

## **Child protection policy for InSpire & 2InSpire**

### **1. Introduction**

- 1.1 This policy is based on the Children Act 1989, The Home Office “Safe from Harm” guidelines, the Police Act 1997 and the Church of England recommendations published by the House of Bishops in 1994, and revised in 1996.
- 1.2 The policy was adopted by InSpire’s Management Committee (CMC) Children and young people are a vital part of the community life of this centre. They have particular qualities and attributes which enrich our life together. However, they are a developing and vulnerable group and we acknowledge we have special responsibilities towards them, which we take seriously.
- 1.3 Throughout this policy, the term “children” refers to all children and young people under the age of 18.

### **2. Principles**

This policy is based on the principles used by the Diocese of Southwark, as follows:

- Children will be protected in their vulnerability
- The welfare of the child is paramount
- All allegations of abuse will be taken seriously
- We will collaborate with statutory and voluntary agencies
- Volunteers in our centre will be recruited, trained and supported
- Declarations of offences and Criminal Records Bureau (CRB) disclosures will be sought for all volunteers and paid staff over the age of 16 who have regular direct contact with children.

### **3. Procedure**

#### 3.1 – Appointment of Child Protection representative

- 3.1.1 The management committee of the Community Youth Association will appoint a Child Protection Representative (CPR), who will work in consultation with the parish CPR to ensure the implementation of the InSpire policy with.
  - a) All activities which it organises itself
  - b) All its user groups
  - c) All individuals hiring the premises

The post may be jointly held, and will normally be for 3 years. The aim is to carry out the role and job description as attached (Appendix 1), as recommended by the diocesan guidelines.

- 3.1.2 The name of the CPR, and how she or he may be contacted, will be publicised widely in InSpire, and in particular to those who have regular contact with children.

#### 3.2 Volunteers and Paid workers for activities which InSpire organises

- 3.2.1 Disclosures and the Security of Disclosure Information
- 3.2.2 All positions, whether for paid staff or volunteer, for any activity which involves regular contact with children will include:
  - An application for
  - An interview

- Taking up of two references, at least one of which should be from a previous employer, and one of which should have knowledge of their previous work with children
- A Declaration of Offences
- An enhanced CRB disclosure

Declaration forms will be confidential to the CPR, and will be updated every 3 years

- 3.2.3 A list of all paid staff and appointed volunteers will be kept, and updated at least annually. Only staff and volunteers recruited through the process in 3.2.2 will be able to undertake the responsibility of working with children.
- 3.2.4 Paid staff will be recruited to a job description. Volunteers will be given a simple task list/job description, and will be advised whom they should consult with if they have concerns about any aspect of their work with children.
- 3.2.5 All paid staff and volunteers will be offered support in their work, and given information and where appropriate training about Centre child protection policy and procedures, including procedure in the event of an allegation being made. Their work with children will be conditional on their compliance with this policy.

### **3.3 Procedures for User Groups of InSpire**

- 3.3.1 All user groups must be made aware of InSpire's Child Protection Policy and agree to comply with it.
- 3.3.2 User groups working with children must have their own child protection statement which embraces InSpire's policy
- 3.3.3 All groups working with children who employ paid staff or volunteers must require of all employees a Declaration of Offences, and enhanced CRB disclosure. Where groups do not have an umbrella organisation who can obtain the CRB disclosure, InSpire will apply for this at cost to the relevant group. Evidence of CRB disclosures will be required to be seen by the CPR.
- 3.3.4 It is a condition of all bookings that child protection good practice guidelines, in paragraph 3.4 must be complied with at all times.

### **3.4 Good Practice Guidelines for Children's Activities**

- 3.4.1 A copy of these guidelines will be displayed in every meeting room at InSpire, and given to the named person of each user group, for dissemination through his or her group.

#### **3.4.2 For all activities**

- A named person will be responsible for the implementation of each group's own child protection policy & practice, and must be familiar with InSpire's own Child Protection Policy.
- At each meeting of children, there should be at least 2 appointed adults, and where possible the gender of the adults should reflect that of the group, i.e. at least one man if boys are present, and always at least one woman if there are girls. If a single leader of a small group is appropriate, several groups may meet in one large room or in adjoining rooms with an open door in between. If a child is interviewed alone there should be a second adult nearby.
- No person under the age of 18 years should be left in charge of children of any age.

- No child or group of children under 16 should be left unattended at anytime.
- A register should be kept of children attending each activity. It should include name, address, telephone number, date of birth, next of kin & names and contact number of the person who usually collects the child. Leaders must be informed if a person other than the usual collector will be collecting the child or, for a child over 11 years, whether the parent allows he child to go home unaccompanied. Records of attendance should be kept of each meeting.
- At the end of an activity, children under 12 years must not leave the premises until the named person arrives to collect the child
- A phone must be available for emergencies throughout the period of the activity: it is the group's responsibility to provide a mobile phone for the purpose if the group meets at a time when the office is closed.
- Children must always be accompanied to the toilet or to any other part of the building by an authorised leader of the group.
- Children are only to be allowed in the kitchen for specific cooking activities, which must be supervised at all times by at least one leader. At all other times, no children are allowed in the kitchen. Children are never allowed in the storage rooms
- All accidents and near misses must be recorded in the accident book, which is kept in InSpire's office. Any incident that takes place outside of office hours should be recorded in writing and given to InSpire's Manager the following day or at the nearest opportunity.

#### **3.4.3 For activities which take place off the premises:**

- Written permission from parents or guardians must be obtained for activities off the premises. This permission may be obtained for a given period of time, e.g. a term.
- Parents or guardians should always be informed if their children are to be transported in a car or other vehicle. If a child is to be taken in a car or mini bus, the leader or driver must make sure that insurance covers them, and if a mini bus, that the driver is authorised.
- There should always be available in InSpire a list of names, addresses and next of kin of all children, young people and leaders who are away from the Centre premises, and the group leaders should always have such a list.
- When a group of children is out or away, at least one leader should carry a mobile phone and there should always be a known contact person in InSpire who is available at a phone number in case of emergencies.

#### **3.5 – Health & Safety: Food & Hygiene: Fire**

Centre health & Safety, food & hygiene and fire regulations must be followed for all activities involving children at all times

#### **3.6 Administration**

- 3.6.1 The leader of each children's activity is responsible for seeing that appropriate records are made and kept confidentially.
- 3.6.2 The CPR is responsible for ensuring that Offences Declaration forms relating to activities which InSpire organises are kept confidentially and securely. Retention of these records must be indefinite: the chair of the Management Committee will be responsible for ensuring their long term storage.

### **3.7 Registration of Premises**

All provision for children under 8 must be registered with Ofsted according to the Children Act of 1989, if it lasts for more than 2 hours per day, or for 6 days or more per year. The provider has a duty to contact Ofsted, who then has the responsibility for registration and inspection. Registration can either be found for individuals or a management committee or a team of people. All user groups providing such care will be required to register with Ofsted before either booking is accepted.

### **4 Insurance**

InSpire is insured for public liability with the Ecclesiastical Insurance Group. The observance of “reasonable care” is a standard condition. The policy holder therefore has a duty to adopt “best practice”. The Ecclesiastical Insurance Group considers the implementation of the Church of England Child Protection Policy, on which this policy is based, as an essential for the maintenance of public liability insurance in the field of child abuse.

### **5 Procedures for Reporting Child Abuse**

5.1 If an allegation of abuse is made or an adult working with a child is concerned about possible abuse, the following procedures must followed.

- If you consider emergency action is required, phone an ambulance, or make an immediate referral to Police or Social Services

- If, as in most cases, the situation is not urgent, make notes of everything that has been said. Then speak first to the Child Protection Representative for InSpire. He or She will if deemed necessary consult with the church Child Protection Representative, who will take advice from the Diocese.

- If appropriate she or he will take responsibility for a referral to the Child Protection Team of the Social Services Department.

- InSpire CPR will inform the chair of InSpire Management Committee of every allegation made and what action was taken.

5.2 If an allegation of abuse is made against a Centre Employee or volunteer, the procedures, the CPR will seek advice from the Diocese.

5.3 If an allegation of abuse is made against a member of the clergy or accredited minister of St.Peter’s church, the allegation must be reported immediately to the Child Protection Co-Ordinator, or to the Archdeacon of Southwark who will then implement Diocesan procedures. A copy of these procedures is available from the Archdeacon of Southwark,

### **6 Review of Centre Child Protection Policy**

This policy will be reviewed regularly, and at least every three years

**Signed**

**Name**

**Organisation**

**Position**

**Date**

I have read and understood InSpire's Child Protection Policy. I have retained copies to distribute to staff and members working on my project.

I can confirm that staff who work unsupervised on my project are in receipt of a current Criminal Records Bureau check (copies to be supplied)

Name.....

Group Represented.....

Address & Contact Number.....

.....

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Email.....

Signed..... Date.....

Signed on behalf of InSpire

Name..... Date.....

Comments/Action Points: