

WORKING WITH CHILDREN AND VULNERABLE ADULTS

UNIT 8

Combat Academy Instructor Training Programme

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Learning Outcomes

The aims of this unit are to enable you to:

- Have a broad based knowledge of working with children and vulnerable adults.
- To understand current guidelines on child protection.
- To understand the code of behaviour expected of instructors.

Child Protection

If you are dealing with children, you may from time to time deal with children who are being bullied or even abused at home. It is essential that you know the numbers and have made contact with the local social services and have in place a child protection policy. This policy will include the actions to take upon suspecting or seeing evidence of abuse. Where children are dropped off by their parents, who arrive late to collect them, the children must not be left on their own waiting for their parents

TUTOR TALK



As an anti bullying and self defence / mentor instructors will work with children and vulnerable adults. In doing so they must have an understanding of best practice together with the ability to handle sensitive situations relating child protection. Having robust policies in place will ensure that all situations are handles appropriately.

and you must personally witness the parent, guardian or responsible adult collecting the child before signing them out of the register with a note of who collected them. This should also be part of your child protection policy.

Sample Child Protection Policy (Volunteering England)

Child Protection Policy

- We in **YOUR COMPANY** are committed to a practice, which protects children from harm.
- Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.
- We will endeavour to safeguard children and young people by – adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- We are also committed to reviewing our policy and good practice at regular intervals.

Child Protection Policy – Code of Behaviour

Statement of Intent

It is the policy of **YOUR COMPANY** to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of Love for Life's programmes, training events or workshops. Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of **YOUR COMPANY**.

Guidelines for Staff and Volunteers

Attitudes

Staff and volunteers should be committed to:

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying.
- Valuing each child and young person.

Recognising the unique contribution each individual can make:

- Encouraging and praising each child or young person BY EXAMPLE.

Staff and volunteers should endeavour to:

- Provide an example, which we would wish others to follow.
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy.

One to One Contact

Staff and volunteers should:

- Not spend excessive amounts of time alone with children, away from others.

In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible.

If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts.

Physical Contact

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games that are not part of the curriculum, including horseplay.
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, staff deal with such an incident without any inappropriate touching of any kind and if possible in the presence of another adult.

General

Staff and volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned.
- Never draw any conclusions about others without checking the facts.
- Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes.
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun.

Relationships

Staff and Volunteers

Those who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within the workplace.

Sharing Information About Child Protection and Good Practice with, Children, Staff and Volunteers

Good communication is essential in any organisation. Every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and Young People

Children and young people have a right to information, especially any information that could make life better and safer for them. Staff will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- Publicising information on all our primary, post-primary, youth and parenting work.
- Publishing the named Designated Child Protection Person(s) and how to make a complaint.
- Publishing a full copy of the Child Protection Policy.

Staff and Volunteers

As an organisation, which offers support and guidance to children and young people, it is imperative that each member of staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of child protection procedures. Each member of staff will receive updated training in Child Protection.

Other Bodies

A copy of our Child Protection Policy will be made available to any other appropriate body.

Sharing Information About Concerns with Agencies Who Need to Know and Involving Parent and Children Appropriately

Procedures for Reporting Allegations or Suspicions of Abuse

In any case where an allegation is made, or someone in the company has concerns, a record should be made. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns?

- Include dates and times of any specific incidents
- Has the child or young person been spoken to?
- If so, what was said?
- Has anybody been alleged to be the abuser?
- If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc.
- Has anyone else been consulted?
- If so, record details ACTION TAKEN

Record Keeping

- All records, information and confidential notes should be kept in
- separate files in a locked drawer or filing cabinet.
- Only the designated Persons will have access to these files.

Disclosure

- Never guarantee absolute confidentiality, as Child Protection will
- always have precedence over any other issues.
- Listen to the child, rather than question him or her directly.
- Offer him / her reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption,
- Accept what is said – it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event.
- Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact one of the Designated Persons for advice / guidance.
- The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If either Designated Person is not available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct

- contact with the relevant organisation themselves
- Record any discussions or actions taken within 24 hours.

Following Carefully the Procedures for Recruitment and Selection of Staff and Volunteers

YOUR COMPANY operates employment and supervision procedures that ensure highest priority is given to issues relating to child protection. Each new member of staff will be required to undergo a police check as part of our recruitment policy.

Providing Effective Management for Staff and Volunteering Through Supervision, Support and Training

YOUR COMPANY encourages the development of staff and volunteers through its on going support, supervision and training.

Induction

Each new member of staff or volunteer is made familiar with the company policies and procedures including the Child Protection Policy and Code of Behaviour.

Appraisals

Each new member of staff undergoes 1 month / 3 month and 6 month appraisals.