



MICRO & ANOPHTHALMIC CHILDREN'S SOCIETY
Supporting children born without eyes and underdeveloped eyes

CHILD PROTECTION POLICY INFORMATION & PROCEDURES

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INTRODUCTION



The Micro & Anophthalmic Childrens Society (MACS) has a duty of care to safeguard all children involved in it from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable, must be taken into account.

We will ensure the safety and protection of all children involved in MACS through adherence to the Child Protection guidelines adopted by MACS.

This booklet contains MACS' Child Protection Policy. (A child is defined as a person under the age of 18 (The Children Act 1989).

It also aims to provide guidance on MACS procedures that are in line with current legislation and statutory guidance. It is applicable for all Trustees, volunteers and staff without exception.

Furthermore it provides information on categories of child abuse and neglect, guidance on good practice, information sharing and confidentiality. It also provides important telephone contact numbers, and advice on finding further information.

This booklet also contains information about how to voice concerns about unacceptable and/or abusive behavior by MACS' trustees, volunteers, staff or members of MACS and their friends/families who may attend events held by MACS.

We need to acknowledge that child protection can be a worrying process to all involved. Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

We hope that this document will help support those involved with MACS in understanding the requirements when dealing with this difficult area, and also highlight the responsibilities associated with this difficult issue.

MACS Trustees, volunteers and staff have a duty to safeguard and promote the welfare of children. They should ensure they are familiar with, and follow, MACS' procedures and protocols for promoting and safeguarding the welfare of its children, young adult members and adult member's children. They should know who to contact both internally and externally, to express concerns about a child's welfare.

**Remember that the protection of the child
is the most important consideration.**

MACS CHILD PROTECTION POLICY



The Micro & Anophthalmic Childrens Society (MACS) believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who receive MACS's services, including the children of adult members or users.
- To provide Trustees, volunteers and staff with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm.

This policy applies to all including the board of trustees, paid staff, volunteers or anyone working on behalf of MACS.

Our Child Protection Officer is our CHAIRMAN

Our Deputy Officer is our OBSERVER

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for Trustees, volunteers and staff
- recruiting Trustees, volunteers and staff safely, ensuring all necessary checks are made.
- 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
- providing effective management for Trustees, volunteers and staff through supervision, support and training.

We are also committed to reviewing our policy and good practice annually.

SIGNED by CHAIR

Date

Barry Stickings - barry@macs.org.uk

WITNESSED by OBSERVER

Date

Gavin Waugh - gavin@macs.org.uk

1. CATEGORIES OF CHILD ABUSE AND NEGLECT



Physical Abuse – Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning suffocating or otherwise causing physical harm to a child. It may also be caused when a parent/carer fabricates symptoms of, or deliberately induces illness in a child.

Emotional Abuse – Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development and may involve

- Conveying to children that they are worthless or unloved, inadequate, or valued in so far as they meet the needs of another person
- Imposing developmentally inappropriate expectations e.g. interactions beyond the child's developmental capability, overprotection, limitation of exploration and learning, preventing the child from participation in normal social interaction
- Causing children to feel frightened or in danger e.g. witnessing domestic violence, seeing or hearing the ill treatment of another
- Exploitation or corruption of children

Sexual Abuse – sexual abuse involves forcing or enticing a child/young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may include physical contact including penetrative and non-penetrative acts. Penetrative acts include 'rape' (intentional penetration of vagina, anus or mouth with a man's penis) and 'assault by penetration' (intentional sexual penetration of the vagina or anus of a child with a part of his/her body or an object.) Sexual activities may also include non-contact activities e.g. involving children looking at, or in production of abusive images, watching sexual activities or encouraging them to behave in sexually inappropriate ways. This may include use of photographs, pictures, cartoons, literature, or sound recordings e.g. the internet, books, magazines, audio and video and DVD material.

Neglect – Neglect involves 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 and development

Neglect may occur in pregnancy as a result of maternal substance misuse.

Once the child is born, neglect may involve failure to:

- Provide adequate food, clothing or shelter (including exclusion from home or abandonment)
- Protect from physical and emotional harm and danger
- Meet or respond to a child's basic emotional needs
- Ensure adequate supervision including the use of care-takers
- Ensure access to appropriate medical care or treatment
- Ensure that her/his educational needs are met

Definitions are taken from Southend Essex Thurrock Procedures

2. GOOD PRACTICE GUIDELINES/ CODE OF BEHAVIOUR



All MACS Trustees, volunteers and staff should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Believing that abuse is not impossible
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children/young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each child/young person first
- Maintaining a safe and appropriate distance with children
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- involving parents/carers wherever possible
- Ensuring that if mixed groups are taken away, they should always be accompanied by a male and female member of staff. However, keeping in mind that same gender abuse can also occur.
- Ensuring that single sex rooms will be used at residential events.
- Ensuring that at these residential events, adults should not enter children's rooms or invite children into their rooms.
- Always try to ensure that you are never left on a 1-1 basis with a child.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults.
- If a child wants to hug you give a side hug if possible
- Stop and Listen and then write brief notes as soon as possible.
- Never make promises e.g. do not promise that you won't tell anyone.
- Ask open questions rather than leading questions e.g. Tell me what happened (open ended) Never ask, did daddy/mummy do this to you? (leading question)
- Your responsibility is to refer only, therefore questions are asked to clarify not investigate
- Report the information to Child Protection Officer immediately.
- Discuss with the Child Protection Officer about the plan forward.
- The Child Protection Officer will speak with someone from social care, if needed, and follow up with a written referral (possibly using the information you provide so it must be accurate.)
- Report any MACS adult (trustees, volunteers, staff, parents, siblings or extended family members/friends) if you observe inappropriate things going on between adult/s and child/children. Remember that child abuse can also be child/child.
- Ensure that you do not place yourself in a vulnerable situation. You are there to ensure that children are safe and protected (while in your care) be friendly but not to be their friend.

3. (i) PRACTICES TO BE AVOIDED

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of a member of the MACS Executive Committee or the child's parents.

- avoid spending time alone with children away from others
- avoid taking or dropping off a child to an event or activity without an escort.

3. (ii) PRACTICES NEVER TO BE SANCTIONED

The following should never be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow 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
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

4. INCIDENTS THAT MUST BE REPORTED/ RECORDED

If any of the following occur you should report this immediately to another colleague and record the incident (using APPENDIX 1). You should also ensure the parents of the child and the Child Protection Officer are informed:

- If you accidentally hurt a child during the course of group activities.
- If a child seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

5. USE OF PHOTOGRAPHIC OR VIDEO FILMING EQUIPMENT



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

Should photographic or video images of group activities be necessary for the purpose of group advertisement with respect to a poster, brochure or website, for example, then the consent of the involved parties, and their parents where appropriate, must be obtained in advance.

A permission slip (**Appendix 2**) will be used in all cases to obtain this consent.

Any professional photographer or member of the press who are invited to an event will be made aware of our expectations of them in relation to child protection.

They will not be allowed unsupervised access to children/young adults.

6. INFORMATION SHARING

Sharing information is vital for early intervention to ensure that children and young people with additional needs get the services they require. It is also essential to protect children and young people from suffering harm from abuse and neglect, and to prevent them from offending (DFES 2006)

The children's parents/carers should be informed if a referral is being made.

It is always best to get their permission regarding what information will be shared. In addition it is worth explaining to them how this will be shared in an open and honest way.

However the exception to the parents being informed about the referral would be if:

- The allegation is one of sexual abuse against the child by the parent. The Child Protection Officer will seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).
- In doing so, would put the child, young person or others at increased risk of significant harm, or an adult at risk of serious harm.
- Or in doing so would undermine the prevention, detection or prosecution of a serious crime.

The child's safety must be your overriding concern when it comes to sharing information, however still try to respect the wishes of children and their families where possible.

You should share information which is accurate and up to date, necessary for the purpose for which you are sharing.

Always record why you are sharing this information and whether this is with or without consent.

7. 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 is alleged to have been abused
- the person making the allegation
- social services/police



8. STORAGE OF INFORMATION

Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

9. RECRUITMENT & TRAINING OF MACS TRUSTEES

VOLUNTEERS & STAFF

The Micro & Anophthalmic Childrens Society (MACS) recognises that anyone 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.

9. (i) RECRUITING TRUSTEES

No person shall be entitled to act as a Trustee or member of the Executive Committee without an up to date CRB Check, which will be carried out, and funded by, MACS.

9. (ii) RECRUITING VOLUNTEERS

All MACS volunteers must complete a registration form which will elicit information about an applicant's past and self-disclosure when concerning any criminal record that applicant may have. Consent should be obtained from an applicant to seek information from the Criminal Records Bureau should the need arise.

9. (iii) RECRUITING STAFF

When recruiting staff, two confidential references must be obtained. These references must be taken up and confirmed through telephone contact.

10. INTERVIEW AND INDUCTION



All Trustees, volunteers and staff should receive informal induction, during which:

- A check should be made that the registration/application form has been completed in full (including sections on criminal records and self-disclosures).
- Any appropriate qualifications should be substantiated.
- Their requirements and responsibilities should be clarified.
- The prospective member understands the MACS mandates and policies
- Child protection procedures are explained and training needs are identified

11. TRAINING

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help Trustees, volunteers and staff to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- 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.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behavior of an adult towards a young person.
- Relevant personnel to gain a national first aid training (where necessary).
- Attend update training when necessary.

12. WHEN CONCERN IS RAISED ABOUT THE ACTION OF A TRUSTEE, VOLUNTEER, OR STAFF MEMBER



Concerns about unacceptable or abusive behavior can be voiced by adults/young adults and children and all concerns will be logged.

It is not the responsibility of anyone working in MACS in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

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

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

12. (i) WHISTLEBLOWING

If you are a Trustee, volunteer or staff member and see inappropriate behavior towards a child by another MACS Trustee, volunteer or staff member it is important that loyalties aren't divided and you act in line with our Code of Behavior/Good Practice Guidelines (on Page 4 of this booklet) and that the concerns are logged and handed to the Child Protection Officer or Deputy.

Your duty is to ensure that the protection of the child is the most important consideration.

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

Any Trustee, volunteer or staff member who fails to report such issues will forfeit their right to be a MACS member.

13. ACTION IF THERE ARE ALLEGATIONS OR SUSPICIONS ABOUT THE ACTION OF A TRUSTEE, VOLUNTEER, OR STAFF MEMBER



13. (i) Report BY another Trustee, Volunteer, or Staff Member:

If it is a case of “whistleblowing” initially the concern needs to be recorded.

- 1. Compile a word for word account** - Write down what is actually said and not the perception of what she/he said. Ensure that all actions are noted.
- 2. Log concern** - Use a Record of Concern/Observation Form (**Appendix 3**) which will help you clarify in your mind what the next steps are. Ensure that this is signed and dated before passing on to Child Protection Officer.
- 3. Pass this Record of Concern/Observation to Child Protection Officer** - Discuss the concerns on the form with this Officer who will then take further action (**13.iii** below).

If the concern is raised about the actions of a Trustee, Volunteer, or Staff Member by anyone other than one of these people it should be reported to the Child Protection officer. They will log the concern using a Record of Concern/Observation Form (**Appendix 3**). The Officer will then take steps in line with Further Action (**13.iii** below).

13. (ii) Report ABOUT a Trustee, Volunteer, or Staff Member:

If the concern is raised about the actions of a Trustee, Volunteer, or Staff Member by anyone other than one of these people it should be reported to the Child Protection officer. They will log the concern using a Record of Concern/Observation Form (**Appendix 3**). The Officer will then take steps in line with Further Action (**13.iii** below).

13. (iii) FURTHER ACTION

If the concern is raised about the actions of a Trustee, Volunteer, or Staff Member by anyone other than one of these people it should be reported to the Child Protection officer. They will log the concern using a Record of Concern/Observation Form (**Appendix 3**). The Officer will then take steps in line with Further Action (**13.iii** below).

13. (iii).1. Concerns about poor practice:



If, following consideration, the allegation is clearly about poor practice; the designated 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 Deputy Child Protection Officer.

13. (iii).2. Concerns about suspected abuse:

If there is any suspicion that a child has been abused by a Trustee, a volunteer or a member of staff the Child Protection Officer 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 the social services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Child Protection Officer should also report the incident to the Executive Committee.
- The Executive Committee should ascertain whether or not the person/s involved in the incident plays a role in MACS and act accordingly.
- Maintain confidentiality on a need to know basis only.
- 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 the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the Deputy Child Protection Officer who will refer the allegation to Social Services.

14. INTERNAL ENQUIRIES AND SUSPENSION

- The 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 the MACS' Disciplinary Committee will assess all individual cases.

This committee is formed if necessary, within 7 days of the complaint being recorded by the Child Protection Officer. It will contain at least 3 members of the Executive Committee, and will include at least 2 Trustees and 1 Observer. This MACS Disciplinary Committee will decide whether a Trustee, volunteer or member of staff 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. In such cases, the MACS' Disciplinary Committee must reach a decision based upon the available information.

The welfare of the child should remain of paramount importance throughout.

15. PROCEDURES WHEN A CONCERN IS RAISED ABOUT AN ADULT OUTSIDE OF MACS



(E.G. By A Parent, Carer, Person Attending A Macs Event):

Concerns about unacceptable or abusive behavior can be voiced by adults/young adults and children and all concerns will be logged.

It is not the responsibility of anyone working in MACS in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

If the concern is raised about the actions of a parent, carer, or person attending a MACS event it should be reported to the Child Protection officer. He will log the concern using a Record of Concern/Observation Form (**Appendix 3**). The Officer will then take steps in line with Further Action (**15.i below**).

15. (i) Further Action:

- The Child Protection Officer will refer the allegation to the social services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Child Protection Officer should also report the incident to the Executive Committee. The Executive Committee should ascertain whether or not the person/s involved in the incident played a role in MACS and act accordingly.
- Maintain confidentiality on a need to know basis only.
- 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.

16. PROCEDURES WHEN ABUSE IS REPORTED BY A CHILD/YOUNG ADULT TO A MACS TRUSTEE, VOLUNTEER OR MEMBER OF STAFF



Concerns about unacceptable or abusive behavior can be voiced by adults/young adults and children and all concerns will be logged.

It is not the responsibility of anyone working in MACS in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

Below lists the steps **that must be taken** where you think there is a child protection concern. It is imperative to note that where there is a likely risk or actual risk of significant harm immediate action must be taken to ensure the safeguarding of the child's welfare.

It is critical that if there is reasonable cause to suspect serious harm these procedures should be followed as timely as possible (i.e. the same day).

1. Listen to the child - Where concerns arise as a result of information given by a child it is important to reassure the child but not to promise confidentiality. Remember that the protection of the child is the most important consideration.

Where there are concerns about a child's welfare or where abuse is alleged or suspected, the initial response by professionals should be to try to ascertain the level of concern by listening carefully to what the child says. **The child must not be pressed for information, led, cross-examined, given false assurances of absolute confidentiality or asked to give a written statement. Such well intentioned actions could prejudice Police investigations, especially in cases of sexual abuse.** It may also be appropriate to discuss any concerns you have with the parents initially, provided that this does not put the child at risk of significant harm (or the member of MACS) by the response this may create.

2. Compile a word for word account - When listening to the child/young adult ensure what you write down is what they actually said and not your perception of what she/he said.

3. Log your concern - Using a Record of Concern/Observation form (Appendix 3) will help you clarify in your mind what the next steps are. When a child does speak to you always try to have another adult present. Ensure that you sign and date the form before passing on to Child Protection Officer.

4. Pass this Record of Concern/Observation to Child Protection Officer who should contact social services or the police as soon as possible.

16. (i) Role of the Child Protection Officer



- If the 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 Child Protection Officer should also report the incident to the Executive Committee. The Executive Committee should ascertain whether or not the person/s involved in the incident played a role in MACS and act accordingly.
- Maintain confidentiality on a need to know basis only.
- 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 you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the **NSPCC Helpline on 0808 800 5000, or Childline on 0800 1111.**

17. 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 helplines, 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, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk**
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

18. 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 by a member of staff who is still currently working with children).

Where such an allegation is made, MACS should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside MACS, 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.

19. BULLYING



IF bullying is suspected, the following actions should be taken to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.

19. (i) ACTION IF BULLYING IS SUSPECTED

1. Compile a word for word account - Write down what is actually said and not the perception of what she/he said. Ensure that all actions are noted. E.g. what is said (what happened, by whom, when).

2. Log concern - Use a Record of Concern/Observation Form (Appendix 3) which will help you clarify in your mind what the next steps are. Ensure that this is signed and dated before passing on to Child Protection Officer.

3. Pass this Record of Concern/Observation to Child Protection Officer - Discuss the concerns on the form with this Officer.

19. (ii) The Role of the Child Protection Officer

This Officer will then investigate all allegations and take action to ensure the victim is safe.

- The child Protection Officer will 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).
- Inform the bully's parents.

USEFUL CONTACT NUMBERS



To report or discuss concerns about a child's welfare:

NSPCC Child Protection Helpline (24 hours): To report or discuss concerns about a child's welfare. **Tel: 0808 800 5000** or **textphone: 0800 056 0566** or **email: help@nspcc.org.uk**

NSPCC Cymru/Wales Child Protection Helpline Tel: 0808 100 2524 (Mon-Fri 10am-6pm)

NSPCC Asian Child Protection Helpline Tel: 0800 096 7719

Childline Tel: 0800 1111

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, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk .

IF YOU NEED FURTHER INFORMATION

Framework for the Assessment of Children in Need and their Families.

Website: www.dh.gov.uk/PublicationsPolicyAndGuidance/PublicationsPolicyAndGuidanceArticle/fs/en?CONTENT_ID=4003256&chlc=fss1lca

Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children.

Website: www.everychildmatters.gov.uk/resources-and-practice/IG00060/

What To Do If You're Worried A Child Is Being Abused.

Website: www.everychildmatters.gov.uk/search/?asset=dowmeat&id=17378

Information sharing: Practitioners' guide.

Website: www.ecm.gov.uk/deliveringservices/informationsharing

The Common Assessment Framework for Children and Young People: practitioners guide.

Website: www.ecm.gov.uk/caf

The Exemplar Records for the Integrated Children's System

Website: www.everychildmatters.gov.uk/ics

Appendix 1 - INCIDENT REPORT FORM



Name of person reporting incident _____

Position in MACS _____

Address _____

Contact Number _____

Name of Child Protection/Deputy logging concern _____

Details of incident _____

Signed _____ Date _____

Action following your concerns and observations _____

Signed (CP OFFICER) _____ Date _____

Appendix 2 - PERMISSION RE: FILMING/PHOTOGRAPHY



Name _____

Address _____

I give permission for myself-(in the case of a young adult) my child/ren to be photographed/
filmed whilst participating in a MACS event and I confirm that I am legally entitled to give this
permission.

Name of child/ren young adult/s _____

I am happy for these images/film to be used and published in any or all forms of media to promote
MACS and the work it does.

Signed _____ Date _____

Appendix 3- RECORD OF CONCERN/OBSERVATION



Child/Young Persons Name _____

Gender Male/Female _____ Date of Birth _____

Address _____

Contact Number _____

Details of Witnesses _____

Name of Child Protection/Deputy logging concern

Name of the person expressing concern. List your concerns/observations including dates and times. Distinguishing fact from opinion or hearsay. When concerned for physical injury indicate where the marks/bruises etc. are on the body and measurement (e.g. size of 50p) being as descriptive as possible.

If the child was not the person reporting the incident have they been spoken to?

YES NO

If **YES** - Child Account of what happened including how any injuries occurred.

If **NO** - why have they not been spoken to?

Appendix 3 (Continued)



Name of parent/s/carer

If it is appropriate to discuss your concerns/observations with parent/carer/young adult what was their response?

If it is inappropriate to discuss this with parent/carer/young adult say why

Has anyone been alleged to be the abuser? Record details.

Action following your concerns and observations

Signed _____ Date _____

IMMEDIATE ACTION TO BE TAKEN (to be completed by Child Protection Officer)

Signed _____ Date _____

Appendix 4 - **REGISTRATION FOR A MACS
VOLUNTEER/MEMBER OF STAFF**
ALL INFORMATION RECEIVED WILL BE TREATED
CONFIDENTIALLY



Name of Applicant _____

Address _____

Tel: Home / Mobile _____

Email Address _____

Date of Birth _____

Have you previously been involved in voluntary work before? YES NO

If **YES** please give details: _____

Do you have any spare time interests, hobbies or skills that may be useful to MACS.

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application.

Name _____ Name _____

Address _____ Address _____

Tel No. _____ Tel No. _____

Email Address _____ Email Address _____

Appendix 4 (Continued) Section 2 - SELF DISCLOSURE



(for completion by the individual named in Section 1).

The Micro & Anophthalmic Childrens Society (MACS) is committed to Equal Opportunity for all applicants, including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the criteria for the role, the nature of the offence and the responsibility for the care of existing clients/ volunteers and employees.

Have you ever been convicted of any criminal offences? YES NO

If **YES**, please supply details of any criminal convictions:

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

Are you, or have you ever been, a person known to any Social Services department as being an actual or potential risk to children? YES NO

If **YES**, please supply details: * _____

Have you had a disciplinary sanction (from another organisations governing body) relating to child abuse? YES NO

If **YES**, please supply details: * _____

Please provide any other information you feel may be of relevance such as: *

- the circumstances of the offence/incident
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

DECLARATION

I declare that any answers are complete and correct to the best of my knowledge and I will inform the Child Protection Officer of any future convictions or charges relevant to my role.

I have read and understood MACS Child Protection Policy along with the Guidelines and Procedures Document. I hereby consent to MACS undertaking Police checks against me.

Signed _____ Date _____

Print Name _____

FOR MACS USE ONLY



Applicant Name: _____

Date Application Received: _____

Role: _____

Interviewed By:

1. _____

2. _____

References Received and are satisfactory: YES NO

CRB Check carried out: YES NO

Comments _____

Proof of applicants identification received: YES NO

Group 1 _____

Group 2 _____

Identification type _____

Recommendation (with reasons)

Approve _____

Not approved _____

Signature _____ Print Name _____

Position in Organisation _____

Date _____

Supporting children born without eyes and underdeveloped eyes



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