

Child Protection Policy

CONTENTS:

1. Introduction
2. Objective
3. Implementation
4. Personnel Checks
5. Reporting of Enquiry Results
6. Personnel Records
7. Activities
8. Reporting of Concerns
9. Allegations against Employees
10. Review of Policy

INTRODUCTION

This policy applies to all activities of the Council where children and young people under 18 years of age are present and to those working in such activities whether as an employee, volunteer, representative or otherwise.

OBJECTIVE

The Objective of the Council's Child Protection Policy is to contribute to the personal safety of all children using the facilities and resources of the Council, through actively promoting awareness, good practice and sound procedures.

IMPLEMENTATION

The Council shall appoint the Clerk as Responsible Officer (RO) for all aspects of child protection awareness and implementation of this Policy.

The RO will be responsible to the Parish Council for:

- (a) ensuring that this Policy is implemented throughout the Councils activities;
- (b) ensuring all necessary child-protection-related enquiries, procedures and investigations (if any) are carried out;
- (c) ensuring secure and confidential records relating to child protection matters;
- (d) instruction of staff members to ensure implementation and strict adherence of the Policy by all staff and volunteers;
- (e) liaison with social services and/or the Police at a formal and informal level on child protection matters;
- (f) the reporting of allegations and suspicion of abuse to the appropriate authorities;
- (g) ensuring there is adequate induction and training relating to child protection matters;
- (h) ensuring that each activity carried out by the Council which involves any exposure to children adheres to good practice with regard to personnel, practices, and premises;
- (i) checking all incident reports made by staff and volunteers, countersigning them, and making such reference to authority as is appropriate.

PERSONNEL CHECKS

The Council's aim is to ensure, as far as is possible, that anyone, paid or voluntary, who seeks to work with children and young people and gains substantial access to them is as safe to do so in child protection terms as can be guaranteed.

The Clerk will ensure that the following checks are carried out on all prospective and current employees whose work may create a situation of substantial access to children and young people:

- a. a Criminal Records Bureau check at enhanced level;**
- b. a personal referee, nominated by the applicant - a person who is not related to the applicant and who preferably knows of the applicant's character, trustworthiness, any previous experience of working with/looking after children and young people.**

Written consent of the applicant must be obtained to enable such enquiries to be made. No application may proceed unless such consent is given by the applicant. The checks will be reviewed after three years service.

At all times the onus is on the applicant/employee/volunteer to reveal any conviction, caution, bind-over, probation order, or pending prosecution, whether imposed, prior to, or within the period the applicant/employee works for the Council.

The Clerk will not accept any previous reference, police check, social services endorsement etc provided by an applicant/employee in substitution for the above enquiry process.

REPORTING OF ENQUIRY RESULTS

The Clerk will indicate to the Council whether an applicant/employee is suitable to work for the Council, as revealed by the results of the checks.

Where a Schedule One offence is indicated by the above process, the Clerk acting on behalf of and with the full endorsement of the Council must rule an applicant unsuitable, and that person must not undertake any form of work or help with the Council. If such an attempt is made by a convicted Schedule One Offender or by any person prohibited under legislation from working with children and young people or from being in proximity to places where they may gather etc, the Clerk is obliged to immediately inform Social Services and the Police.

The Clerk will inform a meeting of the Property & Staffing Committee on the approval or otherwise of applicants or employees.

On receipt of all replies to enquiries, the applicant/employee shall be invited to attend an interview with the Clerk and the Chairman. The Clerk will show the applicant/employee all replies received.

The Clerk shall be authorised to undertake any additional enquiries as considered appropriate and sanctioned by the applicant as may assist the making of a recommendation to the Council.

PERSONNEL RECORDS

The Clerk shall maintain a confidential file on each applicant/employee in which shall be kept:

- a. copies of all forms, consents and replies as above;**
- b. a progress check form indicating progress of the checks and replies;**

- c. notes for file - where the Clerk receives a phone call or other non-written communication, the main points shall be recorded and filed with the applicant's/employee s records.**

The file of an unsuccessful applicant shall be kept for six months and then safely destroyed by the Clerk– this period will be increased to 12 months from the date of leaving the Council's service for any successful applicant who commences work with the Council.

Anyone working with the Council has the right to inspect their own confidential records and may do so upon written request to the Clerk who shall not withhold consent unreasonably. The Clerk may only withhold such agreement and access if to do so might potentially jeopardise a Police or Social Services investigation relating to child protection matters or might lead to a child's welfare and safety being compromised. The Clerk need give no reason for such withholding of consent. S/he will report such a situation to the Council simply that a request was made and refused for reasons relating to the welfare of children.

The Chairman may have access to such records kept as above, with the same caveat applying.

ACTIVITIES

Prior to any activity/site/programme being commenced, the Clerk shall ensure that adequate child protection procedures are in place.

In consultation with appropriate hirers of all Council owned premises, the Clerk shall ensure a site audit is undertaken to ascertain the layout of premises/site, helpers and supervision required to achieve adequate personal safety of children and young people. The audit shall be undertaken with a view to recognising any problems in terms of supervision of helpers, communications concerns etc.

There may be a need to audit an existing site if in the opinion of the Clerk and Council there have been significant changes since the last use of that site.

REPORTING OF CONCERNS

Those working on Council activities have a duty to ensure that any suspicion, incident, allegation or other manifestation relating to is reported.

Disclosure or evidence for concern may occur in any number of ways. This may be by what a child says, about itself or another child or children. It may be through interception of a written item, or through observation of activity or behaviour giving cause for concern. It may be through changes in behaviour or attitude. There may be physical, emotional pointers such as bruising, staining, inappropriate behaviour or knowledge. These and many other signs can be picked up by employees.

IT IS VITAL FOR THE SUCCESSFUL OPERATION OF THIS POLICY THAT ALL INCIDENTS, OBSERVATIONS, HOWEVER INSIGNIFICANT, ARE LOGGED BY THE CLERK.

The employee concerned will make a verbal report to the Clerk and also will make a written report outlining in adequate detail what was heard, seen, reported, alleged etc. Verbatim quotes from a child are important, as is the retention of anything which gave cause for concern. The employee will sign and date the report. The Clerk will countersign the report and at the latest, the next working morning, will draw the attention of the report to the Chairman of the Council and the Chairman of the Property & Staffing Committee.

If more than one employee has an observation on the same incident on the day in question, a separate report is to be made by each employee and treated as above. The Clerk will ensure the reports are cross-referenced and dealt with as one.

THE BASIC PRINCIPLE IS THAT THERE CANNOT BE TOO MUCH DETAIL OR DISCUSSION WHERE THE PROTECTION OF CHILDREN IS CONCERNED.

Many reports will be purely minor in nature. However, it is important to treat them with due seriousness in case there may already be existing information concerning a child.

The Clerk will take an appropriate course of action as follows:

- a. **Immediate report to Social Services and/or Police: this covers any situation where, in the judgement of the Clerk, there is perceived to be an immediate danger to a child or detection of criminal offences against a child or other form of obvious, ongoing/future/recent serious harm.**

Where the Duty Social Worker cannot be located, the Police should be informed and told of this problem in locating the Social Services officer. Where a child seems at imminent harm of danger/ injury or worse, then the Clerk is authorised to make a complaint to the Police in order to secure immediate action and protection of a child.

ALLEGATIONS AGAINST EMPLOYEES

If a child or parent makes allegations to the Council against any person working for the Council, whether paid or unpaid, the following procedure will come into force:

- a. **The person receiving the complaint will contact the Clerk who will immediately inform the Chairman. On receipt of the complaint, the Clerk will contact Social Services to apprise them of the situation. Normally this will be by informal channels but if there is a criminal allegation, the contact will be formal to the duty social worker and also to the police.**
- b. **The Clerk should inform the person against whom an allegation has been made as soon as possible UNLESS THERE APPEARS TO BE A CASE THAT THIS MIGHT PREJUDICE A CRIMINAL INVESTIGATION. This will require consultation with the police.**
- c. **The course of action to be taken from thereon will be decided by the nature of the allegation(s).**
- d. **If a criminal allegation e.g. of sexual abuse and impropriety is made, or physical assault, or inappropriate behaviour, the Clerk will activate the Disciplinary Procedure and suspend the person under the heading of alleged Gross Misconduct. If warranted, this may be without pay, for example, a worker discovered in a situation of actual wrongful behaviour. The matter must then be reported immediately to the police and duty social worker. The suspension will remain in force unless/until the police and/or social services confirm there was no substance to the report. An incident report will be made and treated as confidential.**
- e. **If there is no criminal allegation the Clerk will gather as much detail from available sources of information as possible but not including seeking to interview any child if there is a criminal allegation (which is a matter for the authorities). Where appropriate, the Clerk should consider whether suspension of the worker is advisable and recommend**

accordingly to the Chairman and the Property & Staffing Committee Chairman. This may include a situation which, though non-criminal, could lead to a decision of gross misconduct.

- f. The Clerk will report to the Council on the outcome of such an investigation and will recommend whether the circumstances constitute grounds either:**

to treat the matter as a disciplinary issue, either as misconduct or gross misconduct, with associated rights of appeal or;

to dismiss the allegations as unfounded, or to make such other non-disciplinary recommendations as are appropriate.

The Chairman shall consider such recommendations and report to the next meeting of the Property & Staffing Committee. The person against whom such non-criminal allegations are made should be afforded ample opportunity to give an explanation or answer to any allegation at an interview conducted by the Clerk, Chairman of the Council and Property & Staffing Committee Chairman.

REVIEW OF THIS POLICY

The Council shall, from time to time, review this Policy and its effectiveness. The Clerk shall ensure that the views of all employees are sought and reflected in such a review process, and that any new statutory legislation is incorporated accordingly.