

PURSE CAUNDLE PARISH COUNCIL

CHILD PROTECTION POLICIES & PROCEDURES
IN RESPECT OF PARISH ORGANISED ACTIVITIES

Preface

The Parish Council recognises the importance of Children and the responsibility of those leading Parish organised activities to protect and provide a safe and caring environment for those entrusted to their care and it has, therefore, adopted a Child Protection Policy that acknowledges Children can be victims of Abuse and that their welfare is of the utmost importance.

This document sets out policies, procedures and responsibilities for those working with Children, which the Parish Council believes should ensure that this responsibility is met.

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DISTRIBUTION LIST

The full document to

- The Parish Council
- The Parish Clerk - for Parish Council Records
- The Child Protection Coordinators
- Dorset Council's Designated Person (Young Persons' Officer)
- Child-Safe's Designated Person
- The Parish Youth Support Team

DEFINITIONS and GLOSSARY OF TERMS

Abuse	means a situation where a Child is suffering or is at risk of suffering significant harm, either as a result of a deliberate act, or a failure on the part of a parent or a carer, or other adult, to act or to provide proper care or both. Abuse can be physical, sexual, emotional or by way of neglect.
Children/Child	means a person under age 18 as defined by the Children's Act 1989.
Child Protection Coordinators	means the persons who are nominated by QCPC as having responsibility to deal with Child Protection matters and to be the interface with external Agencies and whose responsibilities are more fully described in Section 9.
Child Protection Policy	means a written policy statement implemented by an organisation working with Children, to safeguard them from harm.
CRB	means the Criminal Records Bureau, which is the government agency that issues Disclosure certificates.
Disclosure	<p>means a document containing information held by the police and government departments. It enables organisations to check the background of job applicants (paid or voluntary) to ensure that they do not have a history that would make them unsuitable for the post they want to fill. Disclosures would provide details of a person's criminal record, including convictions, cautions, reprimands and warnings held on the police national computer. If the position involves working with Children, Disclosures will also contain details from lists held by the Department of Health and the Department for Education & Skills and those considered unsuitable for this type of work.</p> <ul style="list-style-type: none">• Enhanced Disclosures - This level of Disclosure includes a check of local police records (and is the level that we use).• Standard Disclosures - This check involves a similar process to that described for Enhanced, but will not show police non-conviction information.
Parent	as used in this document means the person(s) who has parental authority, e.g. a legal guardian or nominated carer.
'Safe from Harm'	means the Code of Practice for ' <i>Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales</i> ', published by the Home Office in 1993, the 13 Guidelines for which are at Appendix 2.
Dorset Council	means Dorset Council, which is acting as an umbrella body for Purse Caundle Parish Council in respect of Child Protection matters
Youth	means any Child aged 11 - 18.

CONTACT DETAILS

Contact Details - normally through the Child Protection Coordinators:

Child Protection Coordinators

Email: westdistrictchildcare@dorsetcouncil.gov.uk

Tel: [01305 221450](tel:01305221450)

Floor 2 South Annexe
County Hall
Colliton Park
Dorchester
DT1 1XR

POLICY AND PROCEDURE FOR ACCIDENTS AND FIRST-AID

Apples Surgery Sherborne- Telephone Number: 01935
812633including out of hours

or A & E Yeovil District Hospital 01935475122

Accidents and illness may occur. First aid is intended to save life and to prevent the condition of a casualty getting worse until expert help is available. Therefore, it is our policy to have up-to-date first aid equipment, which will include disposable gloves and a fire blanket, in all Parish owned premises; and to maintain a record of all accidents and emergencies.

The following procedures are to be followed.

1. The location of the first-aid kit, fire blanket and accident record book are to be prominently displayed.
2. In the event of an accident or illness:
 - If no qualified first-aider is present, call for help from the surgery; if it is a serious injury or illness - call 999.
 - Do not move an injured person unless appropriately trained or if there is danger from fire or falling objects, or the person requires resuscitation - and then with extreme care.
 - Do keep the casualty warm (blanket or coats) and calm (talking)
 - Do not give fluids to drink.
 - Wear disposable gloves when dealing with wounds and/or body fluids.
 - Enter the incident in the accident record book and as soon as practical inform the person responsible for the place at which the incident occurred, and also the Leader of the activity, if this is not the person making the accident record.

A first-aider will apply first-aid as relevant and if deemed necessary seek help from the surgery;

A responsible adult must remain with a Child, including to hospital/surgery, until the named Parent arrives (if the Parent is not present, their name/contact details should be on the relevant Parental Consent Form).

3. Every accident or near accident, illness or injury (including date and time) should be entered in the accident record book. This includes bangs on the head of a Child, which should be monitored. The Parent must be notified of every entry in the accident report book in respect of their Child.
4. It is the responsibility of the Parent to clearly label the name of their Child on medication and to provide appropriate instructions. This medication should be kept either in the first-aid box or with the Leader of the Activity. The exception to this is an inhaler, which should be kept with the Child at all times. Helpers may only oversee the taking of medication in accordance with written instructions; they must not administer medication

WORKING WITH CHILDREN

Policy

The policies and procedures set out in this document seek to meet the requirements of *The Children's Act 1989, effective from October 1991*, which is designed to support and encourage good practice and safety. The guidelines in *Safe from Harm - a Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales*, published by the Home Office in 1993 have been used - see its 13 Guidelines at Appendix 2.

Our Child Protection Policy is:

- To value, respect and listen to the Children entrusted to our care and to protect and safeguard them and instil a sense of belonging in them.
- To prevent the physical, sexual and emotional abuse of Children, and to report to the relevant authority any Abuse discovered or suspected.
- To exercise proper care in the selection and appointment of those who will work directly or indirectly with Children, whether paid or volunteer.
- To support those who work with Children and to provide adequate supervision.
- To encourage Parents to support and cooperate in all matters connected with their Child's Activities and with this Child Protection Policy.
- To maintain good links with SSDC youth organisations

Leaders & Helpers - To Protect Against False Accusations

It is recognised that leaders and helpers are in a position of trust. To protect them from false accusation or unnecessary and unwarranted suspicion, and to safeguard the Children and those working with them, we have ruled that:

1. All leaders and helpers working with Children in Parish organised activities will be police checked through the CRB.
2. As far as possible, leaders and helpers should not be alone with Children where their activity cannot be seen by another adult. This also applies to any activity that might take place in a home. At no time should only one adult be in a building with Children during Parish organised activities.
3. Leaders and helpers should try to avoid giving lifts to Children alone but if this cannot be avoided, the Child should be asked to sit in the rear of the car, and a Parent should have previously agreed to such transport arrangements, preferably on the Parental Consent Form.
4. Leaders should not permit access by unidentified adults to Children's Activities and may use their discretion regarding others.

Child Abuse

It is required by law that allegations of Abuse be promptly and properly investigated in order to safeguard Children and to ensure that appropriate action is taken regarding offenders. It is of equal importance that the reputation of innocent adults be preserved. The Government has produced a guidance document, *'Working Together to Safeguard Children'* (Department of Health 1999), for all agencies and organisations that work with Children. This states:

“Some Children may be suffering or at risk of suffering significant harm, either as a result of a deliberate act, or a failure on the part of a parent, or carer, to act or to provide proper care or both. ... Children may be abused in a family or in an institutional or community setting; by those known to them or more rarely by a stranger.”

It is important to recognise that Children can be subject to Abuse in any and every setting where they have contact with adults and we will take seriously any allegations or suspicions of Abuse in connection with Parish organised activities and will initiate appropriate steps in collaboration with the relevant authorities.

Those who bring harm to Children:

- are most often known to the Child (maybe a parent, sibling, other relation, family friend or neighbour);
- are often an adult with whom the Child has a valued relationship and may be in a position of trust and responsibility within an organisation to which the Child belongs or has contact;
- can be of any background (cultural, economic, ethnic, social etc.) and may act in isolation or together with other adults;
- may be other Children, most likely those with considerable needs of their own, perhaps through Abuse, neglect, disruption and/or instability that they have experienced.

Procedures if Abuse is suspected or disclosed

The importance of listening to what Children have to say cannot be over emphasised. It must be born in mind that Children will generally decide for themselves who they find approachable and they must always be aware that what they say will be heard with respect, but never with the promise of confidentiality.

The Parish has nominated Child Protection Coordinators who will deal with any Child Protection concerns and incidents in connection with Parish organised activities and they will be the interface with the external statutory bodies in respect of suspected or actual Child Abuse and CRB Disclosures.

Individuals should not

- take responsibility for deciding whether or not Abuse is actually taking place;
- act alone;
- take sole responsibility for what has been shared or is suspected; or
- promise confidentiality.

but must

- discuss concerns without delay with the Child Protection Coordinators so as to begin to protect the Child and gain some support for all those involved in what could be a difficult situation.

Children's Activities

The following procedures will apply to all Children's Activities:

1 Attendance Register

An attendance register is to be maintained for each Children's Activity or group of Activities. This is important, specifically in the event of an emergency or a subsequent illness investigation.

2 Accident/Medication Record and Reporting

2A Any accident or near accident, illness or administration of medication (except routine medication, e.g. the use of an inhaler up to three times during an Activity) is to be entered in the accident book - at the time or on return to Purse Caundle if during a trip.

2B Any entry in the accident book is to be reported to the Parent whose signature is on the respective Child's Parental Consent Form. NB: There may be legal constraints on contact between Children and absent parents, therefore it is important to report only to the Parent named.

3 **Drugs** - Any Child found using, possessing or selling drugs during Parish organised activities will be asked to leave and may be suspended from future activities. In such an event the Child Protection Coordinators and/or the Community Police should be contacted.

4 Overnight Care

Leaders and Helpers should follow the guidelines given by SCC Youth Service in respect of overnight care.

5 Parental Permission

Parents are to be encouraged to support the various Parish organised activities for Children and efforts are to be made to keep them informed.

5A *for routine activities*: A completed Parental Consent Form is to be held on file for each Child where the Parent is not also routinely present on the premises. The Parent should be given a copy of the Child Protection Policy at Appendix 3 together with a blank Parental Consent Form (Appendix 4) and asked to complete and return the latter before the Child is allowed to attend.

5B *for non-routine activities*: A completed Parental Consent Form (SCC Youth Services) will be required for each Child who is to attend a non-routine event. These events will often be away from Purse Caundle and from time to time may involve overnight sleeping. The Parent should be given the information as relevant on the Activity List at Appendix 6 together with a SCC Youth Services Parental Consent Form and asked to complete and return the latter before the Child is allowed to attend. If the Child is not attending routine activities, the Parent should also be given a copy of the Child Protection Policy at Appendix 3. If the event is away from Purse Caundle, the completed Parental Consent form should be taken in a file to the event in case of an emergency medical situation, and afterwards retained for record purposes.

5C *for any publicity*. Parental permission should be sought before allowing the display of any picture of a Child or a group of Children. This should be recorded on the Parental Consent Form.

8 Ratio of adults to Children

There is to be a recommended ratio and gender balance of male/female adults to Children. The management of a situation in the event of an accident or illness should be considered when deciding ratios, specifically in respect of non-routine activities.

Recommended ratios are:

Indoor activities:

Age	0-2 years	1:3	minimum two always
	2-3 years	1:4	ditto
	3-8 years	1:8	ditto
	8 and over	2:20	male and female plus one extra adult for every ten Children.

Outdoor activities:

Age	0-2 years	1:3	minimum two always
	2-3 years	1:4	ditto
	3-8 years	1:6	ditto
	8-13 years	2:15	male and female plus one extra adult for every eight Children.
	13 and over	2:20	male and female plus one extra adult for every ten Children.

9 Register of Leaders and Helpers

A record of all Children's Leaders and Helpers is to be maintained. This is to include the name, address and contact number of each person and the date of CRB clearance.

10 Risk Assessments

All non-routine Children's activities are to be subject to written risk assessment using the Risk Assessment Matrix at Appendix 1

11 Safety

Release from activities: Children under 11 years should not be released from an activity until collected by their Parent or another person whose name has been given to the Leader by the Parent. Two adults must remain with the Child until collected or delivered back to the Parent or other named adult.

Children under 11 should never be sent home alone during the period of an Activity. If behaviour or illness requires a Child to be removed from an Activity, the contact number on the Parental Consent Form should be used. The wishes of the Parent should be met in respect of Youth.

12 Transport

12A *Insurance and seat belts:* Leaders and helpers must ensure the correct insurance cover is in place and that seat belts are always worn by Children.

12B *Use of minibus or coach:* Leaders must ensure the maximum passenger limits are not exceeded and each adult must also have a seat.

13 Trips

- 13A *Boundaries and behaviour:* Before accepting a Child for a trip and again at the start of a trip, boundaries and expected behaviour should be made clear, i.e. freedoms and restrictions (must remain with Helper/keep in pairs, no smoking/unsocial behaviour etc.), together with the drill in respect of accidents and getting lost.
- 13B *Keeping track of Children:* When travelling in a group, the Leader should give each helper a list of the names of the Children for whom they are to be responsible both on the journey and throughout the trip, with any relevant medical conditions relating to any Child included, together with agreed emergency telephone numbers. Each helper should carry a mobile telephone (with access in the area being visited) and each Child should carry a paper with the name and mobile telephone number of the helper and/or the group Leader together with the time and place of meeting for the return. A full register should be taken before start and return.
- 13C *Losing a Child:* If a Child is still missing after a reasonable search has been done the police should be called.
- 13D *Medication on trips:* Non-emergency medication such as travel sickness tablets or pain relief should normally be given only if consent has been given on the relevant Parental Consent Form.

RECRUITMENT, TRAINING AND RESPONSIBILITIES

Recruitment Policy

Volunteers are vital to the running of Parish organisations and groups and the skills and abilities they contribute are highly valued by the Parish Council and by the Leaders of the various groups and committees.

Our Child Protection Policy states that *“We undertake to exercise proper care in the selection and appointment of those working directly or indirectly with Children, whether paid or volunteer”*. Therefore, all those working directly with Children will be subject to a police check through the CRB, and this must be renewed every three years. CRB checks will be done through our umbrella body, SSDC and Child-Safe.

We promote equality of opportunity for all and we select volunteers based on their skills, qualifications and experience with the right mix of these. We welcome volunteers from a wide range of backgrounds, including those with criminal records. Such a criminal record will not necessarily be a bar to a person serving within the community, with the exception of those who have been convicted of Abuse against Children. In the case of other offences, it will depend on the nature of the position and the circumstances and background of the offences. We will not discriminate unfairly against any person subject to a Disclosure on the basis of a conviction or other information revealed.

The Parish Council will appoint a Parish designated person who will be responsible for taking all reasonable measures to ensure that adults working with Children within Parish Groups are suitable to be working with young people. These reasonable measures are outlined below.

The designated person will request volunteers to complete a criminal records check through the CRB if:

1. they will have regular contact with Children during Parish organised activities
2. they will lead activities or be in a supervisory position where Children will be involved
3. the volunteer specifically requests a CRB check

All other volunteers will not be left alone with Children at any time.

We guarantee that Disclosure information will only be seen by the SSDC and Child-Safe designated persons and may be discussed only with the Parish designated person and Child Protection Coordinators.

We will ensure that a confidential, open and measured discussion takes place with a volunteer on the subject of any offences that are contained in a disclosure, and on any other matter that might be relevant to the volunteer working with Children.

We will seek advice through SSDC and Child-Safe on any matters that arise that cause concern.

Responsibilities - for the policies and procedures within this document

Leaders of Children’s Activities: In addition to the function of their role, Leaders are responsible for ensuring that

- Child Protection policies and procedures are understood and complied with by themselves and their helpers, and any instruction and/or training needs are identified and met.
- The volunteers in their group are aware of fire exits, the assembly point and the emergency evacuation procedures (in respect of activities within a building) and, in the event of an emergency, that the evacuation procedures are followed.
- The volunteers in their group are aware of the accident and first-aid procedures, that the accident book is properly completed and a travelling first aid kit is taken on any external group trip for which they are responsible.
- They encourage an atmosphere of mutual support and care so that all helpers are comfortable enough to discuss inappropriate attitudes or behaviour.
- Whatever is planned minimises situations where Abuse or false accusations could occur.
- They comply with the procedures for recruiting volunteers.

The Child Protection Coordinator(s) are independent persons to whom anyone, Child or adult, may go in the event of an actual or an alleged Child Abuse incident. They are responsible for:

- Maintaining updated knowledge of Child Protection requirements;
- Ensuring relevant CRB Disclosures are obtained for all who are required to have such
- Interfacing with the SSDC and Child-Safe designated persons in respect of any Child Abuse incidents.

RISK ASSESSMENT MATRIX

HAZARD IDENTIFICATION AND QUANTIFIED RISK ASSESSMENT

Severity of Injury	Minor 1	Up to 3 days 2	3 days + 3	Major 4	Death 5
Likelihood/Exposure					
1. Extremely Unlikely	1	2	3	4	5
2. Unlikely	2	4	6	8	10
3. Likely	3	6	9	12	15
4. Very likely	4	8	12	16	20
5. Certain	5	10	15	20	25
Action Priority Level	LOW	MEDIUM		HIGH	

NOTES

Red - High Risk

Activities assessed as falling into this category of risk shall be stopped immediately and the situation discussed with the Health & Safety Officer. This discussion will determine the accuracy of the assessment and where necessary, identify the additional controls required to reduce risks as far as reasonably practicable.

Where additional controls will take time to implement and the impact of prohibiting the activity is significant, its continuation may be agreed if an action plan has been developed and all possible lower hierarchy control measures e.g. PPE, procedures, training, greater supervision have been introduced.

NOTE . Some activities, however well controlled, may always fall into a high risk category.

Amber - Medium Risk

Activities falling into this category require action to reduce risks further. All easily introduced risk reduction measures must be implemented immediately, whilst an action plan to implement any additional controls deemed necessary shall be developed within 7 days. Introduction of any additional controls shall be as soon as is reasonably practicable.

Green - Low Risk

Activities falling into this category are broadly considered acceptable. However, where additional risk reduction measures can be easily implemented, at little or no cost, such measures must be introduced before the risks can be considered to have been reduced so far as is reasonably practicable.

SAFE FROM HARM

SUMMARY OF 'SAFE FROM HARM' CODE OF PRACTICE

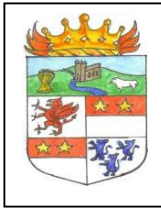
Published by the Home Office in 1993.

1. Adopt a policy statement on safeguarding the welfare of children.
2. Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
3. Introduce a system whereby children may talk with an independent person.
4. Apply agreed procedures for protecting children to all paid staff members.
5. Give all paid staff and volunteers clear roles.
6. Use supervision as a means for protecting children.
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
8. Gain at least one reference from a person who has experience of the applicant's paid work of volunteering with children.
9. Explore applicant's experience of working or contact with children in an interview before appointment.
10. Find out whether an applicant has any conviction for criminal offences against children.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their line managers or supervisors, and policy makers in the prevention of child abuse.



**PURSE CAUNDLE PARISH
COUNCIL CHILD PROTECTION
POLICY
(in respect of all Parish organised activities)**

- To value, respect and listen to the Children entrusted to our care and to protect and safeguard them and instill a sense of belonging in them.
- To prevent the physical, sexual and emotional abuse of Children, and to report to the relevant authority any Abuse discovered or suspected.
- To exercise proper care in the selection and appointment of those who will work directly or indirectly with Children, whether paid or volunteer.
- To support those who work with Children and to provide adequate supervision.
- To encourage Parents to support and cooperate in all matters connected with their Child's Activities and with this Child Protection Policy.
- To maintain good links with Dorset Council youth services, Child-Safe and the Dorset Council designated person (young peoples' officer)



PURSE CAUNDLE PARISH
COUNCIL PARENTAL CONSENT

FORM
(in respect of Parish organised activities)

Full name of child/youth:

Name by which child/youth chooses to be known:

Home Address:

..... Postcode:

Telephone numbers(s): Date of birth: .../...../.....

With whom does the child/youth live?

Relationship to child/youth:

Who has parental responsibility for the child/youth?

Name: Name:

Address (if different from above) Address (if different from above and to the
left) left

.....

.....

Postcode: Postcode:

Telephone No(s): Telephone No(s):

Additional contact:

Name: Telephone No(s)

Relationship to child/youth:

Name(s) of persons who may collect your child (for children under 11 years of age) in addition to the person(s) with parental authority:

.....

Medical information

Child's/Youth's registered GP: name:

Address:

..... Telephone No:

Please state date of last anti-tetanus injection (if known): .../.../...

Whilst in our care it is important we know whether your child:

- suffers from any allergies:
.....
- is on any medication:
.....
- has any health condition or disability that we should know about:
.....

Activities

Group(s) attended:

Day(s), time(s) and average duration of the activity/ies:

.....
.....
.....

Declaration

I give permission for my child to take part in the normal activities of the group(s) named above, and to be driven in a vehicle to or from any one of them if and when this is necessary. I understand that separate permission will be sought for certain activities, e.g. swimming and outings lasting longer than the normal duration times of the group(s).

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaes Yes No (please tick box)

I give permission for my child to be included in individual and/or group photographs that may be taken, which may later be displayed. Yes No (please tick box)

In respect of children over 11 years of age (children under 11 years are not permitted to leave an activity):

I give permission for my child to leave a local activity before it concludes if they wish to do so. Yes No (please tick box)

Signed (adult with parental responsibility) Date ... /... /....

ACTIVITY CHECKLIST

When arranging a day trip, a special activity or a residential stay, Parents should be given full information prior to the event and Parental Consent Form (non-routine) should be completed. The information to be given to Parents should include the following as relevant.

- Name of visit or activity
- Date(s)
- Venue/destination
- Name, address and telephone number of Leader for the event
- Names of other Leaders who will be present
- Name(s) of the First-Aider who will be present
- Contact telephone number of the venue (or mobile number of the Leader)
- A brief description of the activities/programme.
If Children are not to be supervised all of the time, this should be made clear to Parents.
If specialist tuition/training is being offered, details of tutors/trainers etc. and their relevant qualifications (e.g. If you are taking a group swimming, climbing, canoeing, sailing or abseiling etc.).
- Departure place and time
- Return place and time
- Cost (including to whom cheques should be payable)
- Whether insurance is required, specifically in respect of trips overseas.
- Transport arrangements
- If overnight sleeping is involved, details of sleeping and security arrangements
- Items to be brought (e.g. coat, swimming kit, walking boots, packed lunch, money)
- Date by which reply is to be made, and the person to whom it should be given.

The Parental Consent Form should be returned prior to the event and should be taken to the event by the Leader.



ACCIDENT OR INJURY REPORT TO PARENTS

To:
This should be the name on the Parental Consent Form

Name:

**was involved in an accident but did not sustain any apparent injury

**was involved in an accident and sustained the following injury:

.....

**delete whichever is not relevant.

The following actions were taken:

.....

.....

The incident was recorded in our Accident Record Book.

If you require any further information please contact:

.....

.....

This would normally be the person who entered the incident in the Accident Record Book.

Signed

Date