

## **Child Protection Policy – Easy Read Version**

### **Keeping Children Safe at Llanelli Centre for the Deaf**

We care about **children and young people** and want to make sure they grow up **happy, safe, and supported**.

#### **Who to Talk To**

If you **have a concern**, speak to our **Child Protection Officers**:

✓ **Kaz Jefferies**

✓ **Angharad Rees**

Their names are on the **notice board**. You can also find a copy of this **policy** in paper and digital formats.

If your concern is **about Kaz or Angharad**, or you feel your concern **was not handled properly**, please speak to the **LCD Secretary or the Chairman**.

#### **Why We Have This Policy**

We want to: ✓ **Provide a safe place** for children and young people.

✓ Offer **fun activities** like craft club, gardening club, youth club, church services, and social events.

✓ **Help children grow, learn, and feel included.**

✓ Support children to **express themselves**.

✓ Make sure all children **feel valued and safe** in their community.

#### **Who Helps Keep Children Safe?**

Our **Child Protection Representative** makes sure: ✓ **This policy is followed correctly.**

✓ They are the **first point of contact for concerns**.

✓ Any concerns are **written down and reported**.

✓ The **Management Committee and Local Authorities** are informed if needed.

✓ **Staff and volunteers get supervision and support.**

- ✓ Everyone **knows who the Child Protection Representative is.**

### **Registration and Consent**

- ✓ Every child must be **registered** before joining the Centre.
- ✓ Parents/guardians must **fill out a consent form** with emergency contact and health details.
- ✓ An **attendance register** must be kept for every session.

### **Trips and Outings**

- ✓ Before a trip, a **trip consent form** must be completed by **parents/guardians.**
- ✓ There must be **insurance for all activities.**
- ✓ Workers **can only give a child a lift home** if parents request it **in writing.**
- ✓ In **emergencies**, volunteers may offer help, but only in line with **safe practices.**

### **Keeping Children Safe – Key Rules**

- ✓ **Children under 16 should never be left alone.**
- ✓ **Avoid being alone with a child** for a long time. If needed (for first aid or if a child is upset), let **another worker know.**
- ✓ **Teenage assistants must be supported** by a DBS-checked adult volunteer.
- ✓ **Volunteers must never arrange private meetings** with children outside activities.

### **Safety in Our Building**

- ✓ The activity area must be **safe** (e.g., no dangerous furniture).
- ✓ Workers must know:
  - **Where the first aid kit is.**
  - **Who is responsible for first aid.**
  - **How to record accidents.**
  - **What to do in a fire or emergency.**
- ✓ **Fire drills must happen every term.**
- ✓ **Children must only leave with approved adults** (with written consent).

## **New Staff and Volunteers**

We choose staff and volunteers carefully by: ✓ **Checking applications** and interviews.

✓ **Doing identity checks** (passport, driving license, etc.).

✓ **Getting references before they start.**

✓ **Ensuring DBS checks** are done if needed.

✓ **Providing supervision and training.**

✓ **Giving new workers a probation period of 3 months.**

✓ **Making sure volunteers follow safe practices.**

## **What Is Child Protection?**

Child protection means **protecting children from harm, abuse, or neglect.**

✓ **Always listen** to concerns – **never say "it can wait".**

✓ **Never promise to keep secrets** if someone is in danger.

✓ **Take concerns seriously** and write down **exactly what was said.**

✓ **Do not investigate yourself** – report concerns to the **Child Protection Officer.**

✓ Speak to **Local Authorities, NSPCC, or the Police** for urgent help.

## **What You Should NOT Do**

✗ Do **not** talk about concerns with people who are not in charge.

✗ Do **not** investigate the issue yourself.

✗ Do **not** ignore concerns.

✗ Do **not** make false promises.

## **Helpful Things to Say**

✓ "What you are telling me is important."

✓ "This is not your fault."

✓ "I am sorry this happened to you."

✓ "You were right to tell someone."

✓ "I will find the best way to help you."

### **What NOT to Say**

✗ "Are you sure?"

✗ "Why did this happen?"

✗ **Do not show shock or disbelief.**

### **How to Complain**

If you feel a **child protection issue** was **not handled properly**, please **write a letter** to **Angharad Rees the LCD Secretary or the Chairman**

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