

Long Eaton and District Arts Council (including 'The Young Performers')

CHILD PROTECTION POLICY

PURPOSE OF OUR CHILD PROTECTION POLICY

This policy document provides the basis for good practice for Long Eaton and District Arts Council (LEDAC) [including the operating of The Young Performers] insofar as child protection is concerned. An effective child protection policy:

- is one which provides clear direction to staff and others about expected codes of behaviour in dealing with child protection issues;
- makes explicit the Long Eaton and District Arts Council's commitment to the development of good practice and sound procedures; and
- ensures that child protection concerns and referrals may be handled sensitively, professionally and in ways, which support the needs of the child.

A child is defined as under 18 (The Children Act 1989).

1. INTRODUCTION

The three main elements of this Child Protection Policy are:

1. **Prevention** – by creating a positive atmosphere within the organisation;
2. **Protection** – by following agreed procedures and raising the awareness of all staff, ensuring that there is effective communication between the Child Protection Officer (CPO) and all other staff, members and volunteers; and
3. **Support** – by providing the opportunity for children, young people and vulnerable adults to feel safe.

This policy applies:

- to all children who visit the Long Eaton and District Arts Council, enrol at either the Long Eaton and District Arts Council Young Performers Group or independent junior members, participate in workshops and work experience programmes;
- all staff, members and volunteers of Long Eaton and District Arts Council; and

- extends to freelance and consultant workers who will be in receipt of the policy.

2. LONG EATON AND DISTRICT ARTS COUNCIL

Long Eaton and District Arts Council recognise that for children, high esteem, confidence, supportive friends and clear lines of communication with a trusted adult, helps all children and especially those at risk of, or suffering from, abuse. Long Eaton and District Arts Council will therefore:

- (a) ensure the health, safety and welfare of the child is paramount including :
 1. not allowing photographs or recorded to be taken without parental consent;* and
 2. not allowing transportation to or from the Long Eaton and District Arts Council and designated venues without parental consent.* (Note: LEDAC staff or volunteers will not transport one child on their own – even with parental consent.)
- (b) treat all children with respect and dignity, as do the adults who work with them;
- (c) wherever possible, protect the child from harm whenever they are in a position to do so;
- (d) ensure that visiting experiences and workshops are fun, enjoyable and help children develop realistic attitudes to life; and
- (e) ensure that wherever possible every effort will be made to establish effective working relationships with parents, colleagues and other agencies.

* see Appendix 1 and 2.

3. FRAMEWORK

All adults working with or on behalf of children have a responsibility to protect them. However, there are key people within the Long Eaton and District Arts Council who have specific responsibilities under Child Protection procedures. A designated Child Protection Officer (CPO) will be appointed to respond to child protection situations and concerns whenever they may arise.

In the absence of the CPO, concerns should be reported to the Chairman of Long Eaton and District Arts Council. Information will be recorded and either referred to the appropriate agency if deemed necessary, or kept as information on file.

4. PROCEDURES

Any suspicion/allegation that a child has been abused should be reported to the CPO immediately.

Any suspicion/allegation that a child has been abused by a member or volunteer of the Long Eaton and District Arts Council staff should be reported to the CPO immediately.

Any suspicion/allegation that the CPO has abused a child should be reported to the Chairman of the Long Eaton and District Arts Council immediately.

Child abuse can be of a sexual, emotional or physical nature, it can also be the result of neglect. Concerns or suspicions may arise in a number of ways:

Direct allegation may be made by:

- (a) the child themselves;
- (b) another child;
- (c) an adult; or
- (d) someone anonymously

Direct observation of:

- (a) physical injury;
- (b) poor physical condition (indicating lack of care, nourishment or hygiene);
- (c) an adult's behaviour towards the child; or
- (d) a child's behaviour towards the child.

Observed changes in child's attitude or behaviour including:

- (a) attitude to adults, other child or work/drama workshops;
- (b) concentration;
- (c) use of language (swearing or sexually explicit);
- (d) attention seeking behaviour with adults of other children;

- (e) social behaviour (becoming aggressive or withdrawn); or
- (f) inappropriate sexual behaviour.

5. CONFIDENTIALITY

Staff must never guarantee confidentiality to a child and must advise the child that it may be necessary to share information with others in order to help.

Information will always be handled in a sensitive manner, but the interest of the child is of central focus.

6. CODE OF CONDUCT

All adults working with and/or for Long Eaton and District Arts Council will adhere to specific codes of conduct where contact with children or young people are concerned. Such codes of behaviour are intended to safeguard the well-being of children and offer protection to adults whose vulnerability in some situations is recognised.

7. RECORDS

Well-kept records are essential in situations where it is suspected or believed that a child may be at risk of harm. Long Eaton and District Arts Council will maintain accurate and relevant child protection records. These records will be kept in a secure place separate from all other records pertaining to the child. Child Protection records are subject to the arrangements for maintaining confidentiality within that particular area of service. They will be kept for a period of not less 7 years after the 18th birthday of the child. Child Protection records will be accessed and maintained by the CPO only.

Long Eaton and District Arts Council will keep and maintain records, which detail allegations of:

- (1) abuse against any member of the Long Eaton and District Arts Council staff or visiting company;
- (2) whatever the outcome.

8. RECRUITMENT, SUPERVISION AND SUPPORT

- 9. With immediate effect, all Long Eaton and District Arts Council staff and volunteers posts will be subject to current Child Protection law with regard to disclosure (see Appendix 8 – Safe Staffing) Staff who are designated High Risk are required to obtain a basic disclosure from the Criminal Records Bureau. Existing staff and all new recruits will be advised: “It is important that all staff who work with children and young people read the

Child Protection Policy and implement its procedures. This protects the rights of all involved. It applies to any staff that work with young people on work experience or help with any sort of tours or workshops.”

In line with existing recruitment practices, application forms will seek information about any criminal conviction. All applicants are required to agree that if necessary they will apply to the Criminal Records Bureau for a basic disclosure and that should they fail to do so, or the disclosure not be to the satisfaction of Long Eaton and District Arts Council any offer of employment may be withdrawn or their employment terminated.

9. TRAINING

All Long Eaton and District Arts Council staff will regularly receive training and updates necessary to enable them to carry out their appropriate child protection responsibilities under the CPC procedures. Casual staff will receive training as part of their induction process on the issues and referral procedure.

10. FURTHER INFORMATION

Any visiting company presenting work, or anyone else working in partnership with the Long Eaton and District Arts Council with children, young people and vulnerable adults are contractually obliged to provide written evidence that their staff is suitable to facilitate such work and will have been in receipt of this policy before the work commences.

Long Eaton and District Arts Council

Appendices

Appendix 1 – Parental Consent to Transport Children

Appendix 2 – Photographs and Recorded Images – Permission Form

Appendix 3 – Contact Telephone Numbers

Appendix 4 – Derbyshire Safeguarding Children Board – Definition of Abuse

Appendix 5 – Do’s and Don’ts

Appendix 6 – Useful Information if referring a child to Children’s Social Care

Appendix 7 – Guidance for Staff and Volunteers

Appendix 8 – Safe Staffing – Guidelines

Appendix 9 – Procedures for Dealing with Allegations Against Staff

Long Eaton and District Arts Council

Appendix 1

**PARENTAL CONSENT TO TRANSPORT CHILDREN AND VULNERABLE
ADULTS TO OR FROM THE PREMISES OF LONG EATON AND
DISTRICT ARTS COUNCIL OR OTHER VENUES**

Group Name or Project Title:

I hereby give my permission for the transportation of my son/daughter/guardian*

.....

*delete as applicable

to or from the premises of Long Eaton and District Arts Council or for meetings and productions or for the duration of the specific project named above.

Name:

Address:

Post Code:

Contact Telephone Number(s)

Signature: (of parent/carer)

Date:

Long Eaton and District Arts Council will ensure:

- that there is supervision at all times by an organiser/employee of Long Eaton and District Arts Council or Young Performers Group;

- that the transportation policy is followed;
- that a ratio of 1 adult to children/vulnerable adults will apply;
- that a risk assessment of the journey has been completed; and
- that details of the journey has been left at the Chatsworth Centre, the premises of Long Eaton and District Arts Council with full contact details.

Long Eaton and District Arts Council

Appendix 2 – Part 1

**PARENT/CARER AND YOUNG PERSON PERMISSION FORM
FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES**

NOTE: This side to be completed by Long Eaton and District Arts Council

This side of the form should be completed by the organisation and then signed by the legal guardian (usually parent/carer) of a child or young person under the age of 18, together with the child or young person. It provides permission for the images of the child/young person to be used. Please note that you will have to fill in a separate form for each child.

1. Long Eaton and District Arts Council recognises the need to ensure the welfare and safety of all young people involved in arts activities. As part of our commitment to ensure the safety of young people we will not permit photographs, videoing of young people to be taken or used without the consent of the parents /carers and the young person.
2. Long Eaton and District Arts Council respect the right of any parent/carer or young person to be able to withdraw consent at any time.
3. Long Eaton and District Arts Council will follow the guidance for the use of images of children and young people, a copy of which is attached.
4. Long Eaton and District Arts Council will take all steps to ensure these images are used solely for the purposes they are intended, specifically the promotion and celebration of the activities of Long Eaton and District Arts Council.
5. If you become aware that these images are being used inappropriately you should inform the Child Protection Officer at Long Eaton and District Arts Council immediately.

6. These images may be used on Long Eaton and District Arts Council website that can be found at www.duchess-theatre.com & www.theyoungperformers.co.uk

7. If at any time either the parent/carer of the young person wishes data to be removed from the website, seven days notice must be given to the administrator after which the data will be removed.

Signed:
For and on behalf of Long Eaton and District Arts Council
Appendix 2 – Part 2

**PARENT/CARER AND YOUNG PERSON PERMISSION FORM
FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES**

NOTE: This side to be completed by the young person and the parent/carer

I (name of young person) consent to Long Eaton and District Arts Council photographing or videoing my involvement in arts activities under the stated rules and conditions.

Signed:

Date:

I (parent/carer full name) consent to Long Eaton and District Arts Council photographing or videoing

..... (name of young person) under the stated rules and conditions and I confirm that I am legally entitled to give this consent.

I also confirm that he/she is not under a court order.

Signed:

Date:

Please return this form to: **Vicky Garavan, Child Protection Officer, Long Eaton and District Arts Council, c/o 270 College Street, Long Eaton, Nottingham NG10 4GW**

Appendix 3

CONTACT PHONE NUMBERS:

Long Eaton and District Arts Council:

Child Protection Officer: Vicky Garavan 0115 849 0598; Mobile: 0771 127 5898
Chairman: Leon Wade 0115 849 0598; Mobile 0798 995 9748

Derbyshire Children's Social Care

Erewash 0115 879 1616
Call Derbyshire (24 hours) 0845 605 8058

NSPCC Protection Helpline: 0800 800500

Childline: 0800 1111

Appendix 4

DEFINITION OF ABUSE

Recognising Child Abuse

Recognising child abuse is not easy, and it is **NOT** your responsibility to decide whether or not child abuse has taken place or if a child is significantly at risk.

You do, however, have a responsibility to act if you have a concern.

The following information is not designed to turn you into an expert but it will help you to be more alert to the signs of possible abuse.

1. Physical Abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins.

Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely, e.g. cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

The physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body.

- Bruising which reflects hand marks or fingers (from slapping or pinching).
- Cigarette burns.
- Bite marks.
- Broken bones.
- Scolds.

Changes in behaviour that can also indicate physical abuse:

- Fear of parents being approached for an explanation.
- Aggressive behaviour or severe temper outbursts.
- Flinching when approached or touched.
- Reluctance to get changed (e.g. wearing long sleeves in hot weather).
- Depression.
- Withdrawn behaviour.
- Running away from home.

2. Emotional Abuse

Emotional abuse can be hard to measure and often children who appear to be well cared for may be emotionally abused by being taunted, putdown or belittled. They may receive little or no love, affection or attention from parents or carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. hospital or away from parents care.
- Sudden speech disorders.
- Development delay, either in terms of physical or emotional progress.

Changes in behaviour that can also indicate emotional abuse include:

- Neurotic behaviour e.g. hair twisting, rocking.
- Being unable to play.
- Fear of making mistakes.
- Self harm.
- Fear of parents being approached about their behaviour

3. **Sexual Abuse**

Adults who use children to meet their own sexual needs abuse both boys and girls of all ages, including infants and toddlers.

Usually, in cases of sexual abuse it is the child's behaviour that may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal areas.
- Bruising or bleeding near genital/anal areas.
- Sexually transmitted diseases.
- Vaginal discharge or infection.
- Stomach pains.
- Discomfort when walking or sitting down.
- Pregnancy.

Changes in behaviour that can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn.
- Fear or being left with a specific person or group of people.
- Having nightmares.

- Running away from home.
- Sexual knowledge that is beyond their age or development level.
- Sexual drawings or language.
- Bedwetting.
- Eating problems such as overeating or anorexia.
- Self-harm or mutilation, sometimes leading to suicide attempts.
- Saying they have secrets that they can't tell anyone about.
- Substance or drug abuse.
- Suddenly having unexplained sources of money.
- Not allowed to have friends (particularly in adolescence).
- Acting in a sexually explicit way towards adults.

4. Neglect

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

The physical signs of abuse may be:

- Constant hunger, sometimes stealing food from other children.
- Constantly dirty or 'smelly'.
- Loss of weight or being constantly underweight.
- Inappropriate dress for the conditions.

Changes in behaviour that can also indicate neglect may include:

- Complaining of being tired all the time.
- Not requesting medical assistance and/or failing to attend appointments.

- Having few friends.
- Mentioning their being left alone or unsupervised.

The above list is not meant to be a definite but as a guide to assist you. It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour, such as death or the birth of a new baby in the family, relationship problems between their parents/carers etc.

Facts about abuse

- Most children are abused by adults they know and trust.
- The reported cases of child abuse are just the tip of the iceberg of the cruelty, exploitation and neglect to which children in our society are subjected.
- Disabled children are more vulnerable to abuse. They are more dependent on intimate care and sometimes less able to tell anyone or escape from abusive situations.
- Children very rarely make false accusations that they have been abused and in fact frequently deny the abuse or take back an accusation after they have made it.
- Children who talk about the abuse fear the consequences of telling – if things are bad, perhaps they may get worse.
- Children and young people who are abused can be very good at hiding their unhappiness and distress.
- Abuse has serious long-term effects on children and young people. If untreated, the effects of abuse on children can be devastating and continue into adulthood.
- Social services will only remove children where there is actual, or a risk of, significant harm and if the child is in real danger of further abuse.
- Child sexual abuse is equally as common among all social classes, professions, cultures and ethnic groups.
- Child sex abuse is an abuse of power – it is an abuse of power adults have over children.

- In most reported incidents of sexual abuse the abuser is someone known to the child.
- It is not only men who sexually abuse children – women also abuse but the most commonly quoted figure is that around 90% of all child sex abuse is by men, most of whom are heterosexual.
- A child is never to blame for sexual abuse.
- There are rarely any obvious signs that a child has been sexually abused. Child abuse is very hard to ‘diagnose’, even for professionals.
- The majority of calls to help lines from children relate to bullying.
- If unchecked, bullying can be profoundly damaging to the victim in both the short and the longer term, emotionally, physically or both.
- Bullying can leave children with feeling of worthlessness and self-hatred, of isolation and loneliness.
- At its worst, bullying can result in a child attempting suicide.
- Violence between parents (domestic violence) can have a profoundly diverse affect on children, causing intense anxiety, fear and occasionally physical injury.
- Recent research has shown that children’s development can be adversely affected by serious parental mental illness without appropriate or effective treatment, and by problem alcohol or drug abuse.

For more information, please contact Derbyshire Safeguarding Children Board:

www.derbyshirescb.org.uk

Appendix 5

DO'S AND DON'TS

Remember that children are vulnerable individuals who do not always communicate their anxieties or concerns in “usual” ways. This is particularly important if a child has special needs or disabilities. Also remember it is not the role of anyone in the organisation to investigate and that they must not ask leading questions. If you suspect child abuse:

- **Do** realise that your concerns could be significant and should be passed on. Tell Social Services of your concerns, but try not to be “over-dramatic”.
- **Don't** examine the child.
- **Don't** ask leading questions – allow the child to tell their own story.

If a child tells you something has happened:

- **Do** allow the child to do the talking.
- **Do** listen - take the child seriously.
- **Do** remain calm and caring.
- **Do** allow the child to finish.
- **Do** record the conversation as soon as possible afterwards (it is very important to use the child's own words).
- **Do** share your concerns with a Social Worker - you are not expected to handle it alone.

- **Do** tell the child what you are going to do.
- **Don't** postpone or delay the opportunity to listen.
- **Don't** ask leading questions.
- **Don't** allow your own feelings (such as anger, pity or shock) to surface.
- **Don't** make false promises (that you will keep “the secret”, for example).
- **Don't** interpret what you have been told, just record it.

Appendix 6

Information that may be useful if referring a child to Children’s Social Care

1. Name and date of birth (or age) of child.
2. Child’s address.
3. Name of parent/carer(s).
4. Phone numbers for parent/carer(s).
5. What is said to have happened or what was seen?
6. When and where did it occur?
7. Who else, if anyone, was involved and how?
8. What was said by those involved?
9. Were there any obvious signs e.g. bruising, bleeding, changed behaviour?
10. Was the child able to say what happened, if so, how id they describe it? and record using their words.
11. Do the parents know? (It is good practice to share with parents your concerns and to inform them that you are making a referral unless to do so would place a child at increased risk or if you are concerned about risk to yourself).
12. Are there any concerns about the immediate safety of the child.
13. Signature of person filing in the record.

Contacting Social Care

Erewash Area Office

Rutland Mill, Market Street

Ilkeston DE7 5RU

Telephone: 0115 909 8585

0115 879 1616

Fax: 0115 909 8586

email: erewash.socialservices@derbyshire.gov.uk

Appendix 7

GUIDANCE FOR STAFF AND VOLUNTEERS

Relationships between personnel (both paid workers and volunteers) should be based on mutual respect. All staff and volunteers are expected to contribute and take responsibility to ensure a positive working environment and to conduct themselves accordingly.

- Treat all children and young people with respect.
- Provide an example of good conduct they wish others to follow.
- Ensure that whenever possible there is more than one adult present during the activities with children and young people or at least that the member of staff or volunteer working on their own are within sight or hearing of others.
- Respect a young person's right to personal privacy - encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that even physical contact with a child or young person may be misinterpreted; e.g. inappropriate touching.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.
- Operate within the organisation's principles and guidance and any particular procedure of affiliated organisations.
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.

Staff and volunteers must not:

- Have inappropriate physical or verbal contact with children or young people.
- Allow themselves to be drawn into inappropriate attention seeking behaviour/make suggestive or derogatory remarks or gestures in front of children and young people.
- Jump to conclusion about others without checking facts.
- Either exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.

- Rely on your name or that of the organisation or charity to protect you.
- Believe “it could never happen to me”.
- Take a chance when common sense, policy or practice suggests another more prudent approach.

Staff and volunteers can reduce likely situations for abuse of children and help protect themselves from accusations by making sure that everyone is aware that, as a general rule, **it doesn't make sense to:**

- Spend excessive amounts of time alone with children, away from others.
- Take children to your home.

When it is unavoidable that these things happen, they should only occur with the full knowledge and consent of someone in charge of the organisation and/or the child's parents.

Appendix 8

SAFE STAFFING – GUIDANCE

There are several aspects to protecting children from unsuitable people. These include safe recruitment practices, procedures for dealing with allegations against staff and guidance about appropriate behaviour. LEDAC will ensure that all these important safeguards are in place. Volunteers and staff, including temporary workers and helpers, dealing with young people and vulnerable persons will be subject to a careful selection and vetting process that includes the following:

- Completion of an application form.
- Checking the person's identity by their birth certificate and passport or other document with a photograph.
- Taking up to 2 references, which are seen before the interview and verified by follow up phone call.
- Checking qualifications.
- A face to face interview preferably by two people.
- Identifying reasons for gaps or inconsistencies in employment.
- Require applications to complete a self-disclosure about previous conviction(s) and follow this up with appropriate safeguarding checks.
- Obtain full disclosure through checks from Criminal Records Bureau (CRB) where required (Checks will be carried out on all people applying to work with children, including volunteers) where they will have unsupervised and or regular contact. The CRB will provide checks of:
 - Police criminal records via the Police National Computer
 - PoCA list (The Protection of Children Act List) and List 99 – lists of people disqualified from working with children and young people.

LEDAC will check if their workers or volunteers meet the criteria to be checked by the CRB and if they do not consider using a self-disclosure form.

LEDAC will ensure:

- Allowing no unsupervised access to children and young people until all checks have been completed (e.g. no appointment until references have been reviewed).
- Seeking advice about recruiting someone with a criminal record or other types of offences if they are concerned.
- A supervised probationary period for new people to LEDAC and a comprehensive induction period that will include training in child protection procedures.

Appendix 9

PROCEDURES FOR DEALING WITH ALLEGATIONS AGAINST STAFF

LEDAC have in place procedures for dealing with allegations made against any adults. This will show your organisation is taking its safeguarding concerns seriously. Procedures for dealing with allegations against staff comply with Derbyshire Safeguarding Children Board procedures.

If LEDAC receive an allegation against a member of staff or volunteer who works with children that causes concern that they have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

LEDAC will contact the Location Authority Designated Officer (LADO) for managing allegations through Derbyshire Children's Services.

Suspension will not be an automatic response to an allegation, but LEDAC will consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interest of the person concerned and LEDAC.

The decision about whether or not to suspend are for LEDAC to decide but any decision will be made in consultation with the LADO.