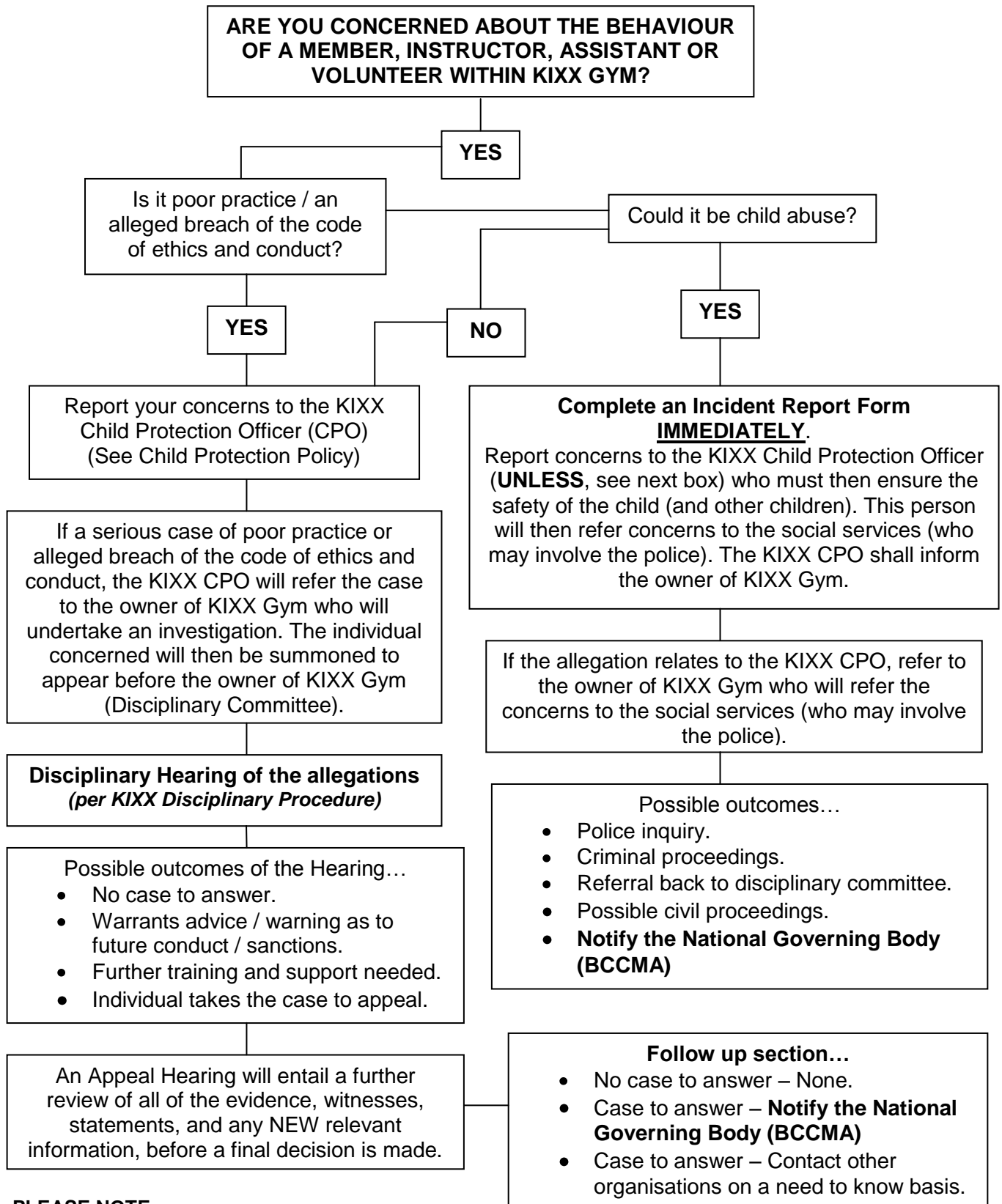


CHILD PROTECTION PROCEDURES SUMMARY

What to do if there are concerns?

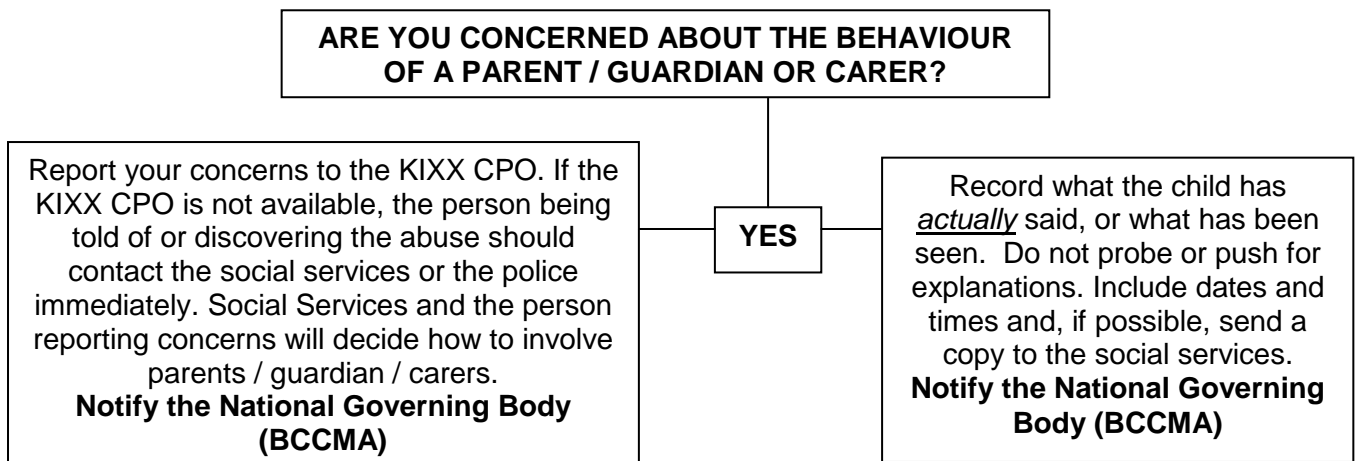


PLEASE NOTE:

Child Protection Officers are Nigel Gilham (07941 340284) and Marcus Ansell (07771 783830). If you do not know whom to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the social services direct (or the NSPCC on 0800 800 500, or Child line on 0800 1111).

CHILD PROTECTION PROCEDURES

What to do when there are concerns about a parent, guardian or carer (e.g. outside the activities of KIXX Gym).



REMEMBER:

- Maintain confidentiality on a 'need to know basis' only. Consider Data Protection AT ALL TIMES.
- Ensure the KIXX Child Protection Officer follows up with social services.

Wherever the social services or the police are to become involved, information passed to these organisations must be as helpful as possible, hence the necessity for making a detailed record at the time of disclosure / concern. Use the INCIDENT REPORT FORM as follows...

Information should include the following...

- Name of child.
- Age of child and date of birth.
- The child's home address and telephone numbers.
- Is the person making the report expressing their own concerns or those of someone else?
- What is 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. Behavioural signs, indirect signs?
- 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. Do not probe or push for explanations.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record full details.
- If it is not the child making the report has the child concerned been spoken to? If so record full details of what was said.
- Has anyone been alleged to be the abuser? If so record full details.

Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with any reference numbers and the time and date of the call, in case of any follow up is required.



CHILD WELFARE – INCIDENT REPORT FORM

Your name:	
Your position:	
Childs name:	Date of Birth:
Childs address:	
Date, time and place of incident:	
Your observations:	
Exactly what the child said and what you said: (Remember do not lead the child – record actual details – continue on a separate sheet as necessary)	
Action taken so far:	
External agencies contacted (if appropriate – see notes below and flow chart concerning what to do if there are concerns – state names, dates, times, etc.):	
Signature:	
Print name:	Date of Birth:
NOTES: <ul style="list-style-type: none">• Remember to maintain confidentiality on a 'need to know' basis – only if it protects the child.• Do not discuss this incident with anyone other than those who need to know.• A copy of this form should be sent to the KIXX Child Protection Officer (CPO) and / or the owner of KIXX Gym – but also see the flow chart for circumstances where direct contact with social services might be appropriate.	