

CHILD PROTECTION POLICY

Killowen Outdoor Education Centre

Policy Statement

Children and Young People visiting Killowen have the right to be safe from harm and to receive the highest possible quality of care. We are in a relationship of trust with young people and their welfare is paramount. Killowen encourages an ethos of good teamwork, co-operation, respect and consideration to others in our work with visiting Groups.

1. In the event that a young person discloses abuse to one of the staff he or she should respond with compassion and sensitivity. The staff member should be familiar with SELB Child protection policy and follow the Centre procedures for responding to, reporting and recording disclosure. There will be help and advice available to staff who find themselves in this situation.
2. The Centre will take all reasonable steps to ensure that unsuitable people are prevented from working at Killowen. Prior to securing a post at Killowen a check for a record of convictions or cautions will be carried out on staff, with their permission, through the SELB procedure. Staff who will have close contact with students and maybe working alone with students will not be employed until a confirmation that the record check has been carried out. References are sought and this is followed up orally in the applications of volunteers or new part time staff.
3. All Centre staff will be given a copy of the Centre child protection policy and procedures. Centre staff will be trained in child protection matters as part of their induction. The Centre is committed to ongoing training and staff development.
4. A Code of Conduct operates for staff. It is intended to assist staff in respect of the complex issue of child abuse, by drawing attention to the areas of risk by offering guidance.
5. Young people visiting the Centre are usually under the care and supervision of other adults. It is expected that groups have their own child protection policies in place. Information on good practise will be given to them on arrival.
6. Copies of the Centres child protection policy will be made available to all groups when visiting the centre.
7. Telephone numbers will be displayed on the Centre's information board.

PROCEDURES FOR RESPONDING TO, REPORTING AND RECORDING DISCLOSURES

It is not your responsibility for deciding whether or not the abuse has occurred. Your responsibility is to refer, report and record.

You cannot promise the young person to keep what they have told you confidential.

Only those who need to know should be told. The Warden is the designated member of staff for child protection. In his absence the course co-ordinator should be informed.

RESPOND

- Listen carefully to the young person and accept what has been said.
- Reassure the young person and alleviate guilt if the child refers to it, "it's not your fault".
- Do not question about the detail of the allegation or criticise the alleged person
- Say that you will do your best to support him/her.
- Explain to the young person that you cannot deal with this alone and you have to get help.
- Tell the young person that you have to get advice on what the best thing to do.

REPORT

Contact the Warden or person in charge at the time. If the allegation is about the Warden or person in charge, contact the Youth Service Designated Officer for Child Protection (Michael Keenan). On no account should suggestions be made to the young person as to alternative explanations for their concern. The Warden or Course Co-ordinator will contact the Designated Youth Officer (Michael Keenan) and if necessary the Senior Social Worker in the area which the child resides. **The Social Services** are also a valuable source of help. It may be helpful to seek advice from these agencies without a referral being made. **See attached sheet for contact numbers.**

RECORD

Make notes as soon as you can on what was said using the young persons words, record facts not interpretations or assumptions. Record on the Centre incident report form. Record the date, time and place. This recording should be filed in the designated locked drawer in the office.

Records should be kept at all times. The Warden or course co-ordinator will obtain details of the allegation in writing, signed and dated by the person who received the allegation and counter signed by the Warden or course co-ordinator.

Record any information about times, dates, locations and names of any potential witness. Sketch or describe signs of physical injury.

Consider whether any other children are likely to be or have been at risk in the light of the allegation.

CODE OF CONDUCT

The SELB child protection policy gives advice as on the code of behaviour. The Killowen policy would highlight the following.

Adults working with young people should be careful that none of their own behaviour or language could be interpreted as physical or emotional abuse. In first aid or other personal situations it is sensible to ensure that instructors or teachers appropriate to the situation deal with the problem, with the witnesses present, doors open etc.

These must be avoided

- Unnecessary physical contact with young people or horseplay
- Ridiculing, teasing, embarrassing or bullying other people
- Offensive or suggestive language or gestures
- Going into young people's bedroom, changing rooms or showers without good reason or without first ensuring everyone is decent.

Any sexual activity between a member of staff, including a volunteer, and a young visitor below the age of 18 would be an abuse of trust and a disciplinary matter. Although the age of consent is 16 any sexual activity with a young person under 18 by a staff member or volunteer in a position of trust, is illegal. The Warden would contact Social Services and the Police if appropriate.

Most of the time our visitors will comply willingly with our instructions and requests. Occasionally someone will be difficult. If an instructor feels angry with a visitor, the instructor must be very careful that the situation is handled in a calm, considered and professional way, perhaps by another member of staff. Problems should be discussed and shared between our staff and the visiting leaders. The course co-ordinator and the Warden should be informed.

Minimum reasonable force or restraint may be used only in exceptional circumstances such as self-defence or preventing the risk of injury to others or damage to property. Any such occurrence must be recorded as soon as possible, with written statements of witnesses and in more serious incidents reported to the Warden. Force must never be used as a disciplinary action or punishment.

Any incidents or problems must be reported on the end of the course form.

Following any incident where a member of staff feels that his or her actions have been or could be misconstrued, a written report of the incident should be submitted immediately to the Warden.

For further details refer to the SELB Child Protection Policy

CHILD PROTECTION

WHO TO CONTACT

The Designated Child protection officer/ THE WARDEN - Peter Wells

Telephone: 028 437 267 42

OR

On Centre Phone *46

The Deputy Designated Child protection officer- Course co-ordinator

S.E.L.B. Youth Service. Child Protection – Contact Numbers. Update 18/3/09

GATEWAY TEAMS

Initial referrals should be made through local Gateway Team. There are 4 Gateway teams covering the SELB area.

Dungannon Gateway Team.

Phone: 87713506 Direct Line 87723101 option
Out of Office Hours: South Tyrone Hospital - 87722821
Gateway Team, E Floor South Tyrone Hospital, Carland Road, Dungannon. BT714AU

(NB If you contact Armagh Social services at Gosford Place, ph. 37522262 they will refer you to Dungannon Gateway Team)

Craigavon Gateway Team:

Phone: 38343011
Out of Office Hours: Craigavon Area Hospital 38334444
Brownlow Health & Social Services, 1 Legahory Centre, Craigavon. BT65 5BE

Newry Gateway Team

Phone: 3825000 first option or 30825152
Out of Office Hours: Daisy Hill Hospital 30835000
Dromalane House, Dromalane Road, Newry. BT35 8AP

Central Gateway Team (Cookstown area) Northern Health & Social Care Trust:

Ph: Free phone 03001234333 (ask for Central Gateway Team)
79651020
Out of Office Hours Antrim Area Hospital: 94468833

Free phone number (landlines) for members of the public to contact Gateway Teams – 08007837741

PSNI C.A.R.E. UNITS. (Child Abuse and Rape Enquiry Units)

Newry C.A.R.E. Unit 30259211
Mahon Road C.A.R.E. Unit, Portadown 38315274
Cookstown C.A.R.E. Unit 79399414

NSPCC Phone: 08088005000

Useful Contacts:

Childline 08001111
S.A.M. (School Age Mothers Project) 37512386

Youth Service Designated Officer for Child Protection:

Mr. Michael Keenan. Phone (Office hours) 37512295 Mobile 07879436940

Youth Service Deputy Designated Officer for Child Protection

Mr. Pat O'Hanlon Phone (Office Hours) 02837415379 Mobile 07879436943

CHILD PROTECTION

INCIDENT REPORT FORM

Name of recorder _____ Date _____ Time _____

Name of Child _____ Age _____

Any special factors.

Name of Parents _____

Home Address (and phone number if available)

Is the person making the report expressing their own concerns or passing on those of somebody else?

What has prompted the concerns? Include date times etc of any specific incidents.

Any Physical signs?

Any Behavioural signs?

Any indirect signs?

Has the child been spoken to? If so what was said?

Have the parents been contacted? If so what was said?

Has anybody been alleged to be the abuser? If so, record the details.

Has anybody else been consulted? If so, record details.

Record what the child said to you on a separate sheet and attach.