

<b>Safeguarding Children policy and procedures</b>	
<b>This is an O'Neill/Ross Policy</b>	
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## 1. INTRODUCTION

O'Neill/Ross (ONR) is fully committed to safeguarding the welfare of all children and young people with whom it works. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation regardless of age, gender, disability, ethnicity or sexual identity. ONR acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will work together to encourage an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

## 2. SCOPE OF POLICY

ONR is an arts organisation which designs and delivers Arts Engagement and Education projects for and with a diverse group of people from across the UK. ONR works extensively with children and young people in formal education settings and out side of school through community organisations with the support of youth services, trained youth workers and trained Creative Practitioners and facilitators.

ONR employs Creative Practitioners on a freelance basis, works with a small number of full time employees and provides opportunities for a number of supervised volunteers.

Any person contracted by ONR to design and deliver workshops or to support participatory events may be working directly with children and young people as participants.

This Policy covers all children and young people who participate in any opportunities of programmes created by ONR regardless of the site or scope of these workshops, performances and/or exhibitions.

We anticipate that partners, host organisations and venues will have their own child protection policy and where appropriate ONR will discuss the most appropriate named person to contact with any issues arising.

## 3. NAMED PERSONS AND CONTACT DETAILS

An information poster with the names of staff responsible for child protection will be displayed in the building and circulated to organisations using the building.

Agency	Named Person	Telephone No:
ONR Child Protection Officer (CPO)	Harry Ross	07905 525 868
Child Line	Advisors/Counselors	0800 1111
NSPCC*	Advisors/Counselors	0808 800 5000 or text 88858

\* You can text the NSPCC Helpline from your phone on **88858** any time, day or night, 365 days a year. They will aim to read and respond to your text within three hours. You will receive a personal reply, by text, from one of their Helpline counsellors. The service is free.

However, if you think a child is in immediate danger, call the emergency services on **999**.

Alternatively, call the NSPCC Helpline on **08088005000**. Please do not text NSPCC in an emergency, as they may not be able to respond to your text immediately.

When you call NSPCC

- A [call handler](#) will answer and ask about the nature of your concern.
- If all of the advisers are busy then they will offer you three options: either call back later, request them to call you back, or learn about other ways of getting in touch, such as email.
- Next, you will be put through to an [adviser](#) who will explain the NSPCC policy about remaining anonymous and ask you to talk about your concerns.
- The adviser will then assess the information, advise you, and decide upon a course of action with you.
- If they need to refer the case to the police or children's services, they will ask you for some [details to identify the child](#).
- If the adviser decides a referral is not necessary, they will give you some advice about how you can help the child, if you want to.
- You will always be in control of what you want to say.

#### 4. DEFINITIONS

**Child** refers to a child or young person up to their 18<sup>th</sup> birthday.

**Safeguarding** and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

And undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

**Child protection** is part of the safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering or are at risk of suffering, significant harm.

For definitions and indicators of child abuse, please see **section 9**: 'How to recognise child abuse'.

#### 5. IDENTIFYING SUPPORT NEEDS FOR VULNERABLE CHILDREN AND YOUNG PEOPLE

ONR recognises that some of the children and young people that we work with have often lived through extraordinary circumstances. We work with both young carers and young refugees, which are both vulnerable groups with specific needs.

ONR recognises the need to work closely with trained support workers who have existing relationships with these children and young people and who can advice on specific methods of support for individual participants where needed.

## 6. CHILD PROTECTION PRINCIPLES

In order to promote the safeguarding of children and young people, ONR will:

- Ensure that all staff and volunteers who will work directly with young people are fully informed about ONR's Child Protection Policy by conducting induction sessions in order to ensure that they understand their responsibilities and how to carry them out.
- Facilitate opportunities for children and young people to express their ideas and views in relation to their experience as participants and have access to the organisation's Complaints Procedure.
- Facilitate discussion with ONR's project partners, stakeholders and associates to make child protection policies and procedures available to them where appropriate.
- Ensure staff and trustees are up-to-date with national developments relating to the welfare and protection of children and young people.
- Work in partnership with schools and other agencies to safeguard children and promote their welfare.

## 7. SUPERVISION OF ACTIVITIES AND CODE OF BEHAVIOUR

**ONR Creative Practitioners, Employees and volunteers SHOULD:**

- treat all children and young people with dignity and respect appropriate to their age;
- treat all children and young people fairly, and not favour or disfavour any particular child;
- be aware of language used, tone of voice and positioning of body when working with children and young people;
- control and discipline children without unnecessary physical contact and no physical punishment;
- ensure that if they are working 1:1 with a child in a confidential space (e.g. counselling or mentoring), another adult knows when, where and with whom the session is taking place. If possible another adult should be in the building and the young person should be informed that they are there;
- keep their personal lives and professional lives separate and maintain appropriate boundaries (e.g. not share mobile numbers or personal information with service users);
- report ANY issues of concern to a supervisor or senior staff member

**ONR Creative Practitioners, Employees and volunteers SHOULD NOT:**

- work alone with a child where their activity cannot be seen, or their conversations cannot be overheard by another adult (except in situations as described above);
- invade the privacy of children when they are washing or toileting. If a young child soils their underclothes and needs to be washed, this should be handled sensitively

and where possible another adult should be present. Parents should be informed as soon as possible if staff/ volunteers have had to do anything of a personal nature for a child;

- engage in rough, physical or sexually provocative games;
- make sexually suggestive comments about or to a young person, even in 'fun';
- engage in inappropriate or intrusive touching of any form;
- engage in any scape-goating, ridiculing or rejecting of a child or young person;
- allow young children to involve them in excessive attention-seeking that is overtly sexual or physical in nature;
- invite a child or young person to their home unaccompanied;
- accept social invitations from children or young people.
- Accept digital social invitations which may result in inappropriate access to private information on both parties behalf.

## **8. PROVISION OF MEDICAL ASSISTANCE**

No medication (including painkillers) should be given to children or young people by ONR's creative practitioners, employees or volunteers- if needed they can administer prescribed medicine with written instructions/consent from parents.

If medical assistance is required, the child should either:

- be assisted by a qualified first aider or medical professional;
- be taken home;
- be taken to hospital by ambulance.

### General supervision

- All ONR's creative practitioners, employees or volunteers must have read and understood ONR health and safety procedures and adhere to them at all times;
- Equipment to be used with young people must be checked on a regular basis (including regular PAT testing);
- There are enough adults to supervise children's activities safely. As a general rule this should be 1 practitioner to every 12 young people
- Written consent must be obtained from parents or guardians prior to children or young people under the age of 18 attending any activities provided by ONR.
- Any access to the Internet should be supervised and filters must be in place.

## **9. HOW TO RECOGNISE CHILD ABUSE**

We recognise that abuse may often occur as a reaction to stress or trauma within the family and everything should be done to support and assist the family in a non-judgmental way.

Abuse can be carried out by an adult or by another child. If the abuse is another child, child, protection procedures will apply for both the victim and the alleged abuser.

## Indicators

ONR recognise that:

- it is often the clustering of indicators and not isolated indicators themselves that are significant;
- even when several indicators are present this does not mean that abuse has occurred or will occur, but it may mean the family is in need of support to help them with longstanding difficulties or a period of exceptional stress;
- we need to consider not only the most visible and pressing causes for concern but also the less obvious indicators and less clear concerns;
- we must be alert to possible indicators of domestic violence;
- we must listen to what the child or young person has to say and observe how she or he acts;
- we must listen to what the carers have to say and observe how they act;
- it is important to remember that behaviour and physical signs which may suggest abuse can have a satisfactory explanation. We must always consider the positives and strengths of families as well as their weaknesses and problems.

## Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical abuse, as well as being the result of an act of commission can also be caused through omission or the failure to act to protect a child from harm.

Indicators may include one or more of the following:

- Bruising to the head or face
- Bruising to the torso
- Bruising which indicates fingertip pressure
- Bruising of different ages
- Bruising or marks in lines which may result from beating with an implement
- Cigarette Burns
- Bruises and fractures for which there is no reasonable consistent explanation
- The child shows fear of adults
- Adult bite marks
- Extensive scratch marks
- Scalds and blisters
- The child or young person is under the influence of drink or drugs
- A history of genital mutilation in the family and a current possibility of circumcision
- The child or young person shows fear of other young children or young people (this may be indicative of bullying)

## Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery, oral sex or non-penetrative acts such as fondling. Sexual abuse may also include non-contact

activities, such as involving children in looking at, or in the production of pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and other young people, and by people from all backgrounds.

Indicators may include one or more of the following:

- Child displaying inappropriate sexual knowledge;
- Child displaying inappropriate sexual behaviour;
- Child suffering urinary infections, venereal disease, AIDS or HIV, damaged sexual organs.

### **Emotional abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or develop mentally inappropriate expectations being imposed on children. It may also involve causing children to feel frequently frightened or in danger. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Children may experience emotional abuse (or emotional neglect) because of the impact on them of domestic violence between their parents, even though the parent(s) do not physically abuse the children.

Indicators may include one or more of the following:

- Child exhibits disturbed and irrational behaviour
- Child shows fear of adults
- Child is unable to relate to peers and/or siblings
- Child is isolated socially
- Child shows signs of developmental delay for which there is no medical or physiological explanation
- Child shows low self esteem
- Child has aggressive tantrums
- The child becomes depressed or withdrawn and may be suicidal, self harming or runs away.
- The child shows fear of other children or young people (this may be indicative of bullying)

### **Neglect**

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. It may involve a parent or carer failing to provide adequate food, shelter or clothing, leaving a child 'home alone', or the failure to ensure a child gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Indicators of neglect

Indicators of neglect can be difficult to identify and use. Indicators of poverty may sometimes be misread as signs of neglect. Poverty affects material standards but it does not of necessity affect the quality of care. There can be neglect in affluent households in which children and young people are surrounded by material comfort, but where they do not receive adequate care and supervision appropriate for their age. Neglect normally has a time dimension. It can reflect individual incidents but is usually cumulative. It may relate to the increasing size of a

family, to the long term demoralising effects of poverty or unemployment, or to the recurring family misfortunes and illness, which gradually undermine the abilities of carers to meet the diverse needs of the children in the family. It may not be all the children in the family who suffer from neglect. Some, because of their age and abilities, may appear to cope with little or no adult care, and they may find care and support outside the home. Some children and young people will suffer from the privations of neglect because they have disabilities which make them particularly dependent on adult care, or because they are particularly disliked or rejected by carers.

The following signs can be used to guide discussion and decision-making about the possibility of neglect:

- The child is dirty, perhaps smelly, and inadequately dressed;
- The obvious lack of adult care leads to the social isolation of the child;
- The child looks malnourished;
- The child is lacking in confidence and self-esteem;
- The child is developmentally delayed for no apparent medical or physiological reason;
- The home is dirty in a way that may damage a child's health;
- There is such a lack of warmth or food that the health and development of the child may be impaired or damaged;
- Children are left alone without any appropriate arrangements for their care and supervision;
- Children, because of lack of supervision, are exposed to dangers, e.g. fires, busy roads, exploitation by adults etc.;
- Health appointments are consistently not kept.

## **10. WORKING WITH DISABLED OR BME CHILDREN AND FAMILIES**

Some children may be particularly vulnerable to abuse. Children with disabilities may be particularly vulnerable to abuse and neglect for the following reasons:

- Dependence on multiple carers including the need for intimate care;
- Perceptions of disabled people being less capable of feeling pain, or being of less worth than others;
- Impaired capacity to resist or to avoid abuse or to communicate verbally if abuse occurs;
- Stress that may be placed on carers by the demands of looking after a disabled



child.

There is also a need to be mindful of some of the issues in working with children from ethnic minorities and their families.

- BME children are generally over-represented in our care systems and some families may feel threatened and disempowered by involvement with the statutory agencies.
- BME families may also have suffered the stresses of racial abuse and discrimination.
- Refugee families have often had negative experiences of authority and time needs to be taken to ensure that trust and confidence is built appropriately
- Racial stereotyping can lead to inaccurate or unfair judgements being made about them. It is important that all those working with black children and families avoid further stigmatising them whilst still being mindful of the need to protect children.
- Where the first language of the family is not English the use of an interpreter must always be considered and an interpreter provided where necessary.

## 11. WHAT TO DO IF CHILD ABUSE IS SUSPECTED

**11 (a)** All adults at ONR have a responsibility to take appropriate steps to protect children from abuse. All of ONR's creative practitioners, employees and volunteers should feel able to act in good faith to take immediate, common sense steps to protect a child, but they should immediately discuss their concerns with their line manager or other senior staff member. There are a number of circumstances in which staff or volunteers might suspect abuse. These include:

- a child 'disclosing' abuse – telling someone s/he is being or has been abused;
- a child having an injury for which there is no satisfactory explanation or a number of explanations are given;
- a child behaving or appearing in such a way as to give rise to concern;
- a member of KLS staff or volunteer been seen abusing a child;
- a parent, child or family member perpetrating abuse.

### **Obstacles to reporting abuse**

Children are sometimes reluctant to talk about abusive experiences because:

- they are anxious about the consequences (they may have been threatened);
- they wish to protect the abuser;
- they are worried that they will be removed from home.

ONR creative practitioners, employees and volunteers may be reluctant to recognise or report abuse because:

- they are worried about getting it wrong;
- they believe that things will get better or the abuse was a 'one-off' and will not continue;
- they are anxious about what will happen to the child or their family;

- they do not know what to do and are unfamiliar with child protection procedures.

#### **11 (b) How to respond when a child discloses abuse**

- never promise to keep a secret or not to tell anyone else;
- listen and only ask questions to clarify information;
- do not ask leading questions;
- make eye contact with the child;
- try not to appear shocked;
- accept what the child says;
- be aware that the child may have been threatened;
- do not pass judgement;
- tell the child that they are not to blame;
- do not press for information;
- answer any questions the child asks – if you don't know the answer, tell the child that you will try to find out for them;
- reassure the child that they are right to tell you and you believe them;
- let them know what you are going to do next, who you are going to tell and why, and loosely what will happen;
- finish, if possible, on a positive note;
- do not discuss disclosures/suspicions with anyone other than those specified below.

Make handwritten notes as the child is taking, or if this is not appropriate, as soon as you can afterwards. It is important to record exactly what was said and the date and time. Keep all notes, even if they are subsequently typed up.

#### **11 (c) Procedures to follow if abuse is disclosed or suspected**

**If any abuse is disclosed or suspected, the volunteer or staff member must verbally inform their supervisor or line manager IMMEDIATELY and in a confidential manner. This is essential so that a qualified person can make a decision about whether a child and/or sibling is at immediate risk of harm. The relevant Project Co-ordinator and ONR Child Protection Officer must be informed as soon as possible if they are not already dealing with the case. The only agencies that have the statutory power to investigate child abuse are the local authorities or the police. All investigations should be undertaken by appropriate professionals.**

- **Immediate risk of harm**

If a staff member with responsibility for child protection believes that the child/sibling is in immediate risk of harm, then they should take whatever action is necessary to secure the child's safety (without putting themselves at risk).

They should then call the police or social services to report their concern.

They should inform the parent or carer that this action has been taken straight away unless they believe that this action will put the child or another person (including themselves) in increased danger.

The child should be reassured and looked after in a safe, confidential place until further support arrives. Direct contact details for statutory service taking responsibility

for the child should be taken, and instructions for sending further written information and/or contacting the parents/carers if this has not already been done.

#### Follow-up to immediate risk of harm

Once the police or social services has taken responsibility for the child, the Project Co-ordinator or Child Protection Officer will support the creative practitioners, employee or volunteer to whom the disclosure was made to complete a Child Protection Record Form,

including a body map if appropriate. Written evidence should be provided to police or social services within 24 hours as per instructions given.

#### Longer-term follow-up to immediate risk of harm

The Child Protection Officer should remain in contact with police or social services to keep up to date with the situation. Clear records must be kept of any concerns or actions taken. creative practitioners, employees or volunteers involved should be updated and debriefed.

- **A child for whom there is concern (but not immediate risk of harm)**

If a staff member with responsibility for child protection believes that abuse may be taking place, but that the child is not in immediate danger of harm, they will need to inform the Child Protection Officer so that a decision can be made as to whether to refer to social services.

#### Decision to refer to social services

If it is agreed to refer a child to social services, parents/carers will always be informed unless this might increase the risk to the child. In this instance, advice will be sought from social services. Verbal referrals of possible child abuse to local authorities must always be confirmed in detail in writing within 24 hours. The staff member dealing with the case will be supported by a senior staff member to complete a Child Protection Record Form and body map if appropriate. Clear and detailed records will be kept of all decisions and actions taken.

#### Decision not to refer to social services

If it agreed not to refer a child to social services, the creative practitioners, employee or volunteer will still need to complete a Child Protection Record and body map if appropriate. These will be filed, with a report of any actions and decisions taken. Various other actions may be taken to promote the safety of the child, including speaking or writing to an appropriate family member or arranging a more formal meeting with an appropriate family member.

#### A child who is on the child protection register

ONR may be working with a child who is on the child protection register and may or may not be aware of this. It is important to note that this information will only be shared with the ONR child protection officer and/or relevant creative practitioners, employees appropriately without breaching confidentiality. This information will only ever be shared with paid and relevant creative practitioners.

## **12. ALLEGATIONS AGAINST STAFF OR VOLUNTEERS**

In order to ensure safety for both children and ONR creative practitioners, employees and volunteers, the Supervision of Activities and Code of Behaviour (see **section 7**) should be followed at all times. ONR will ensure that all staff and volunteers are aware of, and understand these issues, and know who to ask if they have any questions or concerns.

Staff or volunteers who have become aware of anything which causes them to feel uncomfortable should talk to their project or line manager about it immediately. All discussions must be recorded in writing by the project or line manager and an action plan put in place where necessary.

Any member of staff or volunteer observing practice by another that they feel is unsafe, potentially or actually abusive must immediately pass on their concerns to their project or line manager. Any inappropriate behaviour towards staff or volunteers by a child, or group of children, or parent, should always be recorded and, if possible, witnessed.

Responding to suspicions or allegations that a child may have been abused by someone employed to care for them is a complex process which may encompass child protection, a police investigation and disciplinary procedures.

Any allegation made by a child against a member of staff or volunteer must always be viewed seriously and dealt with as quickly as possible. Expert advice must be sought where necessary. Any investigation that proceeds from this will take precedence over all other possible actions.

Notwithstanding the outcome of the investigation, the employer may wish to take disciplinary action against the creative practitioners or employee. If the relevant person is a volunteer, temporary suspension of duties may be appropriate.

If there is alleged abuse, the relevant Project Co-ordinator and ONR Child Protection Officer will make a decision as to what action they should take with regard to the member of staff, or, in the case of a volunteer, whether they should continue to have contact with children in the service.

Being subject to an allegation is highly stressful. In order to avoid any risks to children and themselves, it may mean that a member of staff or volunteer has to be suspended from the service; and that they do not have contact with the other service workers whilst the investigation is under way. The project co-ordinator will ensure that appropriate supports are in place for the creative practitioner, employees or volunteer, and will need to take advice as to best practice in this situation.

### **13. SAFE RECRUITMENT OF CREATIVE PRACTITIONERS, EMPLOYEES, VOLUNTEERS AND TRUSTEES**

#### **CRB/DBS checks**

All prospective creative practitioners, employees and volunteers having regular sole contact with children, or holding a 'trusted position' with children, at ONR must complete an Enhanced DBS check. If volunteers or trustees have a satisfactory disclosure issued within

the last two years, this will be adequate.

All Enhanced DBS's will be checked by ONR's Child Protection Officer who will log the Name of the Person, Issuing Body, DBS Reference Number and Date of Issue on a locked database stored on the company drive.

Following a gap in Festival employment, the DBS's will need to be renewed two years after it was issued by the creative practitioners at their own expense or, in the case of ONR full time employees, at ONR's expense.

All prospective creative practitioners and/or employees and volunteers having regular sole contact with children, or holding a 'trusted position' with children staff must have a DBS check specific to their employment at ONR.

All DBS checks must be renewed every two years.

Volunteers may begin working with children before the Disclosure has been received, providing other recruitment criteria have been satisfactorily met, and providing they are supervised at all times by leaders with DBS checks.

### **Application procedure**

References for all creative practitioners, employees and volunteers are taken up in writing, over the phone or by e-mail. One of the referees should be a person who has first-hand knowledge of the applicant's previous work with children.

All staff and volunteers must provide some additional form of identification (e.g. passport, birth certificate) which gives their full name, date of birth and current address together with signature and/or photograph.

### **Previous convictions or other concerns**

If previous cautions or convictions are disclosed from the CRB, a concerning reference is received, or concerning attitudes are detected at interview, each case will be individually considered by the Child Protection Officer, in collaboration with other relevant staff or trustees. Expert advice will be sought where necessary. A written report of any decision-making process will be produced, which will be shared with the applicant if appropriate.

## **14. TRAINING**

**Child Protection Inductions:** All relevant ONR creative practitioners, employees and volunteers staff must attend an induction session at ONR in which they must evidence their familiarity with ONR's Safeguarding children policy and procedures, and basic awareness about potential abuse. They will have the opportunity to discuss any confusions or questions with ONR's Child Protection Officer prior to starting work on any engagement projects.

**Training:** ONR recommend that all creative practitioners, employees and volunteers attend child protection training from qualified and experienced providers and have information on recommended providers which will be given out on request.

The Project Co-ordinators, Managers and Child Protection Officers must attend higher level

training in order to offer appropriate advice and assistance within the service.

### 15. ONR CHILD PROTECTION REPORT

(Please use block letters)

Name of Person reporting:	
Date and Time:	Place:
Name of child:	Age:
Name of parent(s):	
(1) Are you expressing your own concerns or passing on those of somebody else?	
(2) Nature of Concern. Any physical signs? Behavioral signs? Indirect signs? Please use attached body map if appropriate.	
(3) Have you spoken to the child about it? If so, what was said? (Use additional sheet if necessary)	

(4) Have the parent(s) been contacted? If so, what was said?

(5) Who have you spoken to about your concerns?

- Project Manager
  - ONR Child Protection Officer
  - Social Services
  - Any others
- (please specify)

(6) Any other comments:

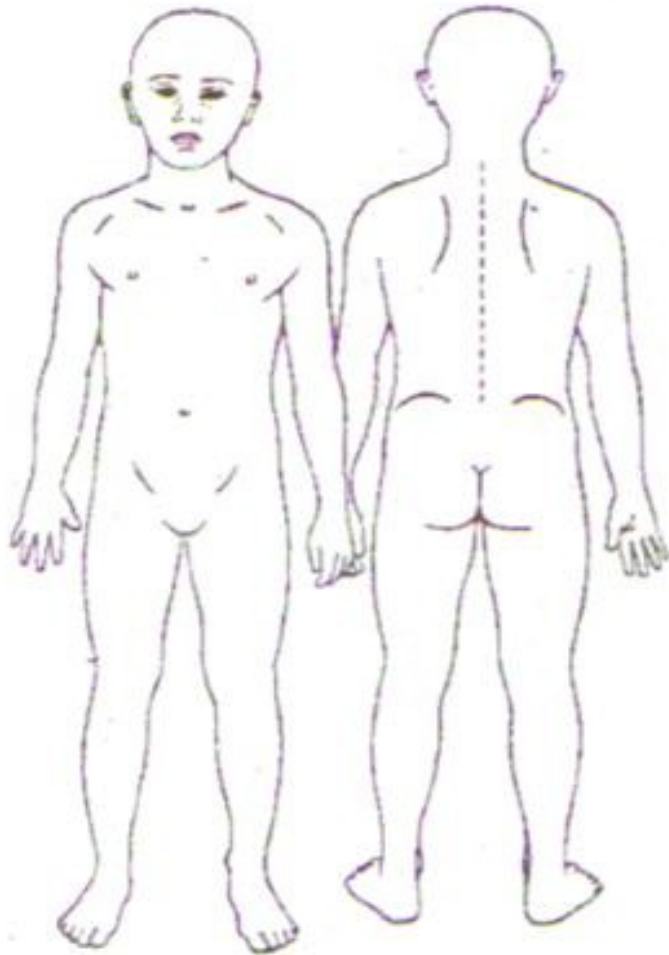
Name of person reporting:                      Signature:                      Date:

Name of Project Manager:                      Signature:                      Date:

**ACTION TO BE TAKEN (To be completed by Child Protection Officer)**

16. **BODY MAP**

Please mark location of any injuries:





## 17. CHILD PROTECTION OFFICER: RESPONSIBILITY AND ROLE

### Responsibility:

The CPO is responsible for acting as a source of advice on child protection matters, for co-ordinating action within the organisation and for liaising with appropriate services and other agencies about child protection concerns or actual cases of child abuse.

### Role:

- To ensure that appropriate information is available at the time of the referral and that it is confirmed in writing within the timescale;
- To ensure that the CP Policy and Procedures are followed, and particularly to inform Social Services of relevant concerns;
- To inform ONR Management Committee as soon as possible of all reports and action taken;
- To establish contact with the Area Child Protection Committee Voluntary Sector Representative;
- To provide information, advice and training on child protection within ONR where appropriate;
- To liaise with Social Services and other agencies, as appropriate.

This Policy was created by The ONR Child Protection Officer- Harry Ross, June 2015

This policy has been approved and adopted by ONR management Committee:

Name: Harry Ross

Signed:

Date: 10/06/2015

It will be next be reviewed on: 10/06/2017

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This policy has been approved and adopted by ONR management Committee:

Name: Harry Ross

Signed: 

Date: 31/05/2017

It will next be reviewed on: 31/05/2019