

HORNDEAN PARISH COUNCIL



CHILD PROTECTION POLICY

Horndean Parish Council is committed to ensuring that children and young people are protected and kept safe from harm whilst they are engaged in any activity associated with the Council and to establishing the following principles:

- ***Anyone under the age of 18 years is considered to be a child***
- The welfare of the child is paramount;
- All children and young people without exception, have the right to protection from abuse and for their rights, feelings and views to be respected.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

In line with these principles the Parish Council will aim to:

- Create a healthy and safe environment for all activities, where children and young people feel safe and secure
- Promote the general welfare, health and full development of children and young people during activities
- Promote and implement appropriate procedures to safeguard the well-being of children and young people and protect them from abuse.
- Respect the rights, wishes and feelings of children and young people and ensure that they are listened to.
- Ensure that any allegations made by a child are not allowed to go unchallenged, and that any allegations and suspicions are investigated, recorded and acted upon promptly.
- Ensure that councillors, staff and volunteers are well informed, supported and enabled to provide the best possible practice
- Ensure that all new employees/volunteers who will work with, or come into contact with, children and young people in the course of their work activities will complete a disclosure form from the Disclosure and Barring Service to ensure that there are no irregularities in their background that may give cause for concern
- Ensure that all new employees/volunteers will be provided with the Child Protection Policy and asked to sign to confirm that they understand it and will abide by it.
- ***The Parish Council will appoint a Child Protection Officer who will ensure that procedures are put in place to enable the aims of the Parish Council to be met and to initiate appropriate action should any allegation of improper conduct be made.***

The Council's Child Protection Officer is: The Chief Officer

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GUIDE TO GOOD PRACTICE WHEN WORKING WITH CHILDREN

When working with children **you should:**

- Always be publicly open. Avoid any situations where you and an individual child are completely unobserved.

When working with children you **should never:**

- Engage in rough, physical or sexually provocative games
- Allow or engage in any form of inappropriate contact
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that the child can do for itself

Work Experience Students

It is not good practice to take children alone on car journeys or be alone with them in a situation where you cannot be easily seen and this should be avoided if at all possible. However, this is sometimes unavoidable and Members of staff must be aware that they are in a position of trust and act accordingly. When a Member of Staff is going to be out with a student, they must make the office aware of where they are going to be and what tasks they are going to undertake.

Although it is right that Work Experience Students are made to feel “part of the team” members of staff must be aware that they are still considered to be children and should ensure that their behaviour and language is appropriate.

Supervision Ratios

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. Best practice guidance for other organisations is to have at least two adults present when working with or supervising children and young people.

The following adult to child ratios as the minimum numbers to help keep children safe:

- **under 2 years** - one adult to three children
- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.

If young people are helping to supervise younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.

Should the risk assessment for the particular activity indicate a larger number of leaders/adults is required this will take precedence.

Keeping Records

An induction checklist and confidential details, including emergency contact numbers, will be completed for all Work Experience Students

At all Children's Events run by the Countryside Team a record of the children attending, their address and their age will be kept.