**Sample Child Protection policy and procedure**

[**Insert name of group**] is committed to creating a safe environment for children and young people and adults. We recognise our moral and legal obligations to protect children and will ensure that members will take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

**Our policy is based on the following principles:**

* The welfare of children is always the primary concern
* All children have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity
* Protecting children and young people is everyone’s responsibility
* All children have a right to express their views on matters affecting them

**We will:**

* Treat everyone with respect
* Respect and promote the rights, wishes and feelings of children
* Provide time for children to talk to us and listen to what they say
* Encourage children to respect and care for others
* Keep a register of every child involved with the group including relevant medical details and have a contact name and number close to hand in case of emergencies
* Respect confidentiality and only share information/concerns with the people who need to know in order to protect the child
* Recruit, train and supervise those who work (paid and unpaid) using the Procedure for Safe Recruitment
* Take action to stop any inappropriate verbal or physical behaviour including bullying
* Take all concerns/allegations seriously and respond appropriately in line with these and South Lanarkshire Council’s Child Protection Procedures. We will refer **not** investigate
* Encourage parents to become involved in the organisation and, when requested, provide them with copies of all guidelines and procedures

In our group, if we have suspicions about a child’s physical, sexual or emotional well being, we will take action.

All volunteers or staff are encouraged to share concerns with the group’s Child Protection Lead. If the situation is clearly an urgent case, the child is too frightened to go home or we have very serious doubts about the child’s safety we will contact Social Work Resources or the Police immediately.

If our concerns are more general about a child’s welfare, then we will discuss these with our group’s Child Protection Lead, who will then make a referral to an appropriate professional for assessment of the child’s needs. It is important that all volunteers and staff communicate concerns accurately. To this end, volunteers and staff will follow the procedures below:

1. Upon receipt of any information from a child or suspicions of abuse towards a child, it is necessary to make an accurate and detailed written record of what they have seen, heard or know, at the time the event occurs;
2. Share their concerns with the Child Protection Lead for the group and agree what action to take;
3. Avoid asking any more questions than are necessary to clarify whether there is a concern. Always **REFER** to statutory services to undertake an INVESTIGATION of any suspicions or allegations of abuse.

**If we have concerns we must act – it may be the final piece of the jigsaw that is needed to protect that child. We may also prevent further children from being hurt.**

**Review**

This Policy and Procedures will be regularly monitored and reviewed:

* When there is a change in legislation or guidance on the protection of children or changes within [**name of organisation**]
* Following any issues or concerns raised about the protection of children in this organisation
* In all other circumstances, at least annually