NACCC Guidelines for Safeguarding and Child Protection

“All those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to child protection, have a duty to promote the welfare of children.”
This booklet is intended to be used in conjunction with the accompanying publications:


Together they will help you to make sense of safeguarding so that you can develop best practice policies and procedures that safeguard children and vulnerable adults. Details of sources are given so that you can read further if you wish.

This booklet contains the following sections:

- Safeguarding checklist ................................................................. 6
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**Cover quote**

“All those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to child protection, have a duty to promote the welfare of children.”

*What to do if you’re worried a child is being abused – Summary*, p3
Produced by Department for Education and Skills 2006, [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk) Tel: 0845 60 222 60
Every organisation working with children needs to make arrangements to safeguard and promote their welfare. Children, young people and vulnerable adults ‘can be hurt, put at risk of harm or abused, regardless of their age, religion or ethnicity’. (Safe Network)

There is now a consensus of opinion that child contact centres and services are managing increasing levels of risk. Concerns about domestic violence, drug and alcohol abuse, mental illness and higher levels of conflict mean that there is a higher risk of children being harmed.

So it is important for you to know and show that you are doing all you can to lower that risk of harm and that all in your service are aware what to do if there are concerns.

NACCC is committed to promoting safe child contact and we are here to support you achieve this. We have revised the guidance we give to child contact services and updated our own policy and procedures for Safeguarding and Child Protection, both of which are included in this booklet.

Instead of trying to duplicate some of the excellent work carried out by such organisations as Children England and NSPCC – who together have formed the Safeguarding Network – we have used this booklet to highlight key or specific areas for child contact centres and services. It is meant to complement the accompanying publications, Positively Safe: A practical guide to safeguarding and SAFE Network – Are they safe? guide, which include checklists and exercises to help you implement your policy.

Yvonne Kee, Chief Executive NACCC
Dear Centre Manager

Safeguarding Liaison and advice

NACCC and CAFCASS recognise the difficulty of the Safeguarding problems that face services offering contact in local voluntary centres. By offering your service in line with the NACCC policies and guidelines you will be providing good safe contact that allows children’s relationships with parents to grow. This is never easy, and we recognise the increasing complexity of some of the cases with which you are working.

NACCC and CAFCASS are fully agreed that in order to do this work well you will on occasion have need of support and guidance from either or both organisations. It is entirely good practice to seek advice on any Safeguarding issue, just as it is to take urgent action to protect children where this is justified. You should be aware that CAFCASS and NACCC welcome enquiries about Safeguarding issues, and you should not hesitate to contact either organisation; we can cross refer where we need to.

With the increased workload that CAFCASS is currently facing, you may find that local teams have less time for liaison, but we hope that this remains an important source of information and advice. If this route is not available, you should contact the Commissioning and Partnership Team, or NACCC. In the context of the increased workload facing the Family Justice System you should remain vigilant that the cases that you accept are appropriate to the level of support that you give them, and if in any doubt should raise the issue. You should also take advantage of the opportunities for Safeguarding training that NACCC is offering with the new Safeguarding Policy, and that which is on offer from your Local Safeguarding and Children Board.

Yours sincerely

CAFCASS and NACCC
## Safeguarding / Child Protection checklist

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<th>Question</th>
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<tr>
<td>A Safeguarding Policy?</td>
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<td>Have your volunteers/staff seen and signed the policy?</td>
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<td>A named person for dealing with concerns about or allegations of abuse?</td>
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<td>Step by step guidance upon what action to take in the event of concerns about or allegations of abuse?</td>
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<td>A recruitment process for volunteers/staff that includes:</td>
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<td>• Completing an application form?</td>
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<td>• CRB checks to an enhanced level / ISA Registration</td>
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<td>• An interview?</td>
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<td>• A probationary period?</td>
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<td>A training plan and regular opportunities for all those in contact with children to learn about safeguarding?</td>
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<td>A written code of practice outlining good practice in relation to working with children?</td>
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<td>A Health and Safety Policy?</td>
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<td>Information for referrers, parents/carers and children about your Safeguarding Policy and where to go for help?</td>
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<td>How is your centre operating?</td>
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<td>• Are referral forms completed in full and received before any contact commences?</td>
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<td>• Does your centre follow the guidance outlined in the NACCC Guidance Manual if you take self-referrals?</td>
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<td>• Do you contact agencies mentioned on the referral form such as CAFCASS or Children’s Services in advance of any contact commencing?</td>
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<td>• Are pre-visits mandatory and is a record kept of them for the period of time the family is using the centre?</td>
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<td>• If they are requested or required, are staggered arrival and departure times used where there has been or there is a risk of violence?</td>
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<td>• Does your centre have a separate and safe waiting area?</td>
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<td>• Are referrers asked to identify and pay for an interpreter if they have concerns about volunteers / staff not understanding what is being said by a family?</td>
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<td>• Does your centre have briefing and de-briefing sessions for volunteers/staff at the beginning and end of each contact session as the need arises?</td>
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<td>• Does your centre have a support network for volunteers when safeguarding concerns have arisen?</td>
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Based on a checklist within *SAFE Network Are they safe? guide, p16*
Writing, introducing and implementing a Safeguarding and Child Protection Policy

‘This is very important because it makes clear to staff/volunteers, parents, children and referrers what your centre believes about safeguarding and what it will do to keep children safe.’

Yvonne Kee, CEO NACCC
The centre policy that follows is a suggested draft that will help you to write and adopt your own. Although you can use it as a guideline for preparing your own policy, you must ensure that:

- It follows the procedures and guidelines for safeguarding and child protection issued by your Local Safeguarding Children Board (LSCB).

- All your volunteers/staff, referrers and families using the centre are aware of your policies and procedures in relation to safeguarding and child protection.

It is a long document that intends to cover all aspects of Safeguarding and has been agreed by the Board of NACCC.

To implement it you will need to work through each part of it, helped by the accompanying *Positively Safe: A Practical Guide to Safeguarding*, produced by Children England, and *Safe Activities for Everyone, produced by the Safe Network*. NACCC will also provide support and training.
SAMPLE Child Contact Centre Policy for Safeguarding and Child Protection

(A working document that incorporates best practice)

Basic Principles

1. Believes that children and young people need safe environments in which they can develop and grow in confidence.

2. Recognises that organisations working with and supporting children and young people have a duty to keep them safe.

3. Places Safeguarding children and young people and Child Protection at the centre of its activities.

4. Is committed to and working towards meeting the objectives contained within Every Child Matters / Rights to Action / Families Matter.

5. Believes that children and young people should not be exposed to negligence or avoidable risks.

6. Recognises that Safeguarding and Child Protection are emotive issues that need to be handled both sensitively and carefully.

7. Is committed to creating and implementing policies and procedures that will ensure where risks need to be taken regarding children and young people they are both calculated and carefully managed.

8. Recognises the difference between Child Protection and Safeguarding namely:
   • Child Protection involves recognising signs of physical, sexual or emotional abuse or neglect and acting upon it.
   • Safeguarding involves keeping children and young people safe from a much wider range of potential harm and looks at preventative action and not just reaction.

9. Is committed to ensuring that all its volunteers, staff and trustees know about and operate in accordance with the following procedure when a Safeguarding or Child
Protection issue arises namely:

- Recognise
- Respond
- Report
- Record
- Refer

10. Is committed to ensuring that all its volunteers, staff and trustees are aware of, kept up to date with and operate in accordance with good practice in relation to Safeguarding and Child Protection.

Recruitment

.......................... Child Contact Centre will have a clearly defined recruitment process for its staff, volunteers and trustees. This will include application forms, checking ID, interviews, checking references, induction procedures and probationary periods. A named volunteer or member of staff will be responsible for ensuring these processes are followed.

.......................... Child Contact Centre’s commitment to Safeguarding and Child Protection will also extend to the following:

Criminal Record Bureau Checks (CRB)

All of its volunteers, staff and trustees will be checked to an enhanced level when they first join the organisation and every three years thereafter.

All of its volunteers, staff and trustees, will be aware of and kept up to date with good practice and procedural changes in relation to CRB checks.

Independent Safeguarding Authority (ISA)

This has been created to help prevent unsuitable people from working with children and vulnerable adults. It will work with the CRB to gather information about people who want to work or volunteer to work with vulnerable people and adults.

.......................... Child Contact Centre will modify its own recruitment practices and procedures to take account of directives issued by the ISA.
Managing Safeguarding and Child Protection

1. .................. Child Contact Centre will have a named volunteer or member of staff who will be responsible and accountable for all aspects of the organisation's work in relation to Safeguarding and Child Protection.

2. This person will be responsible for:
   • Ensuring the centre is aware of and operating in accordance with their Local Safeguarding Board’s policies and procedures in relation to Safeguarding and Child Protection.
   • Ensuring that volunteers/staff have access to the phone numbers they need to report allegations or concerns relating to Safeguarding or Child Protection to Children’s Services and or the police.
   • Ensuring that either themselves or another named volunteer or member of staff passes accurate information relating to Safeguarding or Child Protection to the statutory agency responsible for investigating it both directly and quickly.

3. Establishing timely contact and seeking advice from NACCC if they have any concerns about Safeguarding, Child Protection or Inappropriate Referrals to their centre.

Safeguarding and Child Protection Awareness for .................. Child Contact Centre volunteers, staff and trustees

This is mandatory for co-ordinators, other key staff or volunteers and will be repeated or revised or as required. It will always form part of the induction.

Sharing Information

.................. Child Contact Centre has a statutory obligation to pass information to relevant partner organisations when a Safeguarding or Child Protection issue has arisen within the centre or elsewhere.

1. .................. Child Contact Centre has a recognised procedure for volunteers, staff and trustees to follow when a Safeguarding or Child Protection issue has arisen within the centre or elsewhere.
2. ........................ Child Contact Centre will make families using the centre and referrers aware of their statutory obligation to record and report any incidents relating to Safeguarding and Child Protection.

Providing Advice and Support

........................ Child Contact Centre will ensure that its volunteers and staff receive the supervision and support they require when they are working with Safeguarding and Child Protection incidents or concerns.

Failing to follow or non-compliance with recognised procedures and good practice in relation to Safeguarding and Child Protection by ........................ Child Contact Centre’s volunteers, staff and trustees.

When it involves ........................ Child Contact Centre’s volunteers or staff the organisations will take necessary action.

........................ Child Contact Centre also understands that if the National Association of Child Contact Centres (NACCC) becomes aware of any failings or non-compliance with recognised procedures and good practice concerning its procedures or practice in relation to Safeguarding and Child Protection it will act in one or a combination of the following ways, as appropriate and reasonable:

- Enhanced support and training for the Centre
- Agreement for further action by the Centre
- Temporary suspension from membership of NACCC
- Removal of NACCC accreditation status
- Notification of partner organisations that are making referrals to and or funding the centre.

Distribution of ........................ Child Contact Centre’s Policy for Safeguarding and Child Protection

A current copy of this policy will be included in the guidance notes given to volunteers, staff and trustees. Copies of the policy will also be available to referrers, families using the centre and other organisations upon request.

Revision of ........................ Child Contact Centre’s Policy for Safeguarding and Child Protection

This will take place as and when required. Additional changes are to take account of new legislation and practice guidance.
Statement of Commitment to ………………. Child Contact Centre’s Safeguarding and Child Protection Policy.

This form is to be completed by all ………………. Child Contact Centre’s volunteers, staff and trustees.

I …………………… (insert name) have read and understood the standards and guidelines contained within …………………… Child Contact Centre/Services’ Safeguarding and Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing them in my capacity as an employee, volunteer or trustee of …………………… Child Contact Centre/Service.

Print Name ……………………… Signature ………………………

Job Title/Role …………………………… Date ………………………………

A copy of the SAMPLE Child Contact Centre Policy for Safeguarding and Child Protection can be found in the members area of the NACCC website. Go to the ‘Services’ section and ‘Guidance Manual’ to download the Word document.
Information about training

All your centre’s volunteers and staff, along with members of your centre’s management committee, must receive training in relation to Safeguarding and Child Protection.
Safeguarding training can be accessed free of charge from your Local Safeguarding Children Board (LSCB). Information relating to your LSCB can be obtained by contacting your local authority or typing the name of your town or city into your web search engine, followed by Local Safeguarding Children Board. Otherwise, ring your local council for details.

NACCC will also be providing its member centres with:

- Ongoing advice and support in relation to developing their Safeguarding and Child Protection policies
- Safeguarding and child protection training that complements and reinforces the training being provided by LSCBs. Supported centres will receive NSPCC based safeguarding training. Supervised services will have training identified if staff have not already received safeguarding and child protection training. Details of all timings will be distributed.

Please contact your local NACCC Regional Support Manager for advice and information in relation to both of these (see page 27 for contact details).

NACCC also provides a dedicated Safeguarding helpline to provide advice, assistance and support for staff or volunteers with safeguarding concerning such as child protection, managing inappropriate referrals and encountering difficulties with families using their centre (see back page for further details).
Guidelines for identifying abuse

Child protection – the basics

‘It is vital for all paid staff and volunteers who are involved in groups or projects that work with children and young people to have a basic understanding of child protection issues.

Your safeguarding procedures should have sections in them with descriptions of the different categories of abuse and how to recognise the signs of abuse.’

From SAFE Network Are they safe? guide, p37.
Further reading on:

**Different categories of abuse**

**Recognising child abuse**

Go to *SAFE Network Are they safe? guide*, p37–39
Guidelines for reporting abuse

Appoint a named person

See SAFE Network Are they safe? guide, p17
General guidelines for everyone associated with the management and running of a Child Contact Centre

? When to refer

Individuals and organisations have a duty to refer a child to local Children’s Social Care teams when it is believed or suspected that the child:

- Has suffered significant harm
- Is likely to suffer significant harm, or
- It is concluded (with agreement of a person with parental responsibility) that family support services are required.

A referral should therefore be made in circumstances when...

- Children/young people have unexplained injuries, suspicious injuries or where there is an inconsistent explanation of the injury.
- Children or young people have alleged abuse.
- Another person makes a specific allegation.
- A person previously implicated on the abuse of children is believed to be living in or having contact with the household.
- There are serious concerns about the risk of significant harm to an unborn child.
- Children or young people have or are being neglected and emotionally abused resulting in or likely to result in significant harm e.g.
  - failure to seek necessary medical attention
  - failure to thrive that has been investigated medically and no organic cause found problems associated with carers 'lifestyle' e.g. drug/alcohol misuse
  - children and young people living in households where there is domestic violence
  - vulnerable children who are left alone.

(From Salford Local Safeguarding Children Board – see page 23)
Guidelines for reporting abuse

What to do if you’re worried a child is being abused...

Making a referral to Children’s Services or your Local Safeguarding Board

Information required

Be prepared to give as much of the following information as possible.

- Your name, telephone number, position and request the same of the person to whom you are speaking
- Full name and address, telephone number of the family and the dates of birth of the child(ren) and any siblings
- Gender, ethnicity, first language and any special needs of the child(ren)
- Names, dates of birth and relationship of household members and any significant others
- The names of professionals involved with the family, CAFCASS, GP, Health Visitor etc
- The nature/reason for your concern
- An opinion as to whether the child(ren) may need urgent action to make them safe
- Whether the consent of a parent with parental responsibility has been given to the referral being made

Action to be taken following a referral

- Keep an accurate record of your concerns.
- Put your concerns in writing to Children’s Services and or the Local Safeguarding Board within 24 hours of making the referral.
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

When recording information use simple words and sentences and make sure it is well structured and relevant. You also need to use facts wherever possible and distinguish between fact, observation, opinion and information from others.
What to do if children talk to you about abuse or neglect

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations you must:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child’s presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child’s own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared.
- Reassure the child that you are glad they have told you, they have not done anything wrong and what you are going to do next.
- Explain that you will need to get help to keep the child safe.
- Do not ask the child to repeat his or her account of events to anyone.

*From Salford Local Safeguarding Children Board’s guidelines for managing safeguarding and child protection concerns.*

Salford City Council, www.salford.gov.uk 0161 794 4711
Guidelines for managing confidentiality…

Seven golden rules for information sharing

Where a child has been harmed or is at risk of harm, the need for confidentiality is overridden by the need to protect that child from further harm.
The government has issued guidance on sharing information in relation to Safeguarding and Child Protection. The key principles within this guidance need to be adhered to and are as follows:

1. **Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.

2. **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

3. **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.

4. **Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information.

You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.

5. **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

6. **Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

7. **Keep a record** of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

2008, Department for Education and Skills, [www.everychildmatters/informationsharing](http://www.everychildmatters/informationsharing)
January 2009 saw the launch of the new Safeguarding unit for the third sector.

The new unit is run by the NSPCC in partnership with Children England. It has developed an agreed framework of safeguarding standards and is providing the resources required to meet these standards.

Information about the standards and the resources can be obtained from [www.safenetwork.org.uk](http://www.safenetwork.org.uk).

The Safe Network
NSPCC National Training Centre
3 Gilmour Close
Beaumont Leys
Leicester LE4 1EZ
Tel: 0116 234 7217
Email: info@safenetwork.org.uk

Local Safeguarding Children Boards

Centres in England and Wales
Information relating to your Local Safeguarding Children Board (LSCB) can be obtained by contacting your local authority or typing the name of your town or city into your web search engine, followed by Local Safeguarding Children’s Board. Otherwise, ring your local council for details.

Centres in Northern Ireland
There will soon be a new Safeguarding Board for Northern Ireland. Please see the [www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk) for further details.

Centres in the Channel Islands
Please contact your local council to see if there is an equivalent to the LSCB in your area.
Help at National Association of Child Contact Centres

Named person with overall responsibility for Safeguarding and Child Protection: Regional Trustee for NE England Hazel Brunton.

Named member of staff responsible for ensuring NACCC Safeguarding and Child Protection Policy are understood and adhered to: Chief Executive, Yvonne Kee.

If you have any questions or concerns about safeguarding or child protection in relation to your centre’s policies and procedures or any family using your centre please contact the NACCC Regional Support Manager for your area: (See back page for details of the Safeguarding Helpline)

North of England, Northern Ireland, North Wales

Judy Birchall, 0161 929 8771 judybirchall@btinternet.com

South Wales, Southern England

Louis Ruddlesden, 01980 671323 l.ruddlesden@naccc.org.uk

Central England, East of England

Duncan Gore 0121 323 5399 d.gore@naccc.org.uk

London, South East England

Ann-Marie Stubbs 01227 281947 am.stubbs@naccc.org.uk
NACCC Policy for Safeguarding and Child Protection

(A working document that incorporates best practice)

Accountability

Two copies of this policy and its accompanying Statement of Commitment will be given to all of NACCC’s existing and new employees, trustees and volunteers. They will be required to retain the first copy, initial and return the second copy and sign and return the Statement of Commitment.

Basic Principles

1. NACCC believes that children and young people need safe environments in which they can grow and develop in confidence.

2. NACCC recognises that organisations working with and supporting children and young people have a duty to keep them safe.

3. NACCC places Safeguarding children and young people and Child Protection at the centre of its activities.

4. NACCC is committed to and working towards meeting the objectives contained within Every Child Matters / Rights to Action/Families Matter and is encouraging its member centres to do the same.

5. NACCC believes that children and young people should not be exposed to negligence or avoidable risks.

6. NACCC recognises that Safeguarding and Child Protection are emotive issues that need to be handled both sensitively and carefully.

7. NACCC is committed to creating and implementing policies and procedures that will ensure where risks need to be taken regarding children and young people they are both calculated and carefully managed.

8. NACCC recognises the difference between Child Protection and Safeguarding namely:

   - Child Protection involves recognising signs of physical, sexual or emotional abuse or neglect and acting upon it.
   - Safeguarding involves keeping children and young people safe.
from a much wider range of potential harm and looks at preventative action and not just reaction.

9. NACCC is committed to ensuring that all its staff, volunteers, trustees and member centres know about and operate in accordance with the following procedure when a Safeguarding or Child Protection issue arises namely:

- Recognise
- Respond
- Report
- Record
- Refer

NACCC’s trustees will have the responsibility of assuring themselves that the organisation’s Safeguarding and Child Protection Policy is being implemented. They will also have a named person with overall responsibility for Safeguarding and Child Protection. That person is NACCC’s Regional Trustee for North East England Hazel Brunton.

(Continued overleaf)

Intentions

Managing Safeguarding and Child Protection within NACCC

NACCC will have a named member of staff who will be responsible for ensuring all of the following processes are understood and adhered to. That person is NACCC’s Chief Executive Yvonne Kee.
Recruitment

When recruiting NACCC employees, trustees and volunteers, having direct or indirect contact with children, NACCC will adhere to a thorough and standardised procedure that will include

- An Enhanced Disclosure through the Criminal Records Bureau when first joining the organisation and every three years thereafter
- Completing and signing a standard application form.
- Signing a personal declaration of eligibility stating any criminal convictions including those considered to be spent
- Being asked to provide a minimum of two character references (excluding family members and those that have known the applicant personally for less than two years)
- Reading, understanding, accepting and complying with NACCC’s Policy for Safeguarding and Child Protection as part of the terms and conditions of their appointment as an employee or trustee.

This procedure must be followed before any appointments are confirmed.

Any individual or organisation undertaking relevant work for NACCC on a contractual basis will need to demonstrate that they have procedures in place to carry out CRB and or other checks on their staff to an appropriate level.

NACCC’s commitment to Safeguarding and Child Protection will also extend to the following:

- NACCC’s accreditation and re-accreditation processes for its member centres requiring them to ensure that all their staff and volunteers are CRB checked to an enhanced level either when they first become involved with the centre or every three years
- NACCC ensuring that its staff, trustees and member centres are all aware of and kept up to date with good practice and procedural changes in relation to CRB checks

Independent Safeguarding Authority (ISA)

This has been created to help prevent unsuitable people from working with children and vulnerable adults. It will work with
the CRB to gather information about people who want to work or volunteer to work with vulnerable people and adults. NACCC will modify its internal recruitment practices and procedures to take account of directives issued by the ISA.

It will also make its member centres aware of any changes and advise them to do the same.

**Education and Training**

NACCC’s existing employees, trustees and volunteers will be offered appropriate Safeguarding and Child Protection awareness training within four months of this policy coming into force.

All of NACCC’s new employees, trustees and volunteers will receive Safeguarding and Child Protection awareness training within four months of taking up their position.

The NACCC induction process for all employees, trustees and volunteers will include:

- Familiarisation with the organisation’s Safeguarding and Child Protection Policy
- Opportunities to learn about the nature of abuse
- Opportunities to learn about the effects of abuse
- How to recognise abuse
- How to respond to concerns about abuse
- What constitutes acceptable and unacceptable sharing of information regarding children

All of the above will be mandatory and repeated or revised as required.

A record will be kept of NACCC’s Safeguarding and Child Protection awareness training for its employees, trustees and volunteers.

**Support and Supervision**

- All employees with direct access to information about or relating to children will be given ongoing supervision.

- All employees will have regular and formal evaluations with their line manager every 4–6 weeks.

**Safeguarding and Child Protection Training for NACCC’s member centres**

NACCC will

- Offer this for new member centres and its existing member centres every three years.

- Encourage its member centres to be aware of and operate in accordance with their Local Safeguarding Children’s Boards policies and procedures in...
relation to Safeguarding and Child Protection

• Make its member centres aware of changes to legislation and new practice directives or guidelines in relation to Safeguarding and Child Protection.

Sharing Information

Within four months of this policy coming into force NACCC will develop a procedure that provides for its staff, trustees and member centres to share information with identified partner organisations when relevant. This procedure will be in keeping with the directions issued by the Nottingham City Safeguarding Children’s Board.

Providing Advice and Support

NACCC will have a nominated help line run by trained members of staff to provide its member centres with guidance and support when they are working with Safeguarding or Child Protection concerns.

NACCC will also ensure that Safeguarding is a rolling agenda item in all staff supervision.

Failing to follow or non-compliance with recognised procedures and good practice in relation to Safeguarding and Child Protection by NACCC’s staff and trustees will generate support, information and training.

In more serious cases involving NACCC’s staff, the organisations disciplinary proceedings will be activated by the Chief Executive.

In more serious cases involving NACCC’s trustees or volunteers the people involved could be removed from the board of trustees or their role as a volunteer, by the Chair of the Board.

Distribution of NACCC’s Policy for Safeguarding and Child Protection

A copy of this policy will be:

• Included in the NACCC Staff Handbook and Guidance Notes for trustees.
• Sent to all of NACCC’s member centres.
• Made available to all of NACCC’s partner organisations.
Review of NACCC’s Policy for Safeguarding and Child Protection

This will take place annually.

Additional changes to take account of new legislation and practice directions will also be made as and when required.

Copies of the revised policy will be made available to NACCC’s staff, its trustees, member centres and partner organisations.

December 2009

Statement of Commitment to NACCC’s Safeguarding and Child Protection Policy

This form must be completed by all of NACCC’s employees, trustees and volunteers

____________________________
(insert name)

I have read and understood the standards and guidelines outlined in NACCC’s Safeguarding and Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing them in my capacity as an employee, trustee or volunteer of NACCC

__________________________ Print Name
__________________________ Signature
__________________________ Job Title/Role
__________________________ Date
Mission statement

To promote safe child contact within a national framework of Child Contact Centres

- Ensuring safety
- Child centred within the family
- Promoting equality, celebrating diversity
- Independent and impartial
- Respecting individuals, preserving confidentiality
- Valuing and supporting voluntary service
- Sharing skills and expertise to achieve better outcomes for children and their families.

Safeguarding Helpline

07540 703577

A dedicated phoneline to help you safeguard everybody using or working in your centre.

Open every Saturday 10am–6pm

Guidance on use

If there is immediate risk of harm to a child or adult during contact, or once contact has ended and the family have left your premises, please contact either:

Your out of hours Children/Social Services Team: or

Your local police:

Not sure? Contact the Safeguarding Helpline.

(Please insert your local emergency contact numbers)