

**The**  
**YORKSHIRE CARNIVAL ASSOCIATION**

*Child Protection Policy*

**Policy Statement**

The Yorkshire Carnival Association recognises that anyone working with children has a duty, under the Child Protection Act of 1989, to ensure the safety and protection of any children and young people in their care. The Yorkshire Carnival Association acknowledges its' duty to act appropriately to any allegations, reports or suspicions of abuse.

**Aim of the Policy**

The policy recognises that child protection covers a range of issues that require careful consideration including:

- Volunteer recruitment
- Health and Safety
- Supervision
- Management of difficult behaviour
- Child abuse

and sets out in clear terms how the procedures of the Yorkshire Carnival Association are designed to ensure the safety and protection of children and young people.

**Scope of the Policy**

**Child Protection Officer**

A member of the management committee will be appointed to take on the role of Child Protection Officer.

This person will act as a contact between any member of the Yorkshire Carnival Association who has a concern and the appropriate service/agency who will deal with the problem.

This person will not be expected to be a Child Protection expert, but will be a channel for information. They will not be expected to deal with any Child Protection issues on their own.

The Child Protection Officer will ensure that everyone involved in the Yorkshire Carnival Association receives copies of policies and procedures relating to the safety and protection of children.

The Child Protection Officer will establish an **Incident Book** where they will record any reported incidents or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

### **Recruitment and selection of staff/volunteers**

The Yorkshire Carnival Association will adopt a procedure for the recruitment of all staff and volunteers and will keep evidence that this procedure has been followed through in all cases.

Any individual taking up employment or voluntary work with Yorkshire Carnival Association who is in contact with children or young people must agree to a police check being obtained prior to their recruitment. This would be made clear on any application form for employment or voluntary work. It would also be stated as part of any interview process and would be a condition before any offer of employment or voluntary work could be confirmed.

The Yorkshire Carnival Association will always seek at least two references for volunteers, one of which should relate to work done with children, and will not allow a volunteer to start working with children until it has received written assurance that the volunteer is suitable.

The Yorkshire Carnival Association will always ask for a current form of identification from volunteers.

The Yorkshire Carnival Association will ensure that all staff and volunteers are properly trained both in the work they are doing with children and young people and in issues around Child Protection.

The Yorkshire Carnival Association will check volunteers against the Protection of Children Act List. If the Yorkshire Carnival Association dismisses a worker or

volunteer because of misconduct with children they will refer the person for inclusion on the PoCA list.

## Health and Safety

The Yorkshire Carnival Association believes that all activities provided for young people should take place in a safe environment and it is their responsibility to ensure that the rooms and equipment being used are appropriate and safe. This includes:

- safety
- health and hygiene issues
- fire evacuation
- transport
- trips

The Yorkshire Carnival Association will ensure that a **registration form** is completed for any child for whom they have a responsibility of care. The form will include:

- name, address, home telephone number and date of birth of child
- whereabouts of the parent/carer during the activity that the (INSERT NAME) is supervising with a contact phone number
- an alternative contact number/address
- name and address of GP
- details of any allergies, medication or dietary requirements the child may have
- details of any other health problems the child may have
- any other information about the child the parents may feel it is important for the group to know

The Yorkshire Carnival Association will ensure that a correctly stocked first aid box will be available at all times and staff will be trained to use it. The name of the first aider will be displayed prominently and all workers and volunteers will be aware of who this is.

Any accident will be recorded in the accident book

The Yorkshire Carnival Association will ensure that where new activity is planned with children or young people that a risk assessment is undertaken; that the group leaders are adequately trained and qualified and that the premises where the activity will take place are safe.

The Yorkshire Carnival Association will ensure that its health and safety policies are available to everyone at the center.

The Yorkshire Carnival Association will ensure that all workers and volunteers working with children and young people are offered training in health and safety issues.

## **Supervision**

The Yorkshire Carnival Association will ensure that a code of conduct for workers and volunteers supervising children is drawn up and followed at all times. The code is designed to minimise situations where abuse may occur by advising that:

- workers and volunteers avoid situations where they are alone and unobserved with individual children
- that all activity, as far as possible, is publicly observed
- that where possible parents take the responsibility for their own children in changing rooms and that if this is not possible then employees/volunteers work in pairs
- that where possible a male and female worker supervise mixed activities
- that any after or out of school activity should be supervised by a minimum of two adults
- that taxis are used and not private transport
- that inappropriate touching of any form is never permitted
- that workers or volunteers never engage in rough, physical or sexually provocative games
- that the use of inappropriate language by children never goes unchallenged
- that no allegation made by a child or young person will go unchallenged or unrecorded and appropriate action will be taken in all cases

## **Management of difficult behavior**

We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

When children behave in unacceptable ways:

- Physical punishment, such as smacking or shaking, will neither be used or threatened

- Children will not be sent out of a room by themselves
- Physical restraint, such as holding, will only be used to prevent personal injury to the child or another person and/or serious damage to property. Any event of this nature will be recorded and the parent/carer informed the same day
- Techniques intended to single out, put down and humiliate individual children will not be used
- In cases of serious misbehavior, such as racial or other abuse, the unacceptability of the behavior will be made clear immediately but by means of explanation rather than personal blame
- In any case of misbehavior it will be made clear that it is the behavior and not the child that is unwelcome
- Adults will not shout, or raise their voices in a threatening way
- Adults will be aware of different cultural expectations
- Adults will be aware that some kinds of behavior may arise from a child's special needs
- Any behavior problems will be handled in a developmentally appropriate manner

### **Child Protection:Abuse**

The Yorkshire Carnival Association recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However we believe that the safety of the child should override any doubts or hesitations.

Abuse refers to:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

When a member of staff, a volunteer or a committee member is alerted to an incident of possible abuse, in all cases they will:

- listen carefully to the disclosure and take it seriously
- record what was said as soon as possible after the disclosure
- date and sign the record
- respect confidentiality and file accordingly

- not take sole responsibility
- notify the organisation's Child Protection Officer
- ensure that the allegation is reported to Social Services

When worrying changes are observed in a child's behavior, physical condition or appearance:

- Alert the Child Protection Officer
- Discuss the cause of concern with the child's parents
- Record all information
- Should suspicions remain unresolved Social Services should be contacted for advice

### **Contact Numbers**

During office hours contact:  
Sandymount Social Services 01484- 222152

Outside office hours contact:  
Emergency Duty Team 01924 326489

Child Protection and Review Unit  
01484 223234

All verbal referrals to Social Services should be followed up in writing