

Name of policy / strategy / project (the “initiative”):

Child / Young Person Protection Policy and Procedure

Provide a brief summary of the aims and main activities of the initiative: (bullet points)

- To provide detailed guidance for all staff on the management of situations where there is concern for the welfare of children and young people, based upon Government legislation, Local Safeguarding Board guidance and other good practice.
- To ensure staff and contractors are aware of the definitions of child abuse.
- To ensure all staff and those undertaking work on our behalf are aware of their roles and responsibilities in safeguarding children and young people and that this is reinforced by relevant training.
- To encourage appropriate behaviour and protocol for staff and those undertaking work on our behalf when coming into contact with children and young people.

Completed by: Clare Baum

Manager / Team Leader: George Walker

Date: 13<sup>th</sup> November 2009

## STAGE 1: SCREENING

This stage establishes whether a proposed initiative will have an impact from an equality perspective on any particular group of people or community – i.e. on the grounds of race, religion/faith/belief, gender (including transgender), sexual orientation, age, disability, or whether it is “equality neutral” (i.e. have no effect either positive or negative).

**Q 1. Who will benefit from this initiative?** Is there likely to be a positive impact on specific groups/communities (whether or not they are the intended beneficiaries), and if so, how? Or is it clear at this stage that it will be equality ‘neutral’ i.e. will have no particular effect on any group?  
*Please consider all aspects of Diversity including as a minimum: Age, Disability, Gender/Transgender, Race/Ethnicity, Religion/Faith/Belief, Sexuality*

This policy and procedure applies to all children and young people who staff and contractors may come into contact with during the course of their everyday work-related activities. Chevin recognises that there are differences in the way that people relate to and bring up their children, however this policy refers to rights we expect all children and young people to have such as being safe and

healthy. The Policy outlines key definitions of what constitutes child abuse or neglect to staff and others undertaking work on our behalf. The Policy also gives guidelines that will protect both themselves and the child/young person in the event of a suspected case of abuse or neglect. The Policy ensures legal and regulatory guidelines are met when staff are working with children/young people and enable them to provide a better service. We anticipate that the Policy and Procedure will have a positive impact on children and young people who Chevin staff may interact with in all aspects of our activities regardless of age, disability, gender, transgender status, ethnicity, religion or sexuality. It demonstrates our commitment to protecting children and young people and gives guidance on the roles and responsibilities of staff and those working on our behalf who might suspect that a child or young person is being mistreated.

**Q 2. Is there likely to be an adverse impact on one or more minority/under-represented or community group as a result of this initiative?** If so, who may be affected and why: Or is it clear at this stage that it will be equality 'neutral'?  
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This policy is designed to have a positive impact on children and young people, regardless of age, disability, gender, transgender status, ethnicity, religion or sexuality. There is a relevant plan to ensure relevant staff have training and all staff and those working on our behalf are made aware of this policy. We therefore believe that no adverse impact has been identified within this assessment. The draft Policy and Procedure has been passed to outside agencies for comment as part of our consultation process, including local Safeguarding Teams and Social Care (Rotherham.) The external agencies have been able to offer valuable advice relating to content of the policy and procedures.

**Q 3. Is there sufficient data on the target beneficiary groups/communities?** Are any of these groups under or over represented? Do they have access to the same resources? What are your sources of data and are there any gaps?  
*Please consider all aspects of Diversity including as a minimum: Age, Disability, Gender/Transgender, Race/Ethnicity, Religion/Faith/Belief, Sexuality*

Prior to introducing the Child and Young Person Protection Policy and procedure, Chevin had no formal procedure for staff to deal with suspected cases of child abuse or neglect. There are currently no figures relating to how many referrals have been made to Social Care in the past. Introducing the new procedure means that we will be able to keep an accurate, confidential database of referrals in accordance with good practice. It also means that staff have clear guidance relating to what can constitute abuse or neglect. The Strategy gives a clear Staff Code of Conduct that will safeguard all staff who come into contact with children and young people in their everyday work by giving clear expectations about what is expected of them. The Child / Young Person Protection Log plus Referral and Assessment forms that we will use to report suspected cases of abuse will record personal details of the child / young person, including age, gender, ethnicity, religion, disability, special needs, first language, or whether an interpreter or signer is required. This will enable Chevin's Safeguarding Co-ordinators to respond to the child / young person's individual needs in terms of communication and for Chevin to keep an accurate record of personal details on our confidential database for recording and monitoring purposes. Front line staff will undertake training relating to child protection and the procedures outlined in the Policy. In addition, the Property Services Manager is planning a 'Contractors Day' where contractors will be informed about their obligations in terms of Chevin's

Child / Young Person protection policy and procedures, along with other themes and issues.

**Q 4. Outsourced services – if the initiative is partly or wholly provided by external organisations / agencies, please list any arrangements you plan to ensure that they promote equality and diversity.**

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See Q3 above. Contractors will be made aware of their obligations relating to child / young person protection via the Contractors Day that is planned.

**Q 5. Is the impact of the initiative (whether positive or negative) significant enough to warrant a full impact assessment – see guidance? If not, will there be monitoring and review to assess the level of impact over a period of time?**

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We do not consider that a full impact assessment is necessary in light of data currently available. Data and progress will also be reviewed on a six monthly basis, following introduction of the policy and procedure and relevant training.

**Q 6. To be completed at six monthly review** Detail actions taken to assess the level of impact over a period of time, or to address any gaps in data.

*Please consider all aspects of Diversity including as a minimum: Age, Disability, Gender/Transgender, Race/Ethnicity, Religion/Faith/Belief, Sexuality*

#### **Guidelines: Things to consider**

- Where a negative (i.e. adverse) impact is identified, it may be appropriate to make a full EIA (see Stage 2), or, as important, take early action to redress this – e.g. by abandoning or modifying the initiative. **NB** If the initiative contravenes equality legislation, it **must** be abandoned or modified.
- Where an initiative has a positive impact on groups/community relations, the EIA should make this explicit, to enable the outcomes to be monitored over its lifespan.
- Where there is a positive impact on particular groups, does this mean there could be an adverse impact on others, and if so can this be justified? - e.g. Are there other existing or planned initiatives which redress this?
- It may not be possible to provide detailed answers to some of these questions at the start of the initiative. The EIA may identify a lack of relevant data, and that data-gathering is a specific action required to inform the initiative as it develops, and also to form part of a continuing evaluation and review process.

- It is envisaged that it will be rare for full impact assessments to be required. Usually, where there are particular problems identified in the screening stage, it is envisaged that changing the approach at this stage, and/or setting up a monitoring/evaluation system to review a policy's impact over time will tackle the problem.