

Multi-Cultural Family Base

Child Protection Policy

This policy applies to Board members, staff, students and volunteers who all have responsibilities for protecting children and young people.

It is to be used in conjunction with the Edinburgh, Lothian and Borders Executive Group Inter-Agency Child Protection Procedures and it is essential that any action taken under this policy is compliant with the ELBEG Procedures. These can be found on the duty computer desktop and in the shared drive 'Fred'. The following is a hyperlink to the relevant City of Edinburgh webpage.

http://www.edinburgh.gov.uk/internet/Council/Council_publications/Council_policies_and_plans/CEC_child_protection_procedures

The policy should also be used in conjunction with MCFB's Policy on Recording and Confidentiality. MCFB seeks always to work openly with families but will share information even without consent where the needs of a child or vulnerable adult require this.

MCFB works with vulnerable children and young people 'in need' and their families. We aim to build children and young people's resilience by working alongside their families, in flexible and culturally sensitive ways, to promote self-esteem and social skills. We work with parents to enhance their parenting skills and support them in meeting their children's needs and promoting their well-being. This work is complex and it is always important that our work is properly supported and supervised. Sometimes there will be situations which raise concerns about risk of harm to a child or vulnerable adult, and in any such situation it is imperative that immediate advice is sought from a senior worker within MCFB.

- If a concern arises when on duty, immediate advice should be sought from the duty senior, who will either be in the office or contactable by mobile phone. Duty seniors' mobile phone numbers are available on the duty computer desktop under the file marked 'duty desk stuff' and in induction packs. If unable to contact the duty senior contact should be made with any other senior member of staff.
- If a concern arises in the course of your work with a child, a family, or in group work, you should again seek advice at the earliest opportunity.

- If this is out of hours, you should have a duty senior contact number in line with the 'lone working policy' and should contact that person as soon as possible.
- The duty senior will make the decision about the best course of action to take and whether a referral under the ELBEG Procedures is appropriate.
- If there are circumstances in which you are unable to contact the duty senior or other senior member of staff then referral should be made during office hours to the local Social Work Centre or out-of-hours to the City of Edinburgh Emergency Social Work Service on 0800 731 6969
- In all cases, it is important to remember the following key principles:
 - Observe carefully all the circumstances and/or behaviour which is causing concern
 - Talk to a senior member of staff, usually the duty senior, as soon as possible
 - Carefully record your observations and actions in accordance with the MCFB policy on recording and confidentiality.

Should any Board or staff member, student or volunteer have any concerns that the conduct of any other Board or staff member, student or volunteer could jeopardise the safety or wellbeing of any person, this should be reported in line with MCFB's Whistleblowing Policy.

8/2/08