



*Kono District Development Association United Kingdom Child Protection Policy*

# KDDA UK Safeguarding children and young people POLICY 2017

Date	Revised By:	Summary



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## 1. ASSOCIATION DETAILS

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- 1.1. Charity Name:** Kono District Development Association  
United Kingdom (KDDA UK)
- 1.2. Address**
- 1.3. E-mail :** [info@kdda.co.uk](mailto:info@kdda.co.uk)
- 1.4. Website :** [www.kdda.co.uk](http://www.kdda.co.uk)
- 1.5. Legal status:** Charity No: 1160673



This document is the Child Protection Policy for Kono District Development Association United Kingdom (KDDA UK) which will be followed by all members of the Charity and followed and promoted by those in the position of leadership within the organisation.

By vulnerable the Charity Commission means children or young people under 18 years of age or adults who are in receipt of a regulated activity. KDDA UK trustees are responsible for ensuring that those benefiting from, or working with, our charity, are not harmed in any way through contact with it. The trustees have a legal duty to act prudently and this means that they must take all reasonable steps within their power to ensure that this does not happen

The KDDA UK Charity sometime undertake activities with children in the absence of their parents/carers, and has the opportunity to observe the young persons/children's welfare within their family setting.

Parents/carers remain responsible for their children's welfare throughout all the work undertaken by the KDDA UK.

We know that being a young person makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young people. If any parent or young person/child has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with KDDA UK trustees or the designated KDDA UK Child protection officer. KDDA UK has a duty of care to safeguard all children involved in its organization from harm. All children have a right to protection, and the needs of displayed children and others who may be particularly vulnerable must be taken into account. KDDA UK will ensure the safety and protection of all children involved in the organization through adherence to the Child Protection guidelines adopted by KDDA UK.

A child is defined as a person under the age of 18 (The Children Act 1989).



**Through this Policy we aim to:**

- i) Adopt the highest possible standards and
- ii) Take all reasonable steps in relation to the safety and welfare of the children with whom we come into contract in relation to our work.

**To whom does this policy apply?**

***The policy applies to:***

- i) all staff and to those whose work with the KDDA UK brings them into contract with children
- ii) contractors
- iii) volunteers
- iv) any other person working with the KDDA UK, or on KDDA UK premise who is a member of the public might reasonably assume was a KDDA UK volunteer

***POLICY AIMS***

***The aim of the KDDA UK Child Policy it to promote good practice:***

- i) Providing children and young people with appropriate safety and protection whilst in the care of KDDA UK
- ii) Allow all volunteers to make informed and confident responses to specific child protection issues



### ***PROMOTING GOOD PRACTICE:***

Child abuse can occur within many situations including the home, school and a youth club. Sometimes individuals will actively seek employment or voluntary work with young people in order to harm them. An instructor, teacher, or volunteer will have regular contact with young people and be a vital link in identifying cases where they need protection.

All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child joins KDDA UK having been subjected to child abuse outside the

KDDA UK environment, the KDDA UK activities can play a crucial role in improving the child's self-esteem. In such instances KDDA UK must work with the appropriate agencies to ensure the child receives the required support.

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate

**Good practice means all KDDA UK trustees, employees and volunteers will:**

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Ensure that the welfare of the child is paramount
- Ensure that no child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs
- Ensure all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs



- Treat all young /disabled adults equally with respect and dignity
- Always putting the welfare of each young person first
- Building balanced relationships based on mutual trust and empowering children to share in decision making
- Making activities fun, enjoyable and promoting fair play
- Ensuring that if any form of manual /physical support is required, it should be provided openly. If it is difficult to maintain hand options when the child is constantly moving, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with technical skills, qualifications and insurance
- Involving parents /carers whenever possible. For example, encouraging them to take responsibility for their children in changing rooms if participating in sport. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or official work in pairs.
- Ensuring that if mixed groups are taken away for the day or night, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.



- Recognising the developmental needs and capacity of young people and disabled adults
- Securing parental consent in writing to act in loco parents, if the need arises to administer emergency first aid and /or other medical treatment
- [Keeping a written record of any injury that occurs, along with the details of any treatment giving.](#)
- Requesting written parental consent if club officials are required to transport young people in their cars.

### ***Practices to be avoided***

- The following should be avoided except in emergencies. If a case arises where these situations are unavoidable (e.g. The child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents.
- Spending excessive amount of time alone with children away from others
- Taking or dropping off a child to an event

### ***Practices never to be sanctioned***

- Engage in rough physical or sexual provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching



- Allowing children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for the children or disabled adults that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

### ***Use of photographic /filming equipment***

There is evidence that some people have used activities /sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. All volunteers should be vigilant and any concerns to be reported to the Child protection Officer

### ***Recruiting and training volunteers***

KDDA UK recognizes that any one may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children

### ***Pre-selection checks must include the following***

- All volunteers should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record
- Consent should be obtained from an application to seek information from the Criminal Records Bureau



- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving licence with photos).

### **Interview and induction**

**All volunteers will be required to undergo an interview carried out to acceptance protocol and recommendations. All volunteers should receive formal or informal induction, during which:**

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures)
- Their qualifications should be substantiated
- The role requirements and responsibilities should be clarified
- Child protection procedures are explained

### **Volunteer's 'recruited' by KDDA UK**

Offers of help from individuals are always welcome and should be encouraged

When a volunteer is 'recruited' directly by KDDA UK, and is to work with children, they must be made aware we have a Child Protection Policy and agree to work in accordance with them



## ***Training***

**In addition to pre-selection checks, the safeguarding process where appropriate will include training after recruitment to help staff and volunteers to:**

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- Respond to concerns expressed by a child or young person
- Work safely and effectively with children

## ***Responding to allegations or suspicions***

It is not the responsibility of anyone working in KDDA UK to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities if anyone working in KDDA UK is worried about the safety or welfare of a child, it is important to report

KDDA UK will assure all volunteers that it will fully support and protect anyone who in good faith reports his /her concern that a colleague is, or may be, abusing a child

**Where there is a complaint against a member of staff there may be three types of investigation:**

- A Criminal investigation
- A child protection investigation



## **The results of police and child protection investigation may well influence the disciplinary investigation, but not necessarily**

### ***Action***

#### **1) Concerns about poor practice:**

- If, following consideration, the allegation is clearly about poor practice, the Child protection Officer will deal with it as a misconduct issue
- If the allegation is about poor practice by the Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings

#### **2) Concerns about suspected abuse:**

- Any suspicion that a child has been abused by a volunteer should be reported to the Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk
- The Child Protection Officer will refer the allegation to social services department which may involve the police, or go directly to the police if out-of-hours
- The parents or careers of the child will be contacted as soon as possible following advice from the social services department
- The Child Protection Officer should also notify the relevant KDDA UK officer who in turn will inform the Child



### **Confidentiality:**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

### **This includes the following people:**

- The child protection officer
- The parents of the person who allegedly to have been abused
- The person making the allegation
- Social services /police
- KDDA UK Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child)

Seek social services advice on who should approach the alleged abuser with data protection laws (e.g. that information is accurate, regularly updated, relevant and secured)

### **Internal enquiries and suspicion**

- KDDA UK Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries
- Irrespective of the findings of the social services or police inquiries KDDA UK Disciplinary Committee will assess all individual cases to decide whether a volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. KDDA UK Disciplinary committee must reach a decision based upon the



available information, which could suggest that on a balance of probability it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout

### **Support to deal with the aftermath of abuse**

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189

- Consideration should be given to what kind of support may be appropriate for the alleged perpetrators.

### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or a volunteer who is still currently working with children)

Where such an allegation is made, KDDA UK should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, within or outside KDDA UK may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.



## **Action if bullying is suspected**

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to the Child Protection Officer or the school wherever the bullying is occurring)

## **Action towards the bully**

- i) Talk with the bully (ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim (s).
  - ii) Insist on the return of 'borrowed' items and that the bully (ies) compensate the victim
- Provide support for the victim's coach
  - Improve sanctions as necessary
  - Encourage and support the bully (ies) to change behaviour



- Hold meetings with the families to report on progress
- Inform all organization members of action taken
- Keep a written record of action taken

### **3) Concerns outside the immediate KDDA UK environment (e.g. a parent or carer):**

- Report your concerns to the KDDA UK Child protection officer, who should contact social services or the police as soon as possible
- See 4, below for the information social services or the police will need
- If the KDDA UK Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately
- Social services and the Child Protection Officer will decide how to involve the parents /carers

The KDDA UK Child Protection Officer should also report (where appropriate) the incident to KDDA UK governing body/Trustees. The KDDA UK Trustees should ascertain whether or not the person/(s) involved in the incident play a role in KDDA UK and act accordingly

- Maintain confidentiality on a need to know basis only
- See 4, below regarding information needed for social services



## **REPORTING AN ALLEGED CHILD ABUSE**

During the time of making a report about an alleged abuse to the social services or police, the KDDA UK Child Protection Officer or person making the report should ensure that this information is as helpful as possible; a detailed record should always be made at the time of the disclosure /concern, which should include the following:

- The child's name, age and date of birth of the child
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation, include dates, times any special factors and other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Have the parents been contacted?
- If so, what has been said
- Has anyone else been consulted? If so, Record details



- Record all disclosure as stated above and keep the recorded incidence safely within the KDDA UK charity record files in order to maintain confidentiality
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded
- If no confirmation received within 24 hour there should be a telephone call follow up and names of the contacts of professionals should be recorded.

#### **4) Telephone Numbers to make to make a referral for Child abuse:**

If you are worried about sharing concerns about abuse with a colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on Tel: 0808 800 5000, or Child line on 0800 1111 or 999 OR Southwark contact the children's services duty social worker on 020 7525 1921 (9am to 5pm) or 020 7525 5000 (out of hours) or Text on 88858



**Declaration**

On behalf of KDDA UK, we the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

**Signed:**

.....  
(NB One of the signatories should be the Child Protection Officer)

**Name:**  
Aiah Bondowa Tondoneh  
.....  
**Position within KDDA UK:**  
Chairman  
**Date:**  
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**Name:**  
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**Position within KDDA UK:**  
  
**Date:**  
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