

QUALITY ASSURANCE

Home-Start Glasgow North West

Child Protection Policy

Home-Start Glasgow North West is a voluntary organisation and has no statutory remit or role in investigating child abuse. It has, however, a responsibility to refer to the appropriate agency any concerns which it may have in relation to the safety of a child, in order that these concerns can be assessed. At all times, schemes should be aware of the boundary between referring on concerns and investigation.

The Management Committee is responsible for ensuring that the scheme develops effective child protection procedures, which retain the ethos of Home-Start and fit in with Local Statutory Procedures.

It is the responsibility of the Co-ordinators to ensure that all volunteers are briefed and understand the Child Protection Emergency Procedures as shown overleaf.

The welfare of the child must be paramount at all times. Parents of Home-Start families must understand that confidentiality will be broken if there is concern for the safety of a child. This will be explained to families by the Co-ordinators during the initial visit and when a volunteer is introduced to them.

If a volunteer raises a concern about the welfare of any child with a Co-ordinator, the Co-ordinator is then responsible for taking the matter further. This may mean seeking guidance or advice from the designated person or referring to Social Work Services who may implement Child Protection procedures.

It is important that anything noted should be factual and any notes or information held by the volunteer should be handed over to the Co-ordinator for safekeeping. A record should be kept of all action taken.

Allegations made against Home-Start

In the event of an allegation or complaint being made against a volunteer or Home-start employee the Management Committee and Home-Start UK will be informed and fact-finding will be carried out. The Home-Start UK guidelines will be followed.

This Policy will be reviewed annually and amended as necessary.

Signed on behalf of the Management Committee:

Date:

A full copy of the Inter Agency Child Protection Procedures is available in the office.

C:\My Documents\marysireland\homestart\HSChildProtectionPolicy.doc

EMERGENCY CHILD PROTECTION PROCEDURES

If you are concerned about the welfare of any child, you must share your concerns with a Co-ordinator.

Remember to have factual information to hand.

Step 1 During office hours: Try the office first. If no one is available leave a message saying you need to speak to Karen or Margaret **urgently**. If you feel it can't wait, go to step 2.

Step 2 Out of hours: Try the Co-ordinators' mobile numbers. They may be with someone when you phone, so mention straight away that it's a Child Protection Issue, and if they can't speak to you immediately, they will call you back as soon as they can talk privately. If there is no reply either leave a message, saying it's urgent, or go to step 3.

Step 3 If you can't contact Margaret, Karen or Pat: Contact Lesley Lumsden who is the Child Protection Contact on our Management Committee. You will need to explain that you are a Home-Start volunteer, you are extremely concerned about a situation and that you cannot contact a Co-ordinator.

Step 4 If you cannot contact any of the Home-Start team: phone North West Social Services. Out of office hours phone the Emergency Duty Team.

In an emergency:

If a child is potentially seriously injured: ensure the child receives medical attention as soon as possible.

If a child is alone or someone is threatening to harm the child: ring 999 or the local police office. The Police are empowered to act immediately to protect a child.

C:\Documents and Settings\morag\My Documents\policies\HS Child Protection Policy.doc