



Child Protection Policy 2008

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1. Introduction

The Child Protection Policy is designed to minimise the risks to the children taking part in events organised by the Wellingborough Carnival Association, and to maximise their enjoyment and well being.

In order to help us achieve this goal we require all partners to read through this document carefully.

This document has been written for and covers those involved in Wellingborough Carnival Association. It is recognised that many of our partners (schools, local authority, community groups, etc.) already have in place comprehensive policies and procedures to cover the welfare and duty of care requirements when attending events. This document is intended to supplement not replace or reproduce those details, as on most occasions the Association will act as event organiser and facilitator leaving the partner with the main child protection/welfare responsibility as the lead partner.

2. Aims

To ensure that:

- The welfare, needs and well being of the participant is paramount.
- All participants, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or ability, have equal rights to safety and protection.
- All staff & volunteers are aware of child protection issues and receive appropriate support and information.
- All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.
- There is effective communication with staff (paid / voluntary), parents / carers and participants on safeguarding issues.
- Everyone involved in the event, including staff, volunteers, parents, carers, coaches, officials etc enters into the spirit of the Event.

3. Good Practice and Procedures

3.1 Recruitment of Staff & Volunteers

All partners will ensure that all reasonable steps are taken to ensure that all unsuitable people are prevented from working with children. The procedures should be adopted where the staff are paid or volunteers.

All staff and volunteers must have:

- Clear job / role description
- Demonstrate appropriate experience and a minimum of two references checked for suitability for working with children and young people
- Received clearance for working with children and young people from the Criminal Records Bureau (CRB)
- Appropriate qualifications relevant to their role.

3.2 CRB Checks

It is the responsibility of the Event Co-ordinator to ensure that all the volunteers and event staff working with children have received appropriate clearance prior to attending the event.

3.3 Supervision Ratios

During the Carnival and other workshop events, the Carnival Association will work in partnership to ensure the appropriate level of supervision in accordance with the latest information. On most occasions, and including the Carnival event, the Association will not be responsible for the welfare of the participating children and young people, and will ensure that all participating groups are aware of this. Where the Association is directly delivering a workshop we will ensure the appropriate supervision ratio for the age of the participants and that all leaders/volunteers have been CRB checked by the Borough Council of Wellingborough.

3.4 Codes of Conduct for Staff & Volunteers

An environment which allows bullying, shouting, racism, or sexism is not acceptable.

- Staff/volunteers working at the Event(s) must respect the rights of children and young people, promoting their welfare and their individual needs related to participation.
- Volunteers should promote relationships with participants and others that are based on openness, honesty, trust and respect. They must not engage in behaviour with participants that is abusive or inappropriate. They must respond to any concerns about a child's welfare, and work in partnership with other organisations in their child's best interests
- Volunteers must demonstrate proper personal/professional behaviour at all times promoting positive role models for the children and young people they are working with
- Volunteers must ensure that the children and young people are provided with a safe environment which maximises benefits and minimises risk to them
- All staff must demonstrate commitment to respecting differences between staff and participants in terms of gender, race, ethnicity, disability, culture and religious belief systems.

3.5 Lost Children

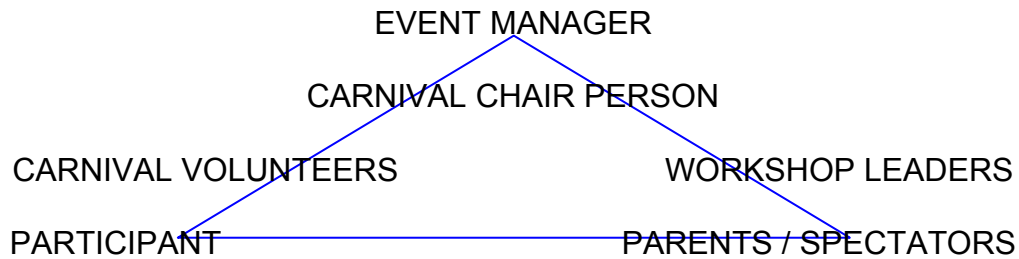
During the Carnival Event lost children will be taken to the registration desk during the parade and the backstage area during the arena events programme, an announcement will be made that a lost child is there, no names will be given and the parent/guardian must sign a form when collecting the child.

4. Procedures for Dealing with Incidents

4.1 Responding to an Incident

The following communication structure is in place for the Wellingborough Carnival Association to ensure effective reporting and responding to an incident. Please refer to appendix for full roles and responsibilities

Fig 1 – reporting incidents



The reporting form (appendix) must be completed by any member of staff / volunteer who has a concern or to whom a disclosure is made.

The Event Co-ordinator will liaise with Chair Person to decide appropriate action to take the matter further. Under no circumstances should radios be used to report Child Welfare Issues – please use mobile phones or arrange to speak in person.

4.2 Breaches of Code of Conduct, Complaints and Disciplinary Procedures

All breaches of the Policy, whether by adults or participants, must be reported through the event procedures. It will be the responsibility of the Event Co-ordinator and Chair Person to agree on the appropriate response.

See Appendix for Welfare Procedures at a Glance

4.3 Reporting of Child Protection Incidents

Any allegations/concerns about abuse of children and young people by staff/volunteers or where poor practice has thought to have occurred, must be reported to the relevant person (see fig 1) . A report form (appendix) must be completed.

4.4 Responding to Disclosure

There may be occasion when a young person approaches a person (workshop leader, volunteer etc.) and indicates that he/she is being abused or information is obtained which gives concern that a person is being abused. In such instances, it is vital that appropriate and immediate action is taken. The person receiving the information needs to react in a sensitive manner and:

- ☞ allow the child time to communicate

- ✂ react calmly and remain calm throughout
- ✂ really listen to the child and reassure the child that they have done the right thing in telling someone and that it is not their fault
- ✂ be honest, and inform the child that you have to talk to someone else who can help
- ✂ keep questions to a minimum (do not ask probing or leading questions and use only to clarify what has been said by the child)
- ✂ as soon as practical make a full record of what had been said, heard and seen using the Incident report form attached
- ✂ remember that this is a confidential matter and you should only discuss this with the designated Officer, referral team or police if out of hours (see appendix for contact information).

It is important that the person receiving the information does not:

- ✂ show any feelings of anger, disgust, disbelief to the child as they may stop talking for fear of upsetting the person further or feel that the negative feelings are being directed towards them,
- ✂ interrupt or make suggestions to the child,
- ✂ ask probing or leading questions,
- ✂ speculate or make assumptions,
- ✂ make negative comments about the alleged abuser,
- ✂ approach the alleged abuser and
- ✂ make promises or agree to keep secrets.

5. Implementation and Monitoring

It is all responsibility of all partners to ensure that the actions in this (and their own) policy are followed.

All those responsible for implementing the Policy should ensure that all relevant people have seen a copy of the policy.

6. Communication of Policy

All volunteers and group/workshop leaders will receive a copy of the policy before any event(s).

A full copy of this policy will be published on www.wellingborough.gov.uk and copies will be available on request from the Events Manager at any time.

Appendix– Full Roles & Responsibilities

Event Co-ordinator:

The Event Co-ordinator will take responsibility for child welfare, child protection, health and safety matters and their duty of care towards the participants of the Event.

- Information must be requested about the needs of any disabled participant. Consent must be obtained from the participants' parents/carers of any required intimate care needs to be met by staff/volunteers acting 'in loco parentis'.
- Information should be requested about any specific religious/ cultural needs e.g. space /time to pray.
- Disciplinary procedures must be in place and implemented for volunteers working at the event.
- Arrangements must be clarified for the role of volunteers who may be assisting with arrangements at event venues and accommodation. They will need to be easily identifiable.
- All volunteers will be informed of procedures relating to child welfare, and who to report to.
- A system will be developed and implemented with regards to recording any concerns/incidents (see Appendix for Incident Form).

The Event Co-ordinator will also:

- aim for best practice in the recommended standards, but to ensure that minimum standards are met. eg in terms of recruitment, selection and training of staff
- to ensure that the child protection policy and procedures are in place and are implemented
- to work in partnership with parents /carers and young people in planning for the successful implementation of the policy
- ensure that all employed staff/volunteers who provide services for young people and vulnerable adults have been police checked and cleared in advance.
- ensure that consent has been obtained, for all participants from parents/carers in advance. Parents/carers must be asked to provide information about any medical condition/allergies their child may have – where relevant they must supply sufficient medication for the duration of the event. The consent form should ask for the details of who has legal 'parental responsibility' for the participant. This is particularly important where a child is looked after by someone other than their birth parents or is in local authority care. It makes sense to include all 'consent' issues on one form.

Parents and Carers

Parents and Carers are responsible for ensuring:

- they have given their consent to their child/young person's attendance
- they have provided information about any medical needs/allergies that their child may have and provided sufficient medication for the Event where necessary

- where a child or young person is disabled, information must be provided related to any additional care needs.
- they have provided information about any specific dietary needs their child may have.
- they have provided emergency contact details, including whom has legal parental responsibility for the child.

Parents should advise the Workshop Leader of any issues which may affect their child's participation at the Event. This may include:

- a child who may be affected by bereavement
- a child who is 'looked after' by the local authority
- a child who is being bullied in another setting
- any child protection issues.

Participants' (Children and Young People's)

Children and young people participating in the event(s) are responsible for:

- ensuring that they know who their Team/Workshop Leader is and how to contact them.

Participants will be informed that their parents/carers will be contacted if they become involved in an accident or serious breach of safety.

APPENDIX: Safeguarding Disclosure / Incident Report Form

This form should be used by staff, coaches, volunteers to record any concerns they may have or if a disclosure is made. All information must be treated as confidential and reported to the relevant designated Officer (or deputy) within 1 working day. If the Designated Officer (or deputy) can not be contacted please contact your manager, the Children and Young People Services (CYPS) referral team or the Police Child Protection Unit. If referred to CYPS please forward a copy of this form to the designated officer as soon as possible detailing who has been contacted in relation to this incident.

Form Completed by (name):

Your Position:

Contact Number:

Details of the child or vulnerable adult concerned(if Known)

Name:

Address (if known):

An allegation is being made against (if known):

Name:

Address (if known):

Contact number (if known):

Details of individual bringing the concern to your attention:

Name:

Organisation:

Address (if known):

Contact number (if known):

Please provide details of the alleged incident, allegation, disclosure, or 3rd party referrals (including what was said, when and by whom): If a disclosure have you: reassured the child / vulnerable adult, been honest and not made promises you cannot keep, explained why you may have to tell other people in order to stop what's happening, avoided close questions and ask as few a questions as possible, encourage the child/vulnerable adult to use their own words

Additional notes or observations:

Action taken so far including any details of any advice given / received and actions agreed (please provide details of any individuals/agencies with whom this information has been shared)

Signature: _____ Date: _____

Information on this form will be stored in line with the Data Protection Act.

APPENDIX: Welfare Procedures at a Glance

Allegations of child abuse

Contact Event Welfare Officer IMMEDIATELY

Be calm and reassuring. Do not promise 'not to tell'

Allegations of Bullying

Inform District Welfare Officer

Inform Event Welfare Officer when necessary

Suspicious 'Stranger' is seen on site

Inform Event Welfare Officer IMMEDIATELY

Ensure that young people are safe

Non-Accredited Photographer taking photos

Approach individual and explain accreditation procedure

Contact Event Welfare Officer if suspicious

Missing Young Person (Refer to Missing Young Persons procedure)

Contact Sports/Event Welfare Officer

Undertake a search of the area

If participant is not found within 20 minutes call the police

A Major Health and Safety Incident Occurs

Inform Event Welfare Officer immediately

Ensure young people are safe

Key Points:

- Always ensure young people are safe
- Never be on your own with a young person
- Never make false promises
- Inform the Regional Welfare Officer of all incidents
- Always ensure that appropriate records are logged

Northamptonshire Youth Games 2008

APPENDIX **Contact Information**

Events Manager

Sue Bull

07740 401106

sbull@wellingborough.gov.uk

Children and Young People's Service Referral Teams:

During Working Hours

Northampton Tel: 01604 411911

Wellingborough Tel: 01933 220700

Kettering Tel: 01536 313000

Daventry Tel: 01327 300567

Out of Hours

01604 626938 (Out of Hours Team)

NSPCC

Free phone National Helpline: 0808 800 5000

Northamptonshire Police Child Protection Teams

Working Hours: Tel: 01933 304420

Out of Hours: Tel: 08453 700700