

Child & Vulnerable Adults Protection Policy Policy

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Author:	Steve Thompson
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Policy Statement:

The Management Committee of Hunslet Festival adopts the following policy statement:

The health, safety and welfare of all children & vulnerable adults are of paramount importance. They have the right to protection, regardless of age, gender, race, culture or disability and have a right to be safe at any of Hunslet Festival's events or activities

Management Committee Responsibility:

- **Awareness:** Ensure that staff and volunteers are aware of the problems and risks to children and vulnerable adults
- **Prevention:** Ensure that by the use of awareness and good practice that staff and volunteers take all steps to minimise risks to children and vulnerable adults
- **Reporting:** Ensure that staff and volunteers are clear as to the steps to take where concerns are raised regarding the safety or abuse of children or vulnerable adults.
- **Responding:** Ensure that action is taken to support and protect reported issues or problems

Child Protection Officer (CPO):

A member of the management committee will be appointed as Child protection Officer and this person will be the lead in all issues related to Child and Vulnerable Adults Protection. This person will be someone who has undergone the appropriate checks with the Criminal Records Bureau (CRB Checks)

The CPO will be responsible for maintaining appropriate confidential records and responding to allegations raised

Reporting:

All incidents will be reported to the CPO, who will record the information in the incident book and respond accordingly

Incident Book:

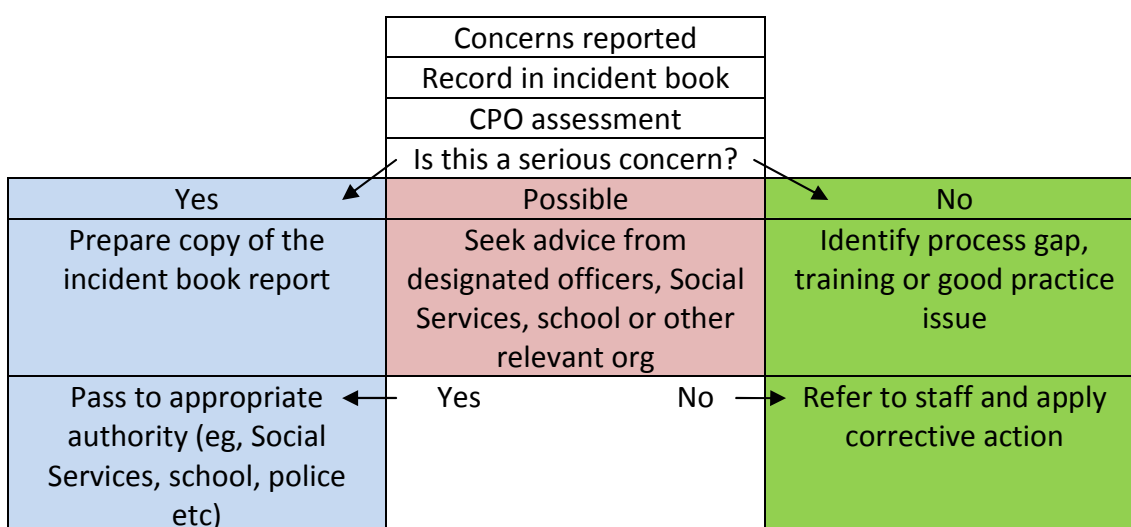
An incident book will be maintained by the CPO and will include the following information: *(See Appendix B for sample form)*

- Name of the Child (or Vulnerable Adult), Age, Home Address, Date of Birth
- Name and Address of Parents or persons with parental responsibility

- Telephone numbers
- Name and address of person expressing concern, and if this is a concern passed on by someone else, record their name and address
- What prompted the concern? Include date and times of specific incidents
- Has the Child or Vulnerable Adult been spoken to? When? And what was said?
- Has anybody been alleged to be the abuser? record details
- Who and to where has this information been passed on to in order that appropriate action can be taken? Eg, school, social services, Police etc
- Has anyone else been consulted? Record the details

Responding:

The CPO will use the information gathered and follow the appropriate flow as below



Management Committee and Volunteers:

The Management Committee will ensure that all staff and volunteers who have direct contact with Children or Vulnerable Adults will have undergone checks to assess their suitability and have to have undergone a CRB Check.

All Management Committee will undergo the new ISA Process as it becomes available over the forthcoming year.

New Activity:

Risk Assessments will be undertaken for all new activity which involves Children and Vulnerable Adults.

Appendix A: Code of Conduct:

All staff and volunteers and others will be required to sign up to the following Code of Conduct:

(Where the Code refers to Children, this equally applies to Vulnerable Adults)

Staff and volunteers and others must never:

- hit or otherwise physically assault or physically abuse children
- develop physical/sexual relationships with children
- develop relationships with children which could in any way be deemed exploitative or abusive
- act in ways that may be abusive or may place a child at risk of abuse.
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- behave physically in a manner which is inappropriate or sexually provocative
- have a child/children with whom they are working to stay overnight at their home
- do things for children of a personal nature that they can do for themselves
- condone, or participate in, behaviour of children which is illegal, unsafe or abusive
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- discriminate against, show differential treatment, or favour particular children to the exclusion of others.
- This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour.

It is important for all staff and others in contact with children to:

- be aware of situations which may present risks and manage these
- plan and organise the work and the workplace so as to minimise risks
- as far as possible, be visible in working with children
- ensure that a culture of openness exists to enable any issues or concerns to be raised and
- discussed
- ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- talk to children about their contact with staff or others and encourage them to raise any concerns
- empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

In general it is inappropriate to:

- spend excessive time alone with children away from others
- take children to your home, especially where they will be alone with you.

Hunslet Festival

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Incident Reporting Form

This form is confidential when completed, for use by Hunslet Festivals' CPO and officers of statutory authorities only

Name, address and contact details of CPO creating the report:	
Date of report creation:	
Name of the Child or Vulnerable Adult: Age: Home Address: Date of Birth:	
Name and Address of Parents or persons with parental responsibility:	
Telephone numbers:	
Name and address of person expressing concern: <i>and if this is a concern passed on by someone else, record their name and address:</i>	
What prompted the concern? Include date and times of specific incidents:	
Has the Child or Vulnerable Adult been: ...spoken to? ...when? ...and what was said?	
Has anybody been alleged to be the	

<p style="text-align: center;">abuser? ...record details</p>	
<p style="text-align: center;">Who and to where has this information been passed on to in order that appropriate action can be taken? Eg, school, social services, Police etc:</p>	
<p style="text-align: center;">Has anyone else been consulted? Record the details</p>	

Signed: Date:.....CPO