

CHILD PROTECTION POLICY

Gyffin Community Centre

**Gyffin Community Centre
Henryd Road
Gyffin
Conwy
LL32 8HW**

February 2, 2010

Child Protection Policy

Named contact for child protection issues: James Astrop

Management Committee: Chairperson. (.....Geoffrey Jones.....)

Gyffin Community Centre believes that a key responsibility of the organisation is to protect children and young people. We recognise that all members of staff, voluntary workers and members of the management committee carry a responsibility towards children and their families, particularly with regard to child protection issues.

We will endeavour to keep children safe from abuse and suspicion of abuse will be promptly and appropriately responded to. We will act in the best interest of the child at all times. To achieve this we will:

- Ensure that all adults working with children, whether paid or voluntary, possess a recent standard or enhanced CRB disclosure certificate, depending on the level of contact with children and/or young people. Disclosure certificates should not be more than 2 years old.
- Unchecked volunteers will be appropriately supervised at all times and will not be left alone with children.
- We will prevent abuse by good practice. Adults will not be left alone for long periods with individual children.

Should a **Gyffin Community Centre** member of staff or volunteer have concerns regarding possible child abuse, they should inform the any member of the Committee. Any concerns should be passed on.

Gyffin Community Centre will endeavour to:-

- Seek and supply appropriate training for Gyffin Community Centre members of staff and volunteers will are likely to come into direct contact with children within the centre and its boundary, so that signs of physical, emotional and sexual abuse and neglect are recognised.
- Respond appropriately to suspicions of abuse.
- Report changes in children's behaviour, physical condition or appearance.
- Where possible record details of allegations of abuse
- Keep all records and concerns of abuse, confidential and locked away and shared only with the named contact as above, and relevant professionals.
- Continue to support families and workers should investigations proceed, and continue to welcome the child into the group's activities.

When a child tells a **Gyffin Community Centre** member of staff or volunteer about something that has happened, that person has a duty to:-

- Allow the child to do the talking and allow them to finish.
- Listen to the child without asking leading questions.
- Make a record the conversation as soon as possible afterwards.
- Refer to the activity leader and the Project Manager or their deputy.
- Share their concerns. **Gyffin Community Centre** does not expect them to handle it alone.
- Tell the child what they are going to do.

Where appropriate, concerns will be referred to one of the following agencies following discussions with the person running the activity and the a committee member:

- Social Services
- Police child protection team

A code of conduct for members of staff, volunteers and other persons running events at the centre, is available (see overleaf) and will be issued to all those working with children and young people on **Gyffin Community Centre's** behalf.

Gyffin Community Centre has an appropriate insurance policy in place for all its activities, and requests that anyone providing activities for children within the centre also complies with having appropriate insurance and procedures for dealing with child protection issues.

The premises, facilities and equipment used for **Gyffin Community Centre's** activities will be safe, and will comply with the health and safety provisions laid down by the Health & Safety at Work Act, 1974 and subsequent legislation.

This policy was last reviewed and approved by the Management Committee on:

Signed: _____ Name: _____ Position: _____

Signed: _____ Name: _____ Position: _____

This Code of Conduct was written in accordance with the *Protection of Children Act 1999*

Code of Conduct for Gyffin Community Centre staff, volunteers and centre users

YOU SHOULD:

- Play your part in helping to develop an ethos where all people matter and are treated equally, and with respect and dignity.
- Always put the care, welfare and safety needs of a child first.
- Respect a child's right to be involved in making choices and decisions which directly affect them.
- Listen attentively to any ideas and views a child wants to share with you.
- Respect a child's culture (for example their faith and religious beliefs).
- Respect a child's right to privacy and personal space.
- Respond sensitively to children who seem anxious about participating in certain activities.
- Speak to a senior member of staff immediately if you suspect that a child is experiencing bullying or harassment.
- Be aware of the vulnerability of some groups of children to being isolated and hurt (for example, children with disabilities and learning difficulties; children from Gypsy & Traveller communities; Black & Minority Ethnic children).
- Ensure that when you are working with children you are at least within sight or hearing of other adults.
- Listen carefully to any child who 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately to a senior manager.
- Report immediately any suspicion that a child could be at risk of harm or abuse.
- Never dismiss what a child tells you as 'lies' or exaggeration.
- Only restrain a child who is at imminent risk of inflicting harm to themselves or others or is at risk of damaging property.
- Never underestimate the contribution that you can make to the development of safe communities for children.

YOU SHOULD NOT:

- Exaggerate or trivialise another worker's concerns about a child or ignore an allegation or suspicion of abuse in the hope that it will either 'go away' or that 'someone else will deal with it'.
- Discuss personal issues about a child or their family with other people except with a board member or other staff members, when you are concerned about the child's well being.
- Be drawn into any derogatory remarks or gestures in front of children or young persons.
- Allow a child, young person or adult to be bullied or harmed by anyone in the organisation or using the facility.
- Allow children to swear or use racist or sexualised language unchallenged.

YOU SHOULD NOT:

- Engage in sexually provocative games, including horseplay.
- Never allow yourself or others to engage in touching a child in a sexually provocative manner.
- Never make sexually suggestive comments to a child, even in fun.
- Engage in rough or physical contact unless it is permitted within the rules of a game or drama activity or conforms to the guidance on appropriate physical restraint (see the *Protection of Children Act, 1999*).
- Never form inappropriate emotional or physical relationships with children.
- Harass or intimidate a child or worker because of their age, race, gender, sexual orientation, religious belief, socio-economic class or disability.
- Never invite or allow children to stay with you at your home.

This Code of Conduct forms an integral part of **Gyffin Community Centre** Child Protection policy – last updated:

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Signed: _____ Name: _____ Position: _____

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