



The Baby Café Charitable Trust

Policy P2: Child protection

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| Policy number | P2 |
| Policy name | Child protection |
| Applicable to | All Trust personnel, all Baby Café drop-in personnel |
| Date agreed | 27 March 06, with amendments Aug 06 Reviewed and agreed March 07 and April 08 |
| Date for review | April 09 |

The Baby Café Charitable Trust recognises that it has a duty to protect any child that uses the service provided by:

- Baby Cafés
- Peer counsellor programmes
- Activities involving teenage parents

All paid and unpaid staff and volunteers have a clear duty towards child protection and safeguarding children.

This policy has been drawn up based on current legislation and will be regularly monitored and updated in response to changes in legislation as well as procedural review as a result of a significant case.

As such the following protocols will be operated.

Safe Recruitment Procedures

- 1) All Baby Café Charitable Trust Trustees will be CRB checked.
- 2) All core National Charity employees will be CRB checked.
- 3) A member of staff will be nominated as the child protection contact. This person is:

Nominated Child Protection Contact

Julie Williams
Projects Co-ordinator
The Baby Café Charitable Trust
Copyhold Cottage
Copyhold Lane
Cuckfield
W Sussex
RH17 5ED

01444 410808
julie@thebabycafe.org

In each Baby Café drop-in the following recommendations will be agreed to by local Baby Café staff:

- 1) All Baby Café drop-in facilitators and salaried personnel will be CRB checked as per employing authority's policy.
- 2) All Volunteer staff will be appointed through the correct agencies and will be CRB checked.
- 3) All staff will have had appropriate training in the area of child protection.



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Each local Baby Café drop-in will adhere to the following good practice safety guidelines:

- Parents are responsible for their children at all times.
- All efforts are made to ensure the environment is safe for babies and young children.
- The Baby Café staff and volunteers are not expected to be left alone with or have responsibility for an infant or child.
- The Baby Café staff have completed appropriate training for their role.
- When using photographs of babies/children and underage teenagers for publicity literature, professional literature or website information the permission of the parents will be sought.
- Regular risk assessments must take place to assess the above.

Procedures for responding to a disclosure or suspicion of abuse

Each Baby Café drop-in must have a copy of the child protection procedure applicable to their staff. In most cases this will be the procedure belonging to the organisation (usually an NHS Primary Care Trust) which employs the staff who work in the drop-in. Staff, and volunteers working in those drop-ins, should follow the usual steps which their workplace procedure advises. The Baby Café Charitable Trust co-ordinator should be advised that the procedure has been implemented, unless the member of staff's line manager or social services advises that it must remain confidential.

In the majority of cases, individual drop-ins will have a procedure already in place and this BCCT procedure does not supersede any procedures that staff are already bound by. Drop-ins must make sure they have a copy of the procedure available for staff and volunteers to look at.

However, in those situations where the drop-in does not already have a procedure, and for the national charity itself, the following applies.

The Baby Café Charitable Trust's procedure for dealing with suspected child abuse

1. When a BC drop-in staff member/ volunteer or BCCT personnel identifies or suspects abuse of a child or young person, they must discuss the issue with their drop-in facilitator or line manager. BCCT staff and volunteers should speak to the BCCT nominated child protection contact, Julie Williams.
2. The drop-in facilitator/ line manager/ BCCT contact will make a record of concerns, including a written statement from the person who raised the matter. If further corroboration is needed they will conduct confidential discussions with other BC drop-in/ BCCT staff or volunteers that are involved. They may seek advice from other agencies and may report incident to social services. Alternatively, if deemed necessary, the incident will be reported to social services immediately without further investigation.
3. All actions will be recorded in writing confidentially and kept in a secure place. Implementations of this procedure should be reported in confidence to the BCCT named contact, unless social services advise otherwise.
4. Exceptions to this procedure. If the facilitator/ line manager/ BCCT contact is not available/ will not be available early enough to avoid increased risk to those concerned/ is suspected to be involved the person



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must contact the appropriate person higher up the chain (i.e. their line manager's line manager). If that is not possible, contact social services straight away.

The Baby Café Charitable Trust's procedure for dealing with a disclosure of actual abuse

1. When a child or young person says they wish to tell you something which you suspect may be information about abuse, they must be reassured but the member of staff/volunteer must be honest with the child and tell them they cannot keep this a secret if the child requests this.
2. Member of staff/ volunteer must endeavour to keep the conversation private and confidential
3. Disclosure must be reported as soon as it is practical to drop-in facilitator/ line manager/ nominated BCCT contact.
4. A confidential record must be kept of the disclosure.
5. Drop-in facilitator/ line manager/ BCCT contact will assess if it is necessary to involve other members of their team and do so as appropriate
6. Drop-in facilitator/ line manager/ BCCT contact will then contact social services for advice and support
7. All actions will be recorded in writing confidentially and kept in a secure place. Implementations of this procedure should be reported in confidence to the BCCT named contact, unless social services advise otherwise.

References

The Charity Commission

DOH (2003) What to do if you're worried a child is being abused, Department of Health Publications

NSPCC Publications (2005) First Check

Action in Rural Sussex (2003) How to Develop Child Protection Policies & Procedures: A step-by-step Guide for Community Groups, Children and Young People's Team