible to manage risk safely.

A parent/carer must be present in the building at all times with their children. On outdoor trips, it must be made clear that parents are responsible for their children at all times, even when organised play is provided.

## 10. Useful Contact Numbers

<b>Emergency Duty Officer Social Services</b> (outside office hours) <i>Please note: this may be most useful as our sessions run on Friday evenings and Saturday afternoons.</i>	01792 775501
<b>Children's Central Advice Referral and Assessment Team</b>	01792 635700
<b>Central Police Station</b>	01656 655555
<b>Swansea Family Information Service</b>	01792 517222
<b>Care and Social Services Inspectorate for Wales (CSSIW)</b>	0300 790 0126

\*Please refer to your copy of Let's Protect Our Children for further contact numbers

*Taken from Information & Guidance for Childcare Providers and Voluntary Organisation in the City & County of Swansea. The complete version of the all Wales Child Protection Procedures can be viewed/downloaded here -> [www.awcpp.org.uk](http://www.awcpp.org.uk).*

*Let's Protect Our Children – Swansea Family Information Service*

## 11. Welcome to Play Contact Numbers

<b>Play Leaders</b>	Helen Sleeman	07741 744272
	Afsaneh Firoozyar	07775 438487
<b>Scheme Manager</b>	Kelly Wearing	07973 353328
<b>Group Safeguarding Officer</b>	Emilie Short	07787 197506

<b>Trustees</b>	
Tom Cheesman	07736 408064
Kathryn Jones	07896 349077
Gillian Spedding	07507 870104

*Updated March 2020*