Safeguarding and Child Protection Policy

Introduction

The purpose of this policy is to outline the duty and responsibility of volunteers and trustees working on behalf of The Campbell Burns Metabolic Trust (hereafter known as CBMT) in relation to child protection procedures.

The key objectives of this policy are:

To explain the responsibilities CBMT and its volunteers and trustees have in respect of child protection.

To provide volunteers and trustees with an overview of child protection.

To provide a clear procedure that will be implemented where child protection issues arise.

Context

For the purpose of this document a child is defined as a person under the age of 18 (The Children's Act 1989)

The welfare of a child is paramount. No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs. All children have the right to protection from all forms of abuse including exploitation, neglect, physical and mental abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.

Legal Framework

This guidance reflects the principles contained within the United Nations Convention on the Rights of the Child (UNCRC) ratified by the United Kingdom in 1991 and the Human Rights Act 1998.

The Children's Act 1989 sets out the legislative framework for safeguarding and promoting the welfare of children and the Children's Act 2004 underpins the Every Child Matters, Change for Children programme.

The role of volunteers and trustees

All volunteers and trustees working on behalf of CBMT have a duty to promote the welfare and safety of children.

The CBMT Child Protection Policy will be reviewed, approved and endorsed by the board of trustees annually or when legislation changes. The policy applies to all trustees and volunteers.

Volunteers and trustees may receive disclosures of child abuse and observe children who are at risk. This policy will enable staff/volunteers to make informed and confident responses to specific child protection issues.

What is Child Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children (Working Together to Safeguard Children 2006)

The 'Working Together to Safeguard Children' guidance published by the Government defines four categories of abuse as follows.

Physical Abuse

This 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 or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

This 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 a child that they are worthless, unloved or inadequate. It may involve bullying, causing children to feel frightened or in danger.

Sexual Abuse

This type of abuse involves forcing or enticing a child to take part in sexual activities, including prostitution whether or not the child is aware of what is happening. Examples of physical contact include penetrative acts (rape, buggery or oral sex) or non-penetrative acts kissing, fondling, masturbation. It may include non-contact activities involving children in looking at or be involved in sexual online images and or encouraging children to behave in sexually inappropriate ways.

Neglect

This is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment to the child's health and development. It can include failing to provide adequate food, clothing and shelter, adequate supervision or failing to provide medical help when needed.

Procedure in the event of a disclosure

It is important that children are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

This procedure must be followed whenever an allegation is made that a child has been abused or when there is a suspicion that a child has been abused.

Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the child.

If the complainant is the child, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and any court proceedings.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

This should include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the child who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation

Responding to an allegation

Any suspicion, allegation or incident of abuse must be reported to the Designated Child Protection Officer on that working day where possible.

The Designated Child Protection Officer shall telephone and report the matter to the appropriate local social services department duty social worker. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant local authority Social Services department within 24 hours.

Responding appropriately to a child making an allegation of abuse

Stay calm.

Listen carefully to what is said.

Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.

Tell the child that the matter will only be disclosed to those who need to know about it.

Allow the child to continue at her/his own pace.

Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.

Reassure the child that they have done the right thing in telling you.

Tell them what you will do next, and with whom the information will be shared.

Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated child protection officer.

Confidentiality

Child protection raises issues of confidentiality which should be clearly understood by all.

Volunteers and trustees have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigative agencies.

Clear boundaries of confidentiality will be communicated to all. All personal information regarding a child will be kept confidential except when; it is suspected that a child under 18 years is the victim of abuse.

If a child confides in a volunteer or trustee and requests that the information is kept secret, it is important that the volunteer/trustee tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's own sake.

Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it.

Where possible, consent should be obtained from the child before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child is the priority.

Where a disclosure has been made, the volunteer/trustee should let the child know the position regarding their role and what action they will have to take as a result.

The volunteer/trustee should assure the child that they will keep them informed of any action to be taken and why. The child's involvement in the process of sharing information should be fully considered and their wishes and feeling taken into account.

Child Protection issues are highly sensitive and staff who receive information about children or their families in the course of their work should share that information only within appropriate professional contexts. All child protection records should be kept secure.

The Role of Key Individual Agencies

Social Services

The Children's Act 1989 gives Local Authority Social Services the primary responsibility for the care and protection of abused children and children at risk of abuse. It is their statutory duty to ensure that there is an investigation in cases of suspected abuse or significant harm.
To take action to protect the child and to promote the welfare of the child.

Social Services also convene Child Protection conferences and manage the Child Protection Register.

Leicestershire First Response Children's Duty Team (details correct as of 17 September 2026)
To report concerns - phone 0116 305 0005. You may be directed to an online form at Multi-Agency Referral Form for Early Help and Social Care services (MARF) | Leicestershire County Council Professional Services Portal to make a referral.

Police

The overriding concern of the Police in child protection is the welfare of the child. Their general duties are to investigate crimes as well as a duty to prevent offences being committed and to protect those at risk of harm. The Children's Act 1989 permits
the Police to take a child into police protection; where there is reasonable cause to believe that he/she would otherwise be at risk of significant harm.

Police and Social Services will work jointly where it is likely that criminal proceedings will be brought against the perpetrator of the abuse.

Leicester Police tel: 101 (correct as of 17 September 2026)

NSPCC

The NSPCC pursues its objective of identifying and preventing child abuse through consultation and cooperation with Social Services. They are identified as an' authorised person' under the Children Act 1989. NSPCC runs national Child Protection Helplines.

Child Protection Officers of the NSPCC are required to initiate procedures that ensure their own appropriate response to any complaint or request for help on all matters concerning children.

NSPCC 0808 800 5000 (24 hours) (correct as of 17 September 2026)

Role of designated child protection officer

The role of the designated officer is to deal with all instances involving child protection that arises within CBMT. They will respond to all child protection concerns and enquiries.

The designated Child Protection Officer for CBMT is Rebecca Burns (to be reviewed annually). Where the Child Protection Officer is unavailable, she will designate that role to a deputy, Sarah Groves.

Use of photographic/video equipment

Consent to take and use images of children should be obtained prior to the taking of photographs and or video footage. Parents/carers should be made aware of when, where and how the images may be used to give their informed consent. When photos from families who have been supported by the charity are used in promotional material, consent will be sought before the images are used.

Internet Links

www.childline.org.uk
www.ceop.gov.uk/reportabuse/index.asp

Designated Child Protection Officer: Rebecca Burns
Deputy: Sarah Groves
Version: 9.0
Date: 17 September 2026
Policy Owner: Mark Burns/Rebecca Burns