

Child Protection Document

'YoungDrive' Outdoor Activity Centre

This policy was written and adopted on 19th August 2008
The policy to be reviewed every 3 years on 1st August.

Introduction:

The staff and YoungDrive Management fully recognise the contribution it makes to safeguarding children. We recognise that all staff, have a full and active part to play in protecting those, who use our centre, from harm.

All staff members believe that YoungDrive should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

The aims of this policy are:

This document is concerned primarily with the prevention of abuse and disclosure of abuse whilst in our care; it is also helpful in dealing with abuse occurring outside the provider's environment.

- The Welfare of the child is paramount.
- There is a basic need for everyone involved in provision for children to be aware: That abuse can and does occur.
- To support the child's development in ways that will foster security, confidence and independence.
- To emphasise the need for good levels of communication between all members of staff, schools, youth groups and other centre users.
- To develop a structured procedure within the centre, which will be followed by all members of the YoungDrive team in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the schools, youth groups, police and social services.
- To ensure that all adults within our centre, who have access to children, have been checked as to their suitability.
- To be aware that children and young people are usually abused by someone they know and trust, this could mean a colleague.
- To be vigilant. Abusers go to areas where checks on their background are non-existent / weak, so as centre we will ask questions so as to deter them.
- To take note that there are already several organisations which are expert at dealing with child abuse - staff / instructors are not expected to shoulder the burden.
- To always remember, the consequences of raising a concern which, after enquiries proves to be false, are less harmful than saying nothing.

Our Responsibility

We must accept that prevention of abuse is part of our duty to care for the children/young people with whom we work, and must prepare procedures accordingly. It is not our responsibility to decide whether abuse has taken place, but there is a responsibility placed upon staff to report suspicions to the Social Services Department who then have a statutory duty to investigate.

- Professionals cannot remain anonymous when making referrals, although members of the public can request this.
- We have a designated senior member of staff (Tim Mckay) as Child Protection co ordinator.
- We have a Deputy member of staff (Sue Mckay) who will act in the Designated Person's absence and deal with any child protection issues.
- All members of staff develop their understanding of the signs and indicators of abuse.
- All members of staff know how to respond to a young person who discloses abuse as per procedure.
- All parents/carers are made aware, if they so wish, of the responsibilities of YoungDrive staff members with regard to child protection procedures.
- Our procedures will be regularly reviewed and up-dated.
- All new members of staff will be given a copy of our child protection procedures as part of their induction into YoungDrive.

The Designated Person is responsible for:

- Keeping written records of concerns about a child even if there is no need to make an immediate referral for action.
- Ensuring that all such records are kept confidentially and securely and are separate from general information.
- Ensuring that an indication of further record-keeping in terms of verbal advice given is logged on a specific form.
- Ensuring that any young person who may be at risk is accommodated accordingly in consultation with user groups and their Designated Person.

Procedures

Our facility procedures for safeguarding children will be in line with Welfare Principles of the Children Act 1989, and the Area Child Protection Committee (the Multi agency forum which determines the procedures for child protection and which all agencies including education and schools must follow).

It is not possible for these guidelines to state precisely what staff should do to protect children and young people in every situation. Nor is it the intention of the guidelines that staff should over protect children and young people. Instead this offers a set of principles accompanied by brief guidelines.

TABLE 1 – The Context for Child Protection Work

Context for Child Protection Work -

All children/young people deserve the opportunity to achieve their full potential. They should be enabled to -

- Be as physically and mentally healthy as possible;
- Gain the maximum benefit possible from good quality educational opportunities;
- Live in a safe environment and be protected from harm;
- Experience emotional well being;
- Feel loved and valued, and be supported by a network of reliable and affectionate relationships;
- Become competent in looking after themselves and coping with everyday living;
- Have a positive image of themselves and a secure sense of identity, including cultural and racial identity;
- Develop good interpersonal skills and confidence in social situations.

The Roles and Responsibilities of All Employees

If any person has knowledge, concerns or suspicions that a child or young person is suffering, has suffered or is likely to be at risk from harm, it is their responsibility to ensure that the concerns are referred to Social Services or the police, who have statutory duties and powers to investigate and intervene when necessary. Table 2 outlines what all employees should know about child protection. This document will help employees gain the knowledge.

TABLE 2 – What Everyone Needs to Know

What Everyone Needs to Know

Everyone who may encounter concerns about the well-being or safety of a child(ren) should know:

- What services are available locally, and how to gain access to them;
- What sources of advice or expertise are available, who to contact and how;
- What is in the child protection procedures and their own internal agency procedures;
- When and how to make a referral to the Social Services Department.
- The source of the referred may be disclosed to the family concerned.

WHAT IS CHILD ABUSE?

Overview

Somebody may abuse or neglect a child/young person by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional setting (e.g. school), by those known to them, or more rarely by a stranger. Alternatively a child may abuse another child, for which there is growing evidence to suggest that peer abuse is an increasing concern for children/young people.

Vulnerable Children/Young People at Greater Risk

Abuse can happen to all children and young people regardless of age, gender, race, culture or background. Some children/young people are perceived as being more at risk than others. For example factors such as high stress levels, previous family violence and poor relationships between parents/carers can increase the risk of abuse. Some can be more vulnerable, for example –

- Very young children or children/young people with a learning or physical disability. They may find it more difficult to tell or communicate to people
- Children/young people from ethnic minorities (who could be experiencing racial discrimination) may find it hard to tell someone because they feel powerless.
- Children/young people in sport may be vulnerable because of the possible use of physical contact or through the use of emotional blackmail.

There are four types of child abuse.

Physical Abuse	This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child/young person. Physical abuse may also be caused when a parent or carer deliberately feigns the symptoms of, or deliberately causes ill health to a child/young person whom they are looking after. This situation may be described as fabricated or induced illness. Giving inappropriate drugs or alcohol also constitutes physical abuse.
Emotional Abuse	This is the persistent emotional ill treatment of a child or young person such as to cause severe and persistent adverse effects on their emotional development. Some level of emotional abuse is involved in all types of ill treatment. Emotional abuse occurs in a number of ways such as conveying to a child/young person that they are worthless, unloved, inadequate or valued only in so far as they meet the needs of another person; Imposing age or developmentally inappropriate expectations upon a child/young person; Making a child/young person feel frequently frightened or in danger; Exploitation or corruption of a child/young person; Shouting, threatening or taunting a child/young person; Overprotecting a child/young person, OR conversely failing to give them the love and affection.
Sexual Abuse	This involves forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities such as involving children/young people in looking at or production of pornographic material, involving children/young people in watching sexual activities or encouraging children/young people to behave in sexually inappropriate ways.
Neglect	This is the persistent failure to meet a child's/young person's basic physical and/or psychological needs, this is likely to result in the serious impairment of the child's/young person's health or development. It may involve failing to provide adequate food, shelter and clothing, failing to protect a child/young person from physical harm or danger, constantly leaving a child/young person alone or unsupervised, failing to ensure access to appropriate medical care or treatment, refusing to give affection and attention, or unresponsiveness to a child/young person's basic emotional needs.

The Effects of Child Abuse

The effects of child abuse can be devastating, especially if children/young people are left unprotected or do not have access to people who can help them cope with the abuse. The main effects of abuse are –

- Children/young people may die
- Pain and distress
- Behavioural problems, such as anger and aggressiveness
- School problems
- Developmental delay
- Low self esteem
- Depression, self harm
- Difficulty in forming relationships as adults
- Temporary or permanent injury

THE SIGNS AND SYMPTOMS OF CHILD ABUSE

People working with children and young people on a regular basis may be able to provide an important link in identifying a child/young person who has been or is at risk of being abused. Recognising abuse is not easy. Feelings of shock and anger can interfere with the recognition that abuse is taking place. It is often easy to deny what is happening. The signs and symptoms outlined in the table below may be indicators of abuse.

TYPE OF ABUSE	PHYSICAL SIGNS	BEHAVIOURAL SIGNS
PHYSICAL	<i>Care should be taken in identifying physical abuse, as most children will collect cuts and bruises in their daily life, and certainly through their involvement with sport. Minor injuries are common in sports. The most common areas are the bony parts of the body (e.g. knees, elbows, shins, forehead).</i>	
	You should be aware of the types of injuries that can be caused non-accidentally. They will be part of a recurring pattern, appearing regularly. An important indicator of physical abuse is where bruises or injuries are: <ul style="list-style-type: none"> • Unexplained bruises/injuries; • Untreated bruises/injuries; • Inadequately treated/delayed treatment of injuries; • Injuries/bruises in unlikely areas (e.g. cheeks, behind the ears, thighs). • Bruises that reflect the shape of a hand-mark or fingertips; • Cigarette burns; • Bite marks; • Broken bones; • Scalds; 	Physical abuse may not always be apparent from bruises, fractures or physical signs. Changes in behaviour can indicate abuse. This could be evident in the following behaviour: <ul style="list-style-type: none"> • Fear of parents being contacted; • Aggressive behaviour or temper outburst; • Running away; • Fear of going home; • Flinching when approached or touched; • Reluctance to get changed for sport; • Covering arms and legs when hot (e.g. during hard physical activity or hot weather); • Depression; • Withdrawn behaviour.
EMOTIONAL	<i>This is the most difficult form of abuse to identify. Children that may appear to be cared for may be emotionally abused by being taunted, put down or belittled, or because they receive little or no love, affection or attention from their parents or carers. Coaches should also consider the potential emotional abuse from excessive pressure during training sessions.</i>	
	<ul style="list-style-type: none"> • Failure to thrive or grow, particularly if the child puts on weight in other circumstances (e.g. in hospital or away from home); • Sudden speech disorders; • Developmental delay, either in terms of physical or emotional progress; 	<ul style="list-style-type: none"> • Neurotic behaviour; • Being unable to play, unwilling to take part; • Excessive fear of making mistakes; • Sudden speech disorders; • Self harm or mutilation; • Fear of parents being contacted;
SEXUAL	<i>Children may tell you directly or indirectly that they are being sexually abused. This will have taken enormous courage because it is likely that they will have been threatened by the abuser about what will happen if they tell. Children will tell you because they want the abuse to stop. It is important that you listen to what they tell you and take them seriously.</i>	

	<ul style="list-style-type: none"> • Pain or itching in the genital area; • Bruising or bleeding near the genital area; • Sexually transmitted disease; • Vaginal discharge or infection; • Stomach pains; • Discomfort when walking or sitting down; • Pregnancy. 	<ul style="list-style-type: none"> • Sudden or unexplained changes in behaviour (becoming aggressive or withdrawn); • Apparent fear of someone; • Running away from home; • Having nightmares; • Sexual knowledge beyond the child's age or developmental level; • Sexual drawings or language; • Bed-wetting; • Eating problems such as overeating or anorexia; • Self harm or mutilation; • Children saying that they have secrets that they cannot tell anyone about; • Substance or drug abuse; • Child having suddenly unexplained sources of money; • Taking over parental role at home; • Children who are not allowed to have friends; • Children acting in a sexually explicit way towards adults; • A child telling someone about the abuse
NEGLECT	<p><i>Neglect is likely to result in the serious impairment of the child's development or health. It can go unnoticed for a long time. Children will often mature slowly, and those that are often left alone often, will find it difficult to make friends.</i></p> <ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from other children; • Unkempt state (frequently dirty or smelly); • Loss of weight or being constantly underweight; • Inappropriate dress; 	<ul style="list-style-type: none"> • Being tired all the time; • Frequently late for school or not going to school at all; • Failing to attend hospital or medical appointments; • Having few friends; • Being left alone or unsupervised on a regular basis;

WHAT TO DO WHEN ABUSE HAS BEEN DISCLOSED OR DISCOVERED

Children and young people who are being abused will only tell people they trust and with whom they feel safe. Instructors often share a close relationship with participants and may therefore be someone that a child/young person might like to place their trust. They want the abuse to stop. By listening and taking what a child/young person says seriously you will already be helping to protect them.

What To Do If Someone Tells You That They Or Another Child/Young Person Is Being Abused

PART 1

1. Don't panic. React calmly so as not to frighten the child/young person;
2. Show that you have heard what they are saying, and that you take their allegations seriously, and that they were right to confide in you;
3. Reassure them that they are not to blame;
4. Encourage them to talk, do not prompt or ask leading questions. Do not interrupt them when they are recalling significant events. Don't make them repeat their account. Make sure you understand what they are saying;
5. Be honest straight away and explain what actions you may have to take, in a way that is appropriate to their age and understanding;
6. Do not promise to keep what you have been told a secret, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust;
7. Do not allow shock or distaste to show;
8. Write down what you have been told, using exact words if possible;
9. Do not confront the abuser;

PART 2: YOU MUST THEN -

1. Report your concerns to your designated named Child Protection Officer or in their absence the deputy child protection officer;
2. Write down all you have been told or seen on an incident form;
 - The reason for the concern
 - What was said or witnessed and details of any other persons present
 - Dates and times of incidents and when the notes were made
 - Date, time and outcome of any discussion with the parent or carer.
 - Date, time and outcome of any discussion with the Head teacher, social services staff or other relevant professionals consulted
2. Telephone the Duty Social Worker at the Child Protection Office immediately. Do not delay; this must be done **within 24 hours**. Telephone (01293) 895100. The out of hours no. is (01903) 694422
3. You must then complete a referral form that is provided in the site child protection file. This must be sent to Social Services within **2 working days** including details of the date, time, place and people who were present at the discussion;
4. Don't worry that you may be mistaken. You will always be taken seriously by Social Services. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.

What to do if you suspect that a child/young person is being abused

If you have concerns that a child has been abused, for example you may have noticed a significant change in their behaviour, or they have consistent bruising in the shape of a hand print on the back of their thigh, but they have not disclosed this to you, then you must follow the guidelines set out in part 2 above.

What to Do If the Behaviour of Any Adult towards Children or Young People Causes You Concern This Includes Colleagues and Members of the Public

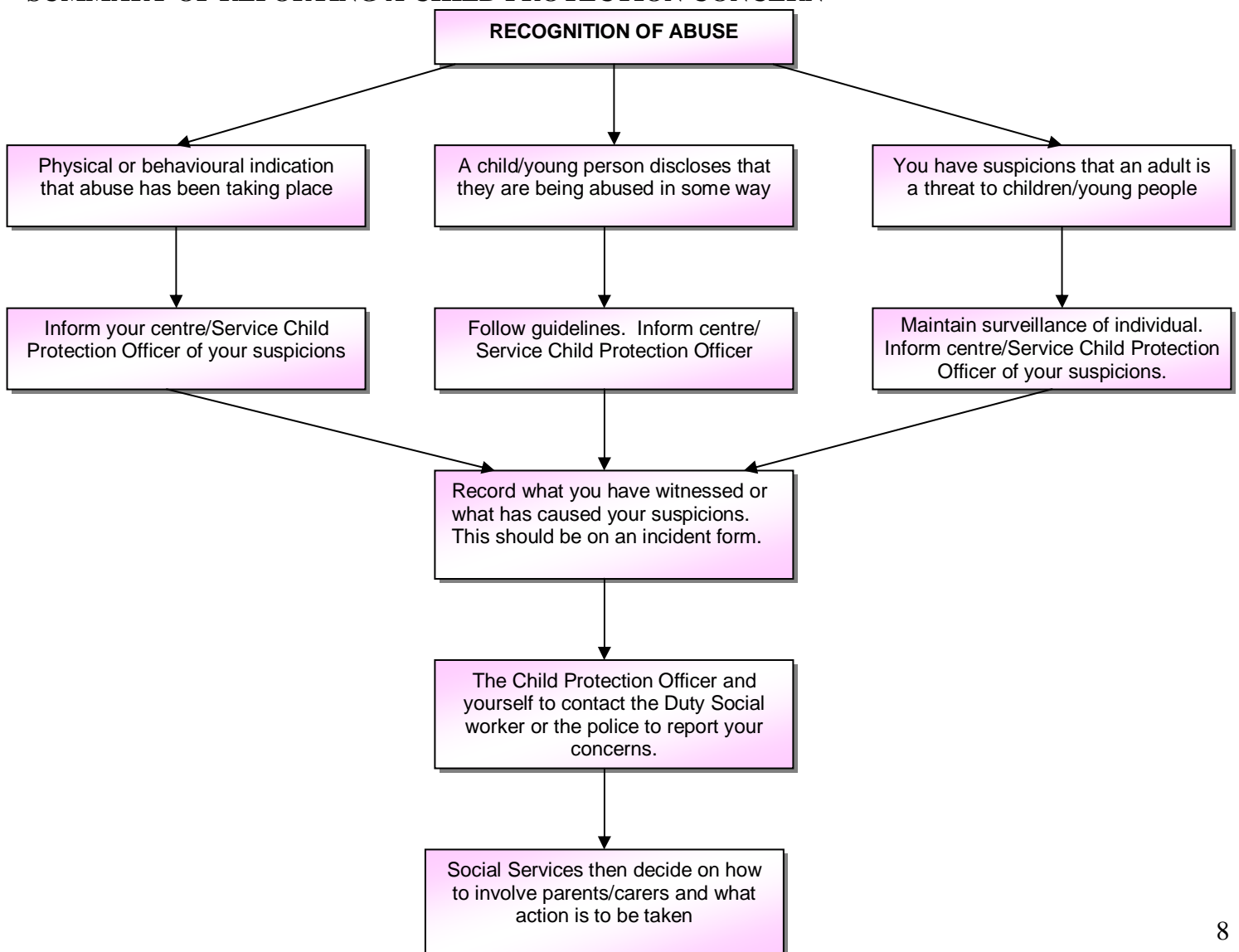
1. Do not dismiss your concerns;
2. Do not confront the person about whom you have concerns, this could place the child at greater risk;
3. If it is a person with professional responsibility for children or young people at your workplace, discuss your concerns with that persons manager immediately. The person in charge should then take action.

If you feel that this is inappropriate, or you are not satisfied with the response that you get, contact the Social Services Duty Officer. Telephone –(01293) 895100. The out of hours number is (01903) 694422;

4. It is very important that you do not dismiss or ignore suspicions about an other professional or adult;
5. It is advisable that you keep a record of all your concerns. We strongly advise that you complete an incident form recoding all details of you suspicions about any particular adult (be it a colleague or a member of the public).

If a child/young person claims an allegation of abuse from a colleague a referral must be made as in section. However the incident must be reported immediately to the facility/service manager and follow the guidelines of the above table.

SUMMARY OF REPORTING A CHILD PROTECTION CONCERN



Allegation Of Abuse Against A Colleague, Or If You Have Concerns About The Behaviour Of A Colleague Towards Children/Young People.

If a child/young person claims an allegation of abuse from a colleague a referral must be made, however the incident must be reported immediately to the centre manager.

Likewise if you have concerns about the behaviour of a colleague or have witnessed unsuitable behaviour of a colleague you should report immediately to your manager.

What Happens Next

The Duty Social Worker will report to the County Child Protection Co-ordinator. They will report to the Senior Management Team within Social Services, consider the referral and co-ordinate a response. This includes notifying the relevant senior manager at your centre and discussing the referral with the police.

The County Child Protection Co-ordinator will consider, with the police, whether immediate suspension of the member of staff is needed to safeguard children. If this is necessary, the relevant senior manager in your facility will be notified without delay.

At the earliest opportunity, after consultation with the police, and provided it does not prejudice the criminal investigation, the member of staff must be informed by their line manager verbally and in writing that an allegation of abuse has been made.

Site Child Protection Files

- Each leisure facility/service must have a site Child Protection File. This will contain copies of –
 - This document
 - Child Protection training record for all staff
 - Blank referral forms
 - Blank incident forms
 - Completed copies of referrals will also be kept in the file
 - Use of Photography/recording equipment consent forms and badges
 - Useful contact numbers

Recruitment of Staff and Instructors

- All new full time staff will have to complete a job application form, and under go an interview
- All staff must have a current and valid Enhanced CRB check.
- Two references must be obtained (one of these must be from their current or last employer). For Full time staff only
- The member of staff (for that working directly with children) must have the appropriate training, or qualifications for example Archery instructors must be GNAS qualified. Copies of qualifications must be retained on that individuals file.
- Staff directly involved with working with children or young people should be first aid trained. Copies of qualifications must be retained on that individuals file.
- All staff should have received Child Protection Training, including reading this document, fitting harness and helmets and assistance in entry and exit of vehicles. All staff must sign to say they have received a copy of this document and that they understand the importance of the document.

Training Of Staff and Instructors

- Training will be provided bi-annually (in August and February) and will cover the running of all activities to a set standard
- All new staff will work as ‘junior’ instructors and be closely monitored before leading an activity.

- All staff must attend one course annually as a refresher.
- All new staff must have an induction; this must include Child Protection Training and informing the member of staff who the child protection officer is for that Facility.
- The delegated Child Protection Co-ordinator will ensure that a training record of all staff that have attended/need to attend a course is kept.

Photography/Video Policy

Historically some photography and video use has always taken place at the centre to record events such as birthday parties and youth groups. However the use of today's modern digital camera's often with video, and now the generation of mobile phones presents the opportunity for misuse. The magnification and manipulation that is possible with today's digital pictures and the fact that there is no need for third party to print images causes great concern. Images taken with a mobile phone can in seconds be transmitted on to the World Wide Web. The following policy is to be followed.

- A notice must be placed around the site clearly stating that photography and the recording of images is only allowed from parents or guardians or with the written authorisation of the centre management.
- The poster will also ask users of the site to be vigilant and report any suspicions to a member of staff. The Centre manager will then be notified to act upon this.
- The procedure for obtaining consent should be written down and recorded. And should include-
 - The name, address and phone number of the person taking the photo/video;
 - The name of the subject;
 - The relationship of the photographer to the subject;
 - Signed permission from the subjects parent or guardian;
 - The reason or use the images are being or intended to put to;
 - A signed declaration that the information provided is valid and that the images will only be used for the reasons given.
- Photography is forbidden in the following areas –
 - All changing rooms;
 - Toilets.

Photography by Leisure and Community Development Services Staff

In some circumstances such as special events the centre will require photos for publicity purposes. In such cases when using the photos the following guidelines must be followed –

- Do not use the name and the surname of the child/young person alongside the photo.
- If the person is named, avoid using a photograph.
- Written parental consent must be given to use the photo. If this is a school, or youth group activity, check that the school/youth group already has consent.

Staff Ratio's for Activities

- Ration's for activities will be dependent on the nature of the activity and the qualification level of the instructor of staff.
- In the case of outdoor activities will always be, at least 1:10, preferably 1:6.
- Staff will be entitled to coach sessions alone. However they must take in to consideration, that they must never be in a situation where there are alone with a child. They must be in full view of all children at all times.

Supervision of Staff Policy

Good management supervision can prevent and/or detect abuse. Supervisors should take or create opportunities for observing members of staff whilst they are working with children. Supervisors should talk to staff about their working and personal relationships with the children with whom they come into contact.

Setting up supervision arrangements will give an opportunity to observe staff and at a number of levels. It will allow you to assess their competence in performing tasks and also to observe the development of relationships with co-workers and in particular relationships with children.

You should be alert to any exceptional treatment, favourable or unfavourable, of particular children and have arrangements for dealing with inappropriate conduct by workers. This could be by exploring the relationship further with the staff member. If the supervisor is not convinced by talking with the staff member that the child's welfare is secure, they should talk confidentially with other staff or volunteers and with the child concerned. The supervisor should not drop the issue until they are reassured that there is no possibility of abuse. Good supervision is a useful form of ensuring staff are working effectively. The prevention of abuse should be seen as one part of that process.

Good Practices for Staff and Instructors

-Safe working Practices

It makes sense to use the following practices when working with children, not only to safeguard the children but also staff from false allegations of abuse.

- Always be publicly open when working with children. Avoid situations where you and individual children/young people are completely unobserved. For example do not be alone in a changing room with a child.
- If any form of manual support for coaching is required, it should be provided openly. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered. You must inform the child prior to handling them why you need to do so, and if the parent is present inform them too.
- As a general rule, it is not necessary to spend excessive amounts of time alone with children away from others:
 - **NEVER** take children to the bus or caravan where they will be alone with you;If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the parent / guardian.
- Don't be over friendly to children because even innocent genuine actions can easily be misrepresented.
- The excitement and thrill of success in competition or succeeding at a particular move means emotions run high and spontaneous gestures are inevitable. However you must discourage children from over-enthusiastic embraces, hugs, kisses and other gestures. Likewise restrain your own emotions and any congratulatory pats and slaps should be for the back only.
- You should never:-
 - Engage in rough, physical or sexually provocative games, including horseplay;
 - Allow or engage in any form of inappropriate touching;
 - Allow children to use inappropriate language;
 - Make sexually suggestive comments to a child, even in fun;
 - Do things of a personal nature for children that they can do for themselves. However it will be necessary for staff to do things of a personal nature for children, such as fitting safety harness and crash helmets. In such circumstances it is advisable for two adults to be present. These tasks should only be carried out with the full understanding and consent of parents/group leaders and children involved.

- If you accidentally hurt a child, he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misrepresents something you have said or done, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents / guardians should be informed of the incident.

Misconduct Against Yourself

What to do if misconduct is attempted against yourself ?

1. Tell the child to stop at once and also tell others present what happened.
2. If those present actually saw what happened tell them that you will need them as witnesses.
3. If the misconduct continues, again tell the child to stop and move away.
4. Keep a record of the date, time and place and a note of what happened plus a list of any witnesses. Ask witnesses to do the same.
5. Check whether any colleagues have suffered similar behaviour from the child and ask them also to keep records.

For your own protection you must inform the Centre Manager about the incident

The Responsible Staff Member or Instructor

- You must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- You must place the well-being and safety of the child/young person above the development of performance. You must develop an appropriate working relationship with children/young people, based on mutual trust and respect. .
- You must encourage and guide children/young people to accept responsibility for their own behaviour and performance.
- You should hold an up to date and nationally recognised governing body qualification where available.
- You must ensure the activities that you direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- You should, at the outset, clarify with the child/young person (and where appropriate with their parents) exactly what is expected of them and what the child/young person are entitled to expect from you. A contract may sometimes be appropriate.
- You should always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- You must consistently display high standards of behaviour and appearance.

USEFUL CONTACT NUMBERS

NAME	WHAT FOR	CONTACT NUMBER	OUT OF HOURS
Children's Social Services	Reporting Initial Disclosures / Concerns / Allegations, making referrals	Crawley Centenary House County Buildings Woodfield Road Crawley RH10 8GN Phone: (01293) 895100	01903 694422
East Grinstead Police Station	Concerns about suspicious adults Threatening Behaviour from others	Non-Emergencies: 0845 60 70 999 Minicom Hearing impaired & speech impaired - 01273 483435 Texting* Hearing impaired & speech impaired - 07786 208090 Emergencies - Always dial 999	
Head office Child Protection Unit	Child Protection Enquiries	Adults and Children directorate Room 219 The Grange, County Hall Chichester PO19 1QT. Phone: 0845 075 1007 Textphone: (01243) 642077	
NSPCC Helpline	The NSPCC operate a free phone help line which can provide guidance 24 hours a day.	Tel:0808 800 5000	

Helpful Websites:

- www.dfes.teachernet.gov.uk

Further reading:

- ACPC Child Protection Procedures
- Working together to safeguard Children (Dept of Health, DFES, Home Office 1999)
- The Children Act 1989
- The Assessment Framework (DOH, DFES, HO 2000)
- What to do if you are worried a child is being abused (DOH, DFES, HO 2003)
- DfES Circular 10/95 Child Protection: The Role of the Education Service
- NEOST Employers Bulletin 476