

# Merton Mencap Standards

## No 2. Child Protection

### Our statement:

Merton Mencap believes it is always unacceptable for a child to experience abuse of any kind. Merton Mencap is committed to protecting and promoting the safety of the children with whom it works.

### Our basic commitments:

- We have a written commitment to safeguarding children: This is our *Safeguarding Children Policy and Procedure*
- This policy and procedure includes a written *Safeguarding Code of Conduct* which every member of staff (employees, bank workers and volunteers) must agree to
- This policy and procedure shows we have identified a named person at Merton Mencap responsible for child protection, who is easily contacted, plus arrangements for cover if that named person is not available
- This policy and procedure shows clear written procedures for dealing with situations where a child says that he/she is being abused or neglected, or is showing signs of harm
- This policy and procedure sets out or refers to procedures for dealing with situations where allegations of abuse are made against someone in our charity or elsewhere

- We have a written *Whistle-blowing Policy and Procedure*

### Our additional commitments

- All our staff (employees, bank workers and volunteers) are provided with our 'Staff Induction & Handbook' which includes details of our policies and procedures, including safeguarding
- All job/role descriptions and person specifications for roles involving working with children include a requirement for safeguarding
- All sets of interview questions for roles involving working with children include questions relating to safeguarding
- We conduct DBS disclosures for all staff (employees, bank workers and volunteers) working with children and require two satisfactory references
- We ensure all staff (employees, bank workers and volunteers) who work with children receive an induction and safeguarding training, appropriate to the level of their role
- All team meetings include safeguarding as an agenda item
- All Executive Committee Meetings (board of trustees) include safeguarding as an agenda item
- We provide the means for all children who use our services to tell us what they think of us

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### Record of adoption and review of this Standard:

Adopted: 2 June 2011  
Reviewed: 29 April 2014

