



## CHILD PROTECTION POLICY

The Thompson & Hardwick Optometrists values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

### **Purposes**

The purpose of Thompson & Hardwick Optometrists is to provide eye care services to all including, but not exclusively children and young people in a safe and welcoming environment.

### **Aims**

- To provide eye care services to include, but not exclusively, eye examinations and contact lens examinations
- To detect and manage appropriately any visual abnormality
- To liaise with the appropriate secondary care services to detect and manage any visual abnormalities detected
- To correct any visual defects that a child may have using the most appropriate and evidence based products / regimens
- To provide the most up-to-date and best possible eye care advice

### **Organisation**

1. Children attending the practice should be formally greeted at reception and sight test forms should be completed by the parent or guardian.
2. Any child or young person should not be attended to without a chaperone (see chaperone policy documents).

### **Child Protection Representative**

The Thompson & Hardwick Optometrists has appointed Drew Thompson as a child protection representative. If any worker has any child safety concerns, they should discuss them with him. He will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;

- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims

### **Personal/Personnel Safety**

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- As such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organiser themselves).
- Teenage assistants should always be supervised.

### **Child Safety**

1. Make sure that the area you are using for activities is fit for the purpose..
2. Make sure that all workers and assistants know
  - Where the emergency phone is and how to operate it
  - Where the first aid kit is
  - Who is responsible for First Aid and how to record accidents or injuries in the incident book
  - What to do in the event of a fire or other emergency
3. Once a year there should be a fire practice
4. Do not let children go home without an adult unless the parent has specifically said they may do so. Never let a child go with another adult unless the parent has informed you that this will happen.

Under no circumstances will workers give a lift home to a young person.

### **New Workers**

Workers and assistants are by far the most valuable resource the group has for working with young people. When recruiting and selecting paid workers and volunteers the following steps will be taken:

- Completion of an application form;
- An interview by two people and a final design made;
- Identifying reasons for gaps in employment, and other inconsistencies in the application;
- Checking of the applicants' identity (passport, driving license, etc);
- Taking up references prior to the person starting work;
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the Criminal Records Bureau;
- Taking appropriate advice before employing someone with a criminal record;
- Allowing no unaccompanied access to children until all of the above have been completed;
- A probationary period of 3 months for new paid workers and volunteers;
- On-going supervision of paid workers and volunteers;
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;
- A nominated child Protection representative on the Management Committee.

### **What is child protection?**

**Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.**

### **What you should do**

1. Listen to the child/young person
2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
3. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
4. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
5. It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
6. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

### **What you should *not* do**

- 1.** Workers/volunteers should not begin investigating the matter themselves.
- 2.** Do not discuss the matter with anyone except the correct people in authority.
- 3.** Do not form your own opinions and decide to do nothing.

### **Things to say or do:**

- 'What you are telling me is very important'
- This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- What you are telling me should not be happening to you and I will find out the best way to help you'
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

### **Things *not* to say or do:**

- Do not ask leading questions - Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

## Appendix A

# Fylde & Wyre Safeguarding

Published on 16/5/14 by Dario Devito | Updated on 14/8/14 by Mark Britton

[www.fyldeandwyreccg.nhs.uk/find-services/safeguarding](http://www.fyldeandwyreccg.nhs.uk/find-services/safeguarding)

As a clinical commissioning group we have a duty to keep children and adults safe by safeguarding and promoting the welfare of children and young people, and protecting adults who may be vulnerable to abuse.

We seek assurances from all health providers from which we buy services on your behalf that they have safeguarding policies and procedures in place. We ask them to provide evidence of how they are meeting essential safeguarding standards and the services provided are monitored regularly.

## Children and young people

Keeping children and young people (those aged under 18) safe by safeguarding them means:

- Protecting children from abuse
- Making sure that a child's health or development is not impaired
- Making sure that children are growing up in a safe environment that provides effective care and development opportunities
- Taking action to ensure that all children have the best chances in life

Abuse can include physical, emotional, sexual abuse and neglect.

If you have concerns that a child is being abused or have concerns about the care they are receiving, you should make a referral to social care by telephoning 0300 123 6720.

## Adults

A vulnerable adult is someone aged 18 years or over who might not be able to take care of themselves, protect themselves from harm or stop themselves from being exploited. This could be because they have a mental health problem, a disability, a sensory impairment, are old or frail, or have some form of illness. Abuse can include physical, emotional, sexual, financial/material abuse and neglect, discrimination or abuse within an institutional environment.

If you think you, or someone you know, is being mistreated or abused, you should make an alert to social care by telephoning 0300 123 6720.

**Appendix B**

## Safeguarding Record Form

|  |  |
|--|--|
| Date   |  |
| Name of person completing this form (CAPITALS) |  |
| Name of child/young person involved (CAPITALS) |  |
| Names of any witnesses involved (CAPITALS)     |  |
| Name of parent/guardian responsible (CAPITALS) |  |
| Contact details                                |  |
| Place of incident                              |  |
| Circumstances of incident                      |  |
| Persons/Authorities informed                   |  |
| Any other comments                             |  |
| Signed   |  |
| Signed by safeguarding officer                 |  |

This policy was adopted by Thompson & Hardwick Optometrists on 17th November 2018

Signed on behalf of the Management by:

Signature 

Name in Capitals MR DREW THOMPSON

Policy review date: 17th November 2020