

Three Wheels & London Shogyoji Trust

Child Protection Policy

All residents of Three Wheels and volunteers who help with children's activities such as Spring School, Children's Meeting, Students' Meeting and so on, should be made aware of this Child Protection Policy.

For the purposes of this document a 'child' is someone under the age of 18 years.

1. Introduction

We in the Three Wheels Temple community and London Shogyoji Trust are committed to protecting children from harm.

Residents, ministers, trustees, volunteers and parents within this organisation accept and recognise our responsibilities to develop awareness of issues which cause children and young people harm. We will endeavour to safeguard children and young people by:

- Having a code of behaviour for residents, ministers, trustees, volunteers;
- Sharing information about child protection with residents, ministers, trustees, volunteers and parents; and
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.

We are also committed to reviewing our policy and good practice on an annual basis.

2. Statement of Intent

It is the policy of the Three Wheels Temple community and London Shogyoji Trust to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm. This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any Three Wheels activities. Residents, ministers, trustees, and volunteers and parents should at all times show respect and understanding for individuals' rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of the Three Wheels Temple community.

3. Guidelines for Three Wheels Temple community and London Shogyoji Trust residents, ministers, trustees, volunteers and parents:

a. Attitudes

Residents, ministers, trustees, volunteers and parents are committed to:

- Treating children and young people with respect, dignity and compassion;
- Always listening to what a child or young person is saying;
- Valuing each child and young person;
- Recognising the unique contribution each individual can make;
- Encouraging each child or young person; and
- In every situation, bearing in mind the limitations and constraints on their individual standpoint.

b. Good Example

Residents, ministers, trustees,volunteers and parents will endeavour to:

- **Provide an example, which we would wish others to follow;**
- **Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people; and**
- **Respect a young person’s right to privacy.**

c. One to one contact

Residents, ministers, trustees, and volunteers will:

- **Not spend excessive amounts of time alone with children, away from others. Residents, ministers, trustees, volunteers should try to always be visible to others in their contact with children;**
- **In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible; and**
- **If privacy is needed, ensure that other residents / ministers / trustees /volunteers/parents (as appropriate) are informed of the meeting and its whereabouts.**

d. Physical contact

Residents, ministers, trustees,volunteers and parents should never:

- **Engage in sexually provocative or rough physical games, including horseplay;**
- **Do things of a personal nature for a child or a young person that they can do for themselves. (If such an incident arises, for example, where a child or young person has limited mobility, residents / ministers / trustees /volunteers/parents (as appropriate) should seek assistance from the child’s accompanying parent(s) / school teacher (etc) to deal with such an incident); or**
- **Allow, or engage in, inappropriate touching of any kind.**

e. General

Residents, ministers, trustees, volunteers and parents should:

- **Be aware that someone might misinterpret our actions no matter how well intentioned;**
- **Never draw any conclusions about others without checking the facts;**
- **Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes; and**
- **Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun.**

f. Relationships

Residents, ministers, trustees, volunteers and parents who are involved in relationships with other Residents, ministers, trustees, volunteers and parents should ensure that their personal relationships do not affect their role within Three Wheels community or the work of the London Shogyoji Trust.

g. Sharing information

Good communication is essential in any organisation. In Three Wheels every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the Trustees and Directors to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

h. Parents

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We will achieve this by:

- **Publishing a full copy of the Child Protection Policy on the website;**
- **Publishing the names and contact details of the Designated Child Protection Person(s) and how to make a complaint on the website.**

i. Residents, ministers, trustees, and volunteers

As an organisation, which offers support and guidance to children and young people, it is imperative that each resident / minister / trustee /volunteer of the Three Wheels is aware of their responsibilities with regard to Child Protection and has a working knowledge of the Three Wheels Child Protection Policy.

j. Procedures for reporting allegations or suspicions of abuse

In any case where an allegation is made, or someone in Three Wheels has concerns, a record should be made. Details must include, as far as practical:

- **Name of child or young person.**
- **Age.**
- **Home Address (if known).**
- **Date of Birth (if known).**
- **Name/s and Address of parent/s or person/s with parental responsibility.**
- **Telephone numbers if available.**

Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details;

- **What has prompted the concerns?**
- **Include dates and times of any specific incidents.**
- **Has the child or young person been spoken to?**

If so, what was said?

- **Has anybody been alleged to be the abuser?**

If so, record details.

- **Who has this been passed on to, in order that appropriate action is taken? E.g. school, designated officer, social services etc.**

- **Has anyone else been consulted?**

k. Designated child protection person

- The designated person will immediately inform Ealing Children's Integrated Response Service (ECIRS) on (020) 8825 8000.
- The telephone referral to the Children Services Referral Team will be recorded in writing including the child's name, address, date of birth, family composition, and reason for referral, name of person receiving the referral and any advice given. This written confirmation must be signed and dated by the referring Designated child protection person.
- Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need to know basis.

I. Alleged abuse by Residents, ministers, trustees, and volunteers

- If an allegation is made against a resident / minister / trustee /volunteer, then the allegation must be passed to your designated person for child protection (Mrs Kaori Punwani) or their deputy (Rev. Hiroshi Ishii), (or, if the allegation concerns them both, direct to the Ealing Children's Integrated Response Service (ECIRS) on (020) 8825 8000 and/or the Police.)
- Your designated person for child protection should contact Ealing Children's Integrated Response Service (ECIRS) on (020) 8825 8000 for advice and record a note of the consultation and subsequent actions taken.

m. Disclosure

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
 - Listen to the child, rather than question them directly.
 - Offer them reassurance without making promises, and take what the child says seriously.
 - Allow the child to speak without interruption.
 - Accept what is said – it is not your role to investigate or question.
 - Do not overreact.
 - Alleviate feelings of guilt and isolation, while passing no judgement
 - Advise that you will try to offer support, but that you must pass the information on.
 - Explain what you have to do and whom you have to tell.
 - Record the discussion accurately, as soon as possible after the event,
 - Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
 - Contact Mrs Kaori Punwani or Rev. Kenshin Ishii for advice / guidance.
- The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If Designated Person is not available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves.
- Record any discussions or actions taken within 24 hours.