

Hagge Woods Trust Child Protection Policy



Introduction

The HWT values children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment. The name of the child protection officer for Haggess Wood Trust is Rosalind Forbes Adam and a copy of this policy will be kept with Rosalind and on private area of HWT website for those working for HWT to view.

Purposes

The purpose of HWT children's events and activities is to offer children a safe and welcoming environment with fun activities where the children can grow and learn.

Terminology

For the purposes of this document and relevant legislation a child is classed as any person under the age of 18 and representatives of HWT maybe any of the following, Trustees, consultants, volunteers or persons partnering with HWT on specific events.

HWT Aims

- To provide activities and learning tools for children and young people to help them develop a knowledge of nature, biodiversity and basic ecology.
- To enable the children to express themselves as they take part in these activities. To assist the children in integrating into the community.
- To help children appreciate the diversity of the natural environment around them.

Policy for events when parents or guardians are not present

During activities where children will be left in the supervision of HWT representatives we will ensure:

- Each child and young person should be formally registered with HWT. The information should include an information/consent form which their parent/guardian must complete. These forms should have vital information about health and emergency contacts and should be kept securely and brought to each session. An attendance register should be kept for each session.
- For activities for under 8's, which run for more than two hours in any one day, or if HWT run a holiday activity for six or more days a year, the activity must be registered with local Day Centre Adviser with local Social Services Office. The law assumes that registration will be granted unless there are good reasons why it should not be.

Child Protection Representative

HWT has appointed a child protection officer which is Rosalind Forbes Adam, Chair of HWT. If anyone has any child safety concerns, they should discuss them with her. Rosalind who will take on the following responsibilities:

- Ensure the policy is put into practice
- Be the first point of contact for child protection issues.
- Keep a record of any concerns expressed about child protection issues.
- Ensure that volunteers are given appropriate supervision.
- Bringing any child protection concerns to the notice of the Local Authority if appropriate.
- Ensuring that everyone involved with the organisation is away of the identity of the child protection officer.

This policy is reviewed on an annual basis at September Trustees to ensure it is meeting its aims.

Insurance

HWT should ensure that there is adequate insurance in place for any work, events and activities that the Trust undertakes.

Personal/Personnel Safety

A group of children should not be left unattended at any time.

Avoid being alone with an individual child for a long time. If there is a need to be alone with child i.e. to administer first aid, or if he/she is distressed, make sure that another HWT representative knows where you are and why.

At no time should a HWT representative arrange to meet a child away from a HWT activity.

Teenage assistants should always be supervised.

Child Safety

Make sure that the area you are using for activities is fit for the purpose e.g. remove tripping hazard, sharp objects etc.

Make sure that all HWT representatives and assistants know

- Where the emergency phone is situated (outside Hollicarrs Holiday park reception).
- To take the first aid kit to an area where activities are happening.
- Who is responsible for first aid and how to record accidents or injuries in the incident book.
- What to do in the event of a fire or other emergency.

- Not to let children go home with out an adult unless the parent has specifically aid they may do so.
- To never let a child, go with another adult unless the parent has informed you that this will happen.

Under normal circumstances, HWT representatives should only give a lift home to a child from group activities if the parents of that child have specially asked for them to do so. If HWT representatives are asked to give a child a lift home, they are not obliged to do so, it is left to their discretion.

Recording Images of Children

Parents or guardian's permission should always be received to take and use an image of a child. If possible the reason for the recording should be explained i.e. website illustration, press release etc. Personal details of children's address, phone number, email address should never be revealed.

All children should be suitably dressed for the activity they are undertaking.

Photography/recordings should focus on the activity, where possible images of children should be recorded in small groups.

If professional photographers or members of the press are invited to a HWT event or activity they should be clear about the expectations of them in relation to the welfare of children.

What is child protection?

Child protection is the response to the different ways in which a child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person. What you should do if you are approached by a 'concerned' child

- Listen to the child.
- Look at the directly and do not promise to keep any secrets before you know what they are, but always let the child know if, and why, you are going to tell anyone.
- Take whatever is said to you seriously and help the child to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
- It is not the role of the HWT representative to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child must be reported to the named child protection officer.
- Speak immediately to the local authority or NSPCC for further advice and guidance.

What you should NOT do

- HWT representatives should not begin investigating the matter themselves.
- Do not discuss the matter with anyone except the correct people in authority.
- Do not form your own opinions and decide to do nothing.

Things to say or do

- “What you are telling me is very important”.
- “This is not your fault”
- “I am sorry that this has happened/is happening”
- “You were right to tell someone”
- “What you are telling me should not be happening to you and I will find out the best way to help you”.
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

Things NOT to say or do

- Do not ask leading questions Why? How? What
- Do not say “are you sure?”
- Do not show your emotions e.g. shock/disbelief
- Do not make false promises

Policy agreed by Trustees	Date
Policy revised	Date
Policy to be reviewed	Date