



Child Protection Policy: **NEURODELICIOUS CIC**

Neurodelicious CIC is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Neurodelicious CIC's commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of



harm and abuse (detailed below). Child protection is everyone's responsibility.

- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

Definitions: Types & Signs of Abuse

Children and Young Person at Risk:

A child or young person who has needs for care and support (whether or not the authority is meeting any of those needs), is experiencing, or is at risk of, abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Children and Young Person Abuse:

Children and Young Person may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are four main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:



- Bullying and cyberbullying
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

Signs of Abuse include but are not limited to:

- Neglect
- Tired/listless
- Unkempt
- Poor hygiene
- Unrelated medical conditions
- Hungry
- Over eats when food is available
- Poor growth
- Poor/late attendance

Emotional:

- Clingy
- Attention seeking
- Over ready to relate to others
- Low self esteem



- Apathy
- Fearful/withdrawn
- Sleep disorders
- Depression/self harm
- Drink/drug/solvent abuse

Physical:

- Unexplained injuries
- Injuries on certain parts of the body
- Injuries in various stages of healing
- Flinching when approached
- Reluctant to change
- Crying/instability
- Afraid of home
- Behavioural extremes
- Apathy/depression
- Injuries that reflect use of an implement
- Bruises / limping / flinching
- Tearful / crying a lot
- Behaviour & character changes
- Cover up with clothing
- Not attending / withdrawal
- Hypervigilance



Sexual:

- Knowledge
- Promiscuity
- Wary of other children and young people
- Running away from home
- Eating disorders
- Depression
- Self harm
- Unexplained gifts/money

Safer Recruitment Policy

Safe recruitment means taking steps to ensure only individuals who are suitable for working with children and young people, whilst keeping them safe from harm and risks, are appointed. The following process will be adopted and applied consistently when appointing a staff member, associate or volunteer.

Advertising

When any form of advertising is used to recruit staff or volunteers, the following information will be reflected:



- aims of the organisation and where appropriate, the particular programme involved
- a detailed role description including the qualities, qualifications and standards required in the successful candidate, and details of the checking procedures to be carried out
- the organisation is an equal opportunities employer, operating within child safeguarding standards

Pre-Application Information

Pre-application information sent to interested or potential applicants will include:

- a job or role description, including roles and responsibilities
- a person specification which clearly states qualifications and experience required
- an application form
- a self-disclosure form (see Recruitment of Candidates with a Criminal Record Guidance)

Application Forms

All applicants, whether paid or voluntary, full time or part time positions will complete an application form, including a full work history. Individuals providing incomplete applications will not be considered.



References

Contact details of two written references (not relatives) are required, one of which should be a previous employer. References will only be taken up when the position is offered to the applicant and will be requested via email and confirmed by telephone. A reference provided by phone only will not be accepted. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children, young people or adults at risk.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults at risk



- The candidate's suitability for this post.
- All appointments are subject to satisfactory references prior to the provisional start date. Please note that should the applicant be unable to provide references within the UK, overseas references and where appropriate, a DBS and / or barring check will be undertaken.

Disclosures

All those with significant access to, or responsibility for, children, young people or adults at risk, will be required to complete an enhanced level DBS check. All advertised roles make clear that the candidate may be subject to a DBS check. The applicant has a responsibility to disclose any previous convictions, in line with the relevant legislation. See our policy for Recruiting Persons with a Criminal Record for more information.

Shortlisting

Shortlisting of candidates will be against the person specification for the post and carried out by a minimum of two staff members.

Interview process



Interviews will be carried out by a minimum of two staff members and will be conducted face-to-face.

Selection methods will be outlined before the interview and candidates will be asked if they need any special arrangements for these.

All candidates will be asked the same questions. Questions will relate to the person specification to explore experience and suitability for the role. The interview will be used to:

- Explore the candidate's suitability to work with children and young people.
- Explore their attitude and their motivations for applying for the role.
- Explore any gaps in work history.
- Check the candidate's identity.

Appointment

The successful applicant will be issued with a conditional offer letter, terms and conditions and all new starter paperwork. It will specify full details and requirements of the position and any probation period (if appropriate). If the role was subject to a DBS check, the applicant will then be asked to complete a criminal record self-disclosure form. The applicant will be informed that the



appointment is subject to satisfactory DBS certificate and two references. Having a criminal record does not automatically prevent you from working with or for the organisation.

All staff and volunteers will undergo a formal induction, which will cover the organisation's Safeguarding and Child Protection Policy and Procedures. Training needs will be established as part of their induction and refreshed on an ongoing basis.

Training

Once recruited, all new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding procedures.

All staff and volunteers receive training and written guidelines on safer working practices.

All staff and volunteers receive training and written guidelines on allegations management and whistle-blowing.

All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person working with the organisation is at risk of harm.

Probation period



All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited.

Neurodelicious CIC will:

- Promote the health and welfare of children by providing opportunities for them to take part in activities safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.



- Regularly monitor and evaluate the implementation of this Policy and these

Procedures.

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Neurodelicious CIC.
- Following any issues or concerns raised about the protection of children within Neurodelicious CIC.
- In all other circumstances, at least every three years.

Important Contacts:

Senior Lead for Safeguarding / Designated Safeguarding Officer:

Name: Oliver Squirrell

Email address: info@neurodelicious.co.uk

Telephone number: 07774533193



Police:

Emergency – 999

Non-emergency – 101

Date Of Last Review of Policy:

1st January 2024