

# CANOLFAN CEIRIOG CENTRE CYF

Company Registration Number: 4984871

Charity Registration Number: 1103898

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## Child Protection Policy

### 1. Policy Statement

The Canolfan Ceiriog CYF Trustees are fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. Canolfan Ceiriog Centre has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised. Furthermore we will endeavour to keep up to date with national developments relating to the care and protection of children and young people. We recognise that child protection should not be treated in isolation - we will take on board guidance given by Wrexham County Borough Council.

Canolfan Ceiriog Centre will:

1. Ensure that all workers/volunteers or groups understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation.
2. Develop best practice in relation to the recruitment of all workers (paid staff and volunteers)
3. Ensure that all workers/volunteers understand their responsibility to work to the standards and procedures detailed in the Canolfan Ceiriog Centre's Child Protection procedures. Canolfan Ceiriog Centre will ask for, and follow up references for volunteers or paid staff involved in working with Children or vulnerable adults.
4. Ensure that all workers/volunteers understand their obligations to report care or protection concerns about a child/young person, or a workers/volunteers conduct towards a child/young person, to the organisation's designated person for child protection.
5. Ensure that all procedures relating to the conduct of workers/volunteers are implemented in a consistent and equitable manner
6. Ensure that the designated child protection officer understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work)
7. Ensure that the organisation meets all its responsibilities in adhering to the requirements of the Protection of Children (Scotland) Act 2003

8. Provide opportunities for all workers (paid and unpaid) to develop their skills and knowledge particularly in relation to the care and protection of children and young people
9. Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's complaints procedures
10. Endeavour to keep up to date with national developments relating to the care and protection of children and young people

## **Child Protection Procedures**

### **Section 1 – Introduction**

Canolfan Ceiriog Centre has a commitment to children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions which directly affect them. We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. In our group, if we have suspicions about a child's physical, sexual or emotional well-being, we will take action. All volunteers and staff are encouraged to share concerns with the group's committee member who has agreed to monitor child protection issues. If the situation is clearly an urgent case, the child is too frightened to go home or we have very serious doubts about the child's safety, we will contact Social Work Services or Police immediately. If our concerns are more general about a child's welfare, then we will discuss these with our group's child protection monitor, who would then make a referral to Social Work who will make the necessary arrangements. It is important that all volunteers and staff communicate concerns accurately to ensure that all concerns about the care and protection of children/young people are effectively managed at Canolfan Ceiriog Centre.

To this end, volunteers and staff at Canolfan Ceiriog Centre are advised to follow the procedures below:

1. Upon the receipt of any information from a child or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs;
2. Share their concerns with the Child Protection Officer at the centre or line manager within the group and agree action to take
3. Always REFER **never** INVESTIGATE any suspicions or allegations about abuse.

### **Responsibility**

The Canolfan Ceiriog Centre Child Protection Officer is: Janet Robinson

They can be contacted on: 07739 313412

or by email at [jarco5434@yahoo.co.uk](mailto:jarco5434@yahoo.co.uk)

## Section 2 – Recruitment

All applicants (staff and volunteers) directly involved with activities run by Canolfan Ceiriog Centre will be asked to complete a brief application form and undergo a formal or informal interview. Applicants will also be asked to provide suitable references which will be followed up on by Canolfan Ceiriog Centre management. All successful applicants (paid and unpaid) for childcare positions or positions involving vulnerable adults will be asked to complete an enhanced disclosure certificate. The Canolfan Ceiriog Centre has a Recruitment of people with a criminal record policy and a policy relating to storage, handling and retention of disclosure documents.

## Section 3 - Training

All newly appointed workers (paid and unpaid) will complete an agreed probationary period. During this time details of the structure, aims and objectives of the organisation will be provided either verbally or as a written document. Details of the expectations, roles and responsibilities of all newly appointed staff and volunteers will be provided including their roles and responsibilities. All Staff and volunteers must agree and sign up to the organisations child protection policy and procedures.

## Section 4 – Types of Abuse and a summary of sign and indicators

### Definitions

#### *Child*

For the purposes of this policy, a “child” is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

#### *Child abuse*

According to the **World Health Organisation**, “Child abuse” or “maltreatment” constitutes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.’<sup>1</sup>

**NSPCC** similarly specify “cruelty to children” or “child abuse” as ‘behaviour that causes significant harm to a child. It also includes when someone knowingly fails to prevent serious harm to a child. All forms of cruelty are damaging – it can be harder to recover from the emotional impact than from the physical effects.’<sup>2</sup>

These definitions therefore point to **four types of cruelty:**

**Physical abuse:** including hurting or injuring a child, inflicting pain, poisoning, drowning, or smothering.

**Sexual abuse:** including direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities.

**Emotional abuse:** repeatedly rejecting children, humiliating them or denying their worth and rights as human beings.

**Neglect:** the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and medical attention.

A child who is being abused may experience more than one type of cruelty.

Discrimination, harassment, and bullying are also abusive and can harm a child, both physically and emotionally'.

### **Signs of abuse (NSPCC)**

Children and young people often find it very difficult to talk about the abuse they are experiencing. So adults have a vital role to play in looking out for the possible signs.

Although it is sometimes hard to be 100 per cent certain that a child is being abused, here are some of the signs to watch out for:

A baby who cries constantly

A child who is often bruised or injured

A child who is often very withdrawn

A child who is often very dirty or smelly

A child who is often hungry, or under or over-dressed for the time of year

A child who is often left at home alone

A child who is often left in unsafe situations, or without medical attention when they need it

A child who is constantly 'put down', insulted, sworn at or humiliated

A child who seems very afraid of particular adults, and reluctant to be alone with them

A child who has unexplained changeable emotions, such as depression, anxiety or severe aggression

A child who shows sexual knowledge or behaviour that is inappropriate for their age

A child who is growing up in a home where there is domestic violence

A child who is living with parents or carers who are involved in serious drug or alcohol abuse.

In some cases these signs may have an acceptable explanation.

On the other hand, this list does not cover every possibility. You may see other things in the child's behaviour or circumstances that worry you.

The most important thing to remember is that if you have a gut feeling that something is not right, **trust your judgement** and take action.

It is not true that most child abuse involves strangers. The majority of abuse is by a family member or someone else known to the child. You may only have seen or heard one or two things that concern you, but this could be the tip of the iceberg for the child.

If you think a child is being harmed, it might seem easier to do nothing. But stop for a minute to imagine how lonely and scared the child must feel. You have the potential to make a real difference in that child's life.

## **Section 5 – Procedures for responding to concerns about abuse /neglect**

Where a concern is raised that a child/young person may be experiencing abuse/neglect by an individual outside the organisation. A concern of this nature may come to light because (for example):

A child/young person has alleged that they are being abused;

or

The organisation has received a third party report that a child/young person is being abused/neglected;

or

There are signs and indicators which could point to abuse/neglect

All of these concerns will be referred to the Canolfan Ceiriog Child Protection Officer or when they are unavailable to the relevant child protection agencies: Either Wrexham County Borough Council Social Work dept. or local area Police. If a worker or volunteer is unsure about what action to take advice should be sought from such agencies.

The procedure to be followed where a concern is raised that a child/young person is being harmed or abused by a worker from within the organisation. A concern of this nature may come to light because (for example):

A child/young person alleges that they have been harmed by a worker;

or

A parent/carer or other individual from outside the organisation alleges that their/a child has been harmed by a worker;

or

Other workers may have witnessed or have concerns about a worker's behaviour towards children/young people.

All of these concerns will be referred to the child protection agencies: Either Wrexham County Borough Council Social Work dept. or local area Police. If a worker or volunteer is unsure about what action to take advice should be sought from such agencies.

## **Section 6 – Summary of the referral process to child protection agencies**

It is important that the referral process is as short as possible and involves as few individuals as possible. The Canolfan Ceiriog Centre, workers or volunteers must never attempt to investigate any child protection concern (including allegations made against a worker). Advice should always be sought from the relevant agencies. If concerns are raised in relation to the child/young person's parent/carer it is important for individuals within the Canolfan Ceiriog Centre to seek advice from Child Protection Agencies. It is not appropriate for such issues to be discussed with the child/young person's parent/carer.

## **Section 7 – Protection of Workers who report care and protection concerns**

Workers and volunteers are protected by the law from actions by those individuals or groups who have been implicated in the abuse, harm and/or neglect of a child or young person **as long as the worker's** report is not malicious or vexatious.

## **Section 8 – Data Protection and management of confidential information**

Canolfan Ceiriog Centre is committed to managing confidential information in a suitable manner and confidential documents are kept locked in a secure cupboard.

Children and young people are entitled to confidentiality, however if the organisation or individual worker/volunteer considers that the child/young person could be at risk of harm or abuse they have a responsibility to report their concerns. Secrecy should never be promised to a child or young person and workers/volunteers should remind Children/young people that their disclosures are confidential unless the worker considers them 'at risk' in which case the relevant authorities must be contacted. Under no circumstances is it permissible for those not mentioned in this policy document to be privy to confidential information. Those mentioned extend to the Canolfan Ceiriog Centre designated Child Protection Officer, Wrexham County Borough Council Social Services and the Local Police. Advice may be sought from other forums regarding the generalities of Child Protection, including guidance relating to theoretical situations but if unsure workers/volunteers are advised to seek advice from those persons mentioned above.

## **Section 9 – Review of Child Protection policy and procedures**

The Canolfan Ceiriog Centre Child Protection Policy and Procedures will be reviewed and signed off annually by the named Child Protection Officer or board of Trustee/Directors.

Reviewed on: 7 July 2025  
Name: Trevor Bates

Position within Canolfan Ceiriog Centre: Trustee Chair