



CHILD PROTECTION POLICY STATEMENT & PROCEDURES

SKATE MOLTON CIC

Last reviewed 6th November 2025

Child Protection Policy Statement & Procedures

Skate Molton CIC abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

The purpose of the policy:

- To provide protection for the children and young people who receive Skate Molton CIC services, including the children of adult members or users,
- To provide staff and volunteers, as well as children, young people, and their families, with guidance on the overarching principles and procedures that guide our approach to child protection.

This policy applies to anyone working on behalf of Skate Molton CIC, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff and students. Failure to comply with this policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from Skate Molton CIC.

Definitions:

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Child Abuse: Children and young people 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 4 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

- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

Safeguarding children: Safeguarding children is defined in Working Together to Safeguard Children 2018 as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Safeguarding as part of the Golden Rules: In safeguarding children, Skate Molton CIC is committed to the principles of Devon Children and Families Golden Rules to make everyone SAFER ([Education and skills websites - SAFER Golden Rules.pdf - All Documents \(sharepoint.com\)](#)) please see Appendix 3.

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

We will seek to safeguard children and young people by:

- valuing them, listening to, and respecting them
- appointing a nominated child protection lead and deputy for children and young people
- adopting child protection best practice through our procedures and a code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for all staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about child protection and good practice with children, young people and their families via leaflets, posters, and one-to-one discussions

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- making sure that children, young people, and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people, and their families, treat each other with respect and are comfortable about sharing concerns
- reviewing our Safeguarding Policy and Procedures annually.

Contact details:

Nominated Child Protection Lead

Name: James Swanson

Phone/email: 07557649753

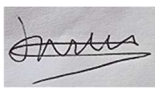
Deputy Child Protection Lead

Name: Verity Hanson

Phone/email: 07753354695

We are committed to reviewing our Safeguarding Policy and good practice annually.

This policy was last reviewed on 06/11/2025

Signed: 

Full Name: James Swanson

Role: Nominated Child Protection Lead

Procedures

Introduction

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by Skate Molton CIC. The procedures recognise that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. Skate Molton CIC is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

Skate Molton CIC is committed to equal opportunities and cultural diversity. We promote relationships with our diverse partners. Skate Molton CIC does not tolerate discrimination for any reason including religion, background, gender, age, sexual orientation, or race.

Procedures:

Section 1	Recognising the Signs and Symptoms of Abuse
Section 2	Guidance on how to respond to a person disclosing abuse
Section 3	Managing Allegations made against a member of Staff / Volunteer
Section 4	Safe recruitment practices
Section 5	Induction and Training for Staff and Volunteers
Section 6	Photography & Filming
Section 7	Internet, social media, and mobile phone acceptable use
Section 8	A Named Person(s) for Child Protection
Section 9	Recording and managing confidential information
Section 10	Whistle Blowing Procedure
Section 11	Disseminating/Reviewing Policies and Procedures
Appendix 1	Definitions of Abuse
Appendix 2	Useful Contacts/Support Organisations
Appendix 3	The Golden Rules
Appendix 4	Incident Report Form

Appendix 5 Child Protection Body Map

Section 1: Recognising the Signs and Symptoms of Abuse

Skate Molton CIC will ensure that identified staff members whether paid or unpaid, undertake appropriate training dependent upon their role to gain a basic awareness of the signs and symptoms of child abuse and recognises how concerns about a child or young person's safety can come to light. For example:

- a child or young person alleges that abuse has taken place or that they feel unsafe,
- a third party or anonymous allegation is received,
- a child or young person's appearance, behaviour, play, drawing, or statements cause suspicion of abuse and/or neglect,
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago,
- a report is made regarding the serious misconduct of a worker towards a child or young person.

Also see Appendix 1 for Definitions of Abuse

Section 2: Guidance on how to respond to a person disclosing abuse

DO's:

- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying,
- Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child what you are doing and when and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.
- Do write down everything said and what was done.

DON'T's:

- Don't make promises you can't keep.
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this.

- Don't cast doubt on what the child has told you, don't interrupt or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.
- Don't do nothing – make sure you tell your Designated Safeguarding Officer immediately – they will know how to follow this up and where to go for further advice.

Section 3: Managing Allegations made against a member of Staff / Volunteer

Skate Molton CIC will ensure that any allegations made against members, or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that the child is safe and away from the person against whom the allegation is made.
- The Nominated Person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person.
- The named person should contact the Local Authority Designated Officer (LADO) on **01392 384964** for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team (**0845 6000388**) can give advice (Monday to Thursday, 5.00pm – 9.00am, Friday to Monday, 4.00pm – 9.00am, Bank Holidays, 24 hours) and/or in the event of an emergency situation arising, the police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or M.A.S.H.
- Regardless of whether an investigation follows, Skate Molton CIC will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

Section 4: Safe Recruitment Practices

Skate Molton CIC will use the following checklist for safer recruitment:

1. Write a clear job/role description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have).

2. Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.
3. Make it clear that your organisation has a commitment to safeguarding and protecting children. You could include this in a job application pack.
4. Where possible have a face-to-face interview with pre-planned and clear questions. Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
5. Check the candidate's identity by asking them to bring photographic ID.
6. Check the candidate actually holds any relevant qualifications they say they have.
7. Apply for a Disclosure and Barring Service check if appropriate to the individual's role.
8. Take up references. Ask specifically about an individual's suitability to work with children.
9. Provide a copy of your organisation's child protection policy and procedures.

Section 5: Induction and Training for Staff and Volunteers

All staff and volunteers will be given details of this policy as part of their induction as well as the health and safety procedures. All new staff and volunteers should be adequately supervised, and their progress reviewed on a regular basis. Skate Molton CIC will identify which staff and volunteers are required to participate in the relevant Child Protection training courses and be responsible for arranging this training and ensuring relevant updating takes place. From this training those staff and volunteers should be able to recognise signs of abuse and know the appropriate reporting systems for this. Information regarding the policy should be disseminated to all involved in the group – young people, parents and carers knowing there is a policy in place and how to utilise this. It should be the role of staff and volunteers to ensure this happens.

Section 6: Photography & Filming

We will not permit photographs, video or other images of children or young people to be taken without the consent of the parents/carers and children. Should Skate Molton CIC require photographs, video or other images of children or young people for our own promotional purposes Skate Molton CIC will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Skate Molton CIC immediately.

Section 7: Internet, social media, and mobile phone acceptable use

Skate Molton CIC understand the importance of emerging technologies for children's education and personal development but recognise that safeguards need to be in place to ensure children are kept safe at all times.

Use of the internet by employees, volunteers, and management committee members of Skate Molton CIC is permitted and encouraged where its use supports the aims and objectives of the organisation.

Skate Molton CIC has a policy for the use of ICT, social media, and the internet whereby employees, volunteers and management committee members must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the Skate Molton CIC by their misuse of the internet

Section 8: A Named Person(s) for Child Protection

Every organisation that works with children or young people should have in place a named person who is responsible for dealing with child protection issues that may arise. A deputy must be made available in their absence. These individuals must be trained in child protection and their responsibilities clearly stated within your procedures. For example:

Skate Molton CIC has an appointed individual(s) who are responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for Child Protection within Skate Molton CIC are:

Nominated Person for Child Protection:

Name: James Swanson

Mobile Number: 07557649753

Email: james@skatemolton.co.uk

Deputy Nominated Person for Child Protection:

Name: Verity Hanson

Mobile number: 07753354695

Email: Verity@skatemolton.co.uk

The role and responsibilities of the named person(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.

- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Section 9: Recording and managing confidential information.

If Skate Molton CIC becomes concerned that a child/young person may be at risk of significant harm, then the organisation has a duty to refer their concerns to the relevant agencies / Multi Agency Safeguarding Hub. Where possible this should be done with the child's/young person's consent, but, if necessary, such consent should be set aside in the interests of the child/young person concerned.

Staff (paid / unpaid) will be responsible for completing the incident report form (in Appendix 3). This is for recording concerns / allegations of abuse, harm and neglect and the person who receives the allegation or has the concern should complete the pro-forma.

Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.

Section 10 Whistle Blowing Procedure (Procedures to deal with in house allegations against other workers/volunteers)

It can be very difficult to report concerns about a member of staff or volunteer, but all staff and volunteers have a duty to do this. It is important that any concerns for the welfare of the child arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately.

As a first step, you should raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach a more senior level of management or contact the Local Authority Designated Officer (LADO) on 01392 384964.

The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child

- behaved towards a child or children in a way that indicated they may pose a risk of harm to children.

Allegations of historical abuse should be responded to in the same way as contemporary concerns. In such cases, it is important to find out whether the person against whom the allegation is made is still working with children and if so, to inform the person's current employer or voluntary organisation or refer their family for assessment.

Should any uncertainty about how to proceed if there was a whistle blowing situation and you need immediate advice, contact the LADO, complete the [notification form](#) or telephone 01392 384964 or email childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk for a notification form.

If you would like to know more about safeguarding procedures and the Devon Children and Families Partnership visit <https://www.dcfp.org.uk/>

Section 11: Disseminating/Reviewing Policies and Procedures

Skate Molton CIC will review this policy on an annual basis, and this will be signed by Chair of Trustee or his/her deputy when the revised policy has been accepted. Any changes/amendments will be clarified and shared with staff and where significant changes appear these must be relayed to parents/carers.

Date that the policy was last amended / reviewed by the Trustee Board: 06/11/2025

Signature of the Chair:

Date of the next Review: 06/11/2026

Appendix 1

Definitions of Abuse

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape, buggery, or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT: Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 2

Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you either speak to your own organisations 'Designated Safeguarding Officer' or the Devon Multi Agency Safeguarding Hub (MASH) both of whom can listen to and record your concern, and then take appropriate action.

In Devon, these are the numbers that you can ring for advice and to make a referral:

- Skate Molton CIC Nominated Safeguarding Lead 07557649753
- Front Door (Formally M.A.S.H) main number: 0345 155 1071
- Front Door (Formally M.A.S.H) Consultation Line: 01392 388 428
- Children's Social Care Emergency Duty Team (out of hours) – 0845 6000 388
- Front Door (Formally M.A.S.H) email: mashsecure@devon.gov.uk
- Devon Education Services: 01392 287223
- Early Help information and downloads: [Early Help – Devon Safeguarding Children Partnership \(devonscp.org.uk\)](https://www.devonscp.org.uk/early-help)
- Front Door (Formally M.A.S.H) – [Making a request for support – Devon Safeguarding Children Partnership \(devonscp.org.uk\)](https://www.devonscp.org.uk/making-a-request-for-support)
- Levels of Need Tool: [Levels of Need – Devon Safeguarding Children Partnership \(devonscp.org.uk\)](https://www.devonscp.org.uk/levels-of-need)
- Front Door information and downloads: [Making a request for support – Devon Safeguarding Children Partnership \(devonscp.org.uk\)](https://www.devonscp.org.uk/making-a-request-for-support) Devon Early Help Team 0345 1551071
- Devon Local Area Designated Officer (LADO) 01392 384964
- Devon Emergency Duty Team 0845 6000388
- [The Devon Children and Families Partnership \(DCFP\)](https://www.devonscp.org.uk/the-devon-children-and-families-partnership)
- **If you have reason to believe that a child is at immediate risk of harm, ring the police on 999**

- NSPCC 24 hour National Child Protection Helpline on 0808 800 5000.

Appendix 3

The Golden Rules

Devon safeguarding golden rules for multi-agency working to safeguard children and young people from harm



Safeguarding is everybody's responsibility

If you work with children, young people and their families or carers you have a responsibility to safeguard. These golden rules will make everyone SAFER.



Share information

- Communicate concerns across agencies involved with the child and family.
- Attend and participate in conferences, core groups, reviews and meetings.
- Do not use data protection as a barrier.
- Seek advice if in doubt.
- Record your decision as to why you share or do not share information.



Assess risk

- Always be child-centred in assessments.
- Use evidence to analyse risk and protective factors.
- Maintain a multi-agency focus, include all children, read the history and identify recurring patterns.



Focus on the child

- Use multi-agency guidance policy and procedures.
- Record the child's wishes feelings and behaviour.
- Listen to what the child is saying.
- Do not take adult explanation of injuries at face value; have the confidence to challenge.
- Plans for children must be SMART.



Evidence all decision making

- All professions must know who to go to with safeguarding concerns.
- Supervision must be regular and robust.
- Managers must have regular oversight of case files.



Recording is paramount

- Records must be legible, accurate, dated, and signed.
- Records must contain up to date information about the child.
- Share records as appropriate.

Appendix 4

Initial Issue/Concern Reporting Form

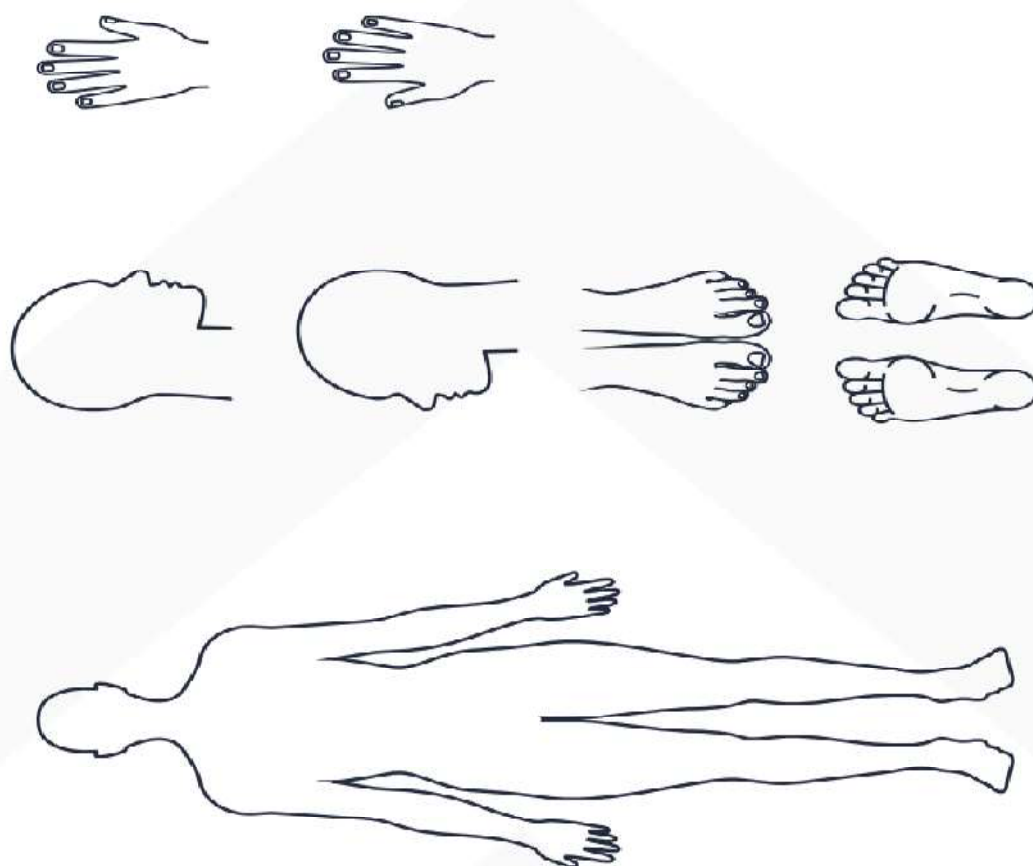
Please provide information on this form, if you have a concern or an issue relating to someone or something at your youth club.

Name of child/adult:	Age/Date of Birth:
Address:	
What is the concern? (include details of the person whose behaviour has raised concerns)	
When and where did this concern/incident occur?	
Do you have any other comments?	
Your name:	Club:
	Club Role:
Address:	Email address:
	Mobile Phone No:

Actions Taken\Log of Communications

(Communications with appropriate persons, Referrals, Dates, Training, Policy reviews)

Child protection body map



Name of child	
Date of birth	
Name of worker	
Date recorded	
Observations	