

GRANDPARENTS' ASSOCIATION CHILD PROTECTION POLICY

(Reg. No. 1105977)

“All children, no matter where he or she lives, has the right to grow up feeling safe and cared for: a simple thought which few would openly challenge”

The Rights of the child. UNICEFF

In our Grandparents Associations' projects we intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Grandparents' Association works within the Area Child Protection Committee guidelines. We expect all grandparents/carers, volunteers and staff will follow the following procedures.

Injuries which may not be accidental

If you notice an injury that you think may not be accidental or you are uncomfortable with or concerned about the explanation of the injury that you have been given:

Use a copy of the incident report form to record all relevant information.

- a) Make a note and sketch of where it is on the child's body- e.g. left upper arm, size, shape colour,

Also note what you said to the child and their reply. Do not question or lead the child to make comments about the incident. You should treat the injury if necessary and record in the accident book and on the incident sheet in the case of possible abuse.

- b) Contact the named person in the grandparents' association as soon as possible and send them your incident report form of the injury.

They will decide on further action to be taken.

Suspicion of neglect or abuse

Where there are unexplained changes in children's appearance/behaviour, these must be reported to the named person by phone if urgent and an incident report form filled in. If any explanation is given for such changes which leaves any doubts, concerns and/or suspicions these must be discussed with the named person.

All such concerns, suspicions and enquiries will be kept confidential, shared with only those who need to know. The report form should be made if possible with the named person and this should be signed and dated.

Staff and volunteers should not question the child as this could jeopardise further investigations. Staff and volunteers should never give children an assurance that they will keep a secret, as a

disclosure of possible child abuse should be passed on to the named person.

Carers' responsibilities

Please remember that staff and volunteers have a responsibility to share with the named person any unease that they may have about unexplained injuries or concerns.

If the named person is concerned that an injury may not be accidental or that there are any other concerns about a child, there may be a need to involve Social Services and the Police. The decision will ultimately rest with the named person.

Training

Grandparents Association will ensure that staff and volunteers are aware of the procedures for reporting and recording their concerns and training will be made available to staff and volunteers on child protection issues.

Criminal Records Bureau

For all staff and volunteers working with children and enhanced CRB disclosure will be carried out.

Incident report forms.

Forms should be retained at the head office in a secure place until the child is classified as an adult.

The Named person

The named person with responsibility for child protection at Grandparents' Association is Peter Harris and in his absence Lynn Chesterman.

Summary

- a. Remember the safety of the child is always of **paramount** importance.
- b. The role of the referrer is to pass on information and to record and document action taken.
- c. In a child protection issue support is offered to staff, volunteer and carer.

Signed by Date

(On behalf of the Board of Trustees, Grandparents' Association)