

**Child / Young
Persons Protection
Procedures**

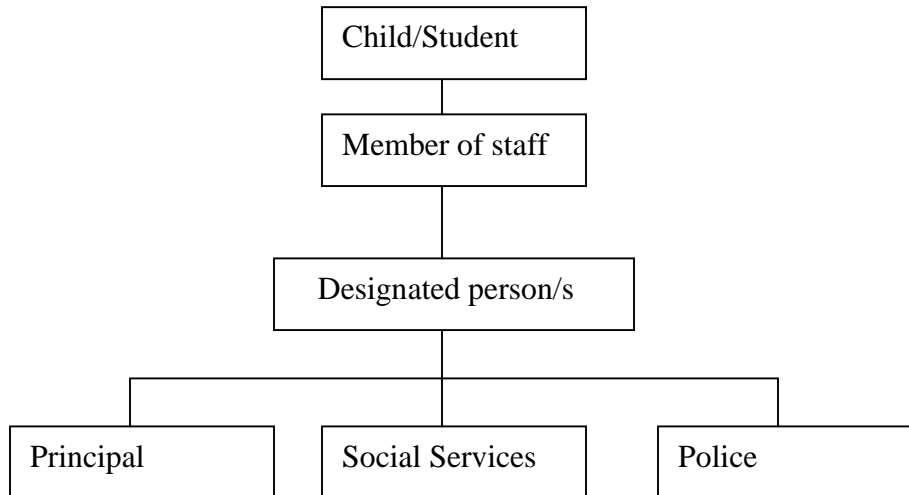


Inspired Sisters Ltd
Children and Young people's Protection Procedures
August 2004

Child Protection Procedures:

Under the 1989 Children Act all college staff have a legal responsibility towards all students under 18 years and under 19 years with learning difficulties. The child / student is considered to be the primary client and the necessity to ensure the child's safety and welfare takes precedence over issues of confidentiality. All staff at Inspired Sisters are obligated by law to put into effect the Manchester City Council Child protection procedures.

Referral structure:



All information given by the designated person concerning a student / child regarding child protection procedures will be supported by the Principal.

A designated person is a member of Inspired Sisters staff who has been identified and trained to undertake this role (see appendix A).

Through the Recruitment and Selection procedures set down by the centre, the job description and person specification state that all child care staff must be aware of the Child Protection Procedures.

Staff appointed with basic knowledge of child protection procedures will be given development training.

To enable staff to be kept up to date with the Child Protection Procedures and current changes staff development activities are made available.

All suspected child abuse reported to the designated person (see appendix A) for child protection will be referred to Social Services either for further action to be taken, advice or information, within 24 hours.

All information received will be recorded and reported to the Social Services Department.

All information received is treated with the utmost confidentiality however complete confidentiality cannot be guaranteed in cases of child protection.

The nominated member of staff shall notify the Principal of the college as soon as practicable and in any event within 24 hours of the initial concern arising.

Responsibility of all Inspired Sisters Staff

Where suspected abuse has been identified either by verbal communication from a child / student (under 18 years and under 19 years with learning difficulties) or by physical signs, the member of staff must inform a designated person (appendix A) within 2 hours forwarding as much detailed information as possible. It is the responsibility of the member of staff that all details are recorded in line with the recording procedures on page 9 (also appendix B). Written details must be forwarded to the designated person with 24 hours.

In the event of a disclosure of suspected sexual abuse the child / student must not be questioned.

The child / student must be informed immediately that the information s/he wishes to share with you, the member of staff, may have to be forwarded to other members of staff/outside agencies. Therefore, all staff must make clear from the onset that information received may have to be forwarded. These procedures relating to the disclosure of abuse would be included in the confidentiality contract between counselor and client.

Please note:

It is not the responsibility of the member of the staff to carry out an investigation.

The examination of any child / student must not take place. This is solely the responsibility of the appointed medical officer.

They must be reassured that it is not their fault and that they are right to tell of the incident.

The allegation must not be discussed with the child / student or parent / carer.

The designated person must be informed immediately who will in turn contact the appropriate outside agency – Social Services, Police.

North

North Beswick Social Services 223 9641

Central

Moss Side Services 226 81 31
Longsight Social Services 225 9293
Chorlton Social Services 881 0911

South

Wythenshawe Social Services 449 2121
Chorlton Social Services 881 0911

Inspired Sisters Ltd

Designated Person

An up to date list of designated persons can be found in:

- Building Supervisors
- Admissions and Information centers
- Registries
- Learning resource centre