



Registered Charity No 1072924

BUCKINGHAM CANAL SOCIETY

CHILD AND VULNERABLE ADULT PROTECTION POLICY

Issue 2.1 : 12 November 2010

1 Basis of Policy

- 1.1 This policy is compiled using source material from NSPCC ("Writing a child protection policy: resources for organisations") and Volunteering England "Example Child Protection Policy 2006".

2 Policy Overview

- 2.1 The Buckingham Canal Society (BCS) is committed to providing a healthy and safe environment for all our volunteers including children and vulnerable adults.
- 2.2 In this context the term children applies to all young persons under the age of 18 years and the policy shall be deemed to apply equally, where appropriate, to vulnerable adults whether specifically mentioned or not.
- 2.3 It is not thought appropriate for children under the age of 14 to participate as volunteers for the Society.
- 2.4 BCS recognises that Social Services Departments and the Police have a statutory duty to protect children at risk. BCS also recognises that it has a general duty of care in relation to Child Protection.
- 2.5 BCS accepts that it must work in partnership with these agencies when child protection issues arise.
- 2.6 Children have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity. BCS will, to the best of its ability, provide such protection to those participating as volunteers for the Society.
- 2.7 BCS will ensure this Child Protection Policy is communicated to all volunteers.
- 2.8 The welfare of children is paramount and any suspicion or allegation of abuse will be taken seriously and responded to swiftly and appropriately. All BCS volunteers and members have a responsibility to raise any concerns or suspicions that may arise.
- 2.9 BCS is committed to the protection from harm of children who are engaged in activities under the Society's direct control. It is envisaged, however, that the numbers of young people directly participating will be small and that their participation will normally be directly linked to their participation in other organisations activities (eg Duke of Edinburgh's Award scheme).
- 2.10 All children participating as volunteers in BCS work parties will be required to demonstrate that they do so with the support and approval of their parents / person with parental responsibility. A contact address and telephone number of a parent / person with parental responsibility is a pre-requisite to participation.
- 2.11 Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times and should satisfy themselves that their children are involved in a credible organisation. Parents will be made aware of this Policy and a copy will be issued upon request.

3 Designated Child Protection Person

- 3.1 BCS will nominate a responsible member as Child Protection Person who will:-
 - 3.1.1 Exercise oversight of the Child Protection Policy; recommending updating of the policy as is appropriate given changes in national legislation.
 - 3.1.2 Be the point of contact for reports of allegations or suspicions of abuse.
 - 3.1.3 Maintain a list of appropriate supporting organisations which can assist with Child Protection.
 - 3.1.4 Ensure that all members and volunteers of BCS are aware of the policy and procedures of the Society.
- 3.2 All parents / persons with parental responsibility of participating children will be notified of the identity of the Child Protection Person and their contact details.

4 Policies and Procedures

- 4.1 To protect children, vulnerable adults and the Society's members and/or volunteers BCS will adhere to the following policies and procedures:
 - 4.1.1 Everyone, including children and vulnerable adults, to be treated with dignity and respect
 - 4.1.2 Volunteers will work in an open environment; unobserved, secluded locations or situations to be avoided
 - 4.1.3 Volunteers are expected to be good role models, particularly by not using offensive language and not making sexually suggestive comments
 - 4.1.4 Volunteers should avoid the following unacceptable practices, both for the protection of children, young people and vulnerable adults, and also for the safeguarding of BCS members and volunteers:
 - 4.1.4.1. spending excessive time with individual young people
 - 4.1.4.2. taking children or young persons home
 - 4.1.4.3. rough play or games of physical contact
 - 4.1.4.4. being closeted in a toilet or a private room or space with an individual child or young person
 - 4.1.4.5. physical contact, other than to demonstrate use of equipment, to prevent danger to the child or young person or others or damage to property, or to prevent serious anti-social behaviour or a criminal offence being committed
- 4.2 Where any concern is raised by a member of the public, a child, young person, vulnerable adult or by a member of the Society, it will be formally recorded and reported (see reporting procedure) to the designated Child Protection Person.
- 4.3 This Child Protection Policy is actively reviewed by the Committee of the BCS on a continuous basis as information or new legislation becomes available.

5 Procedure for reporting allegations or suspicions of abuse

5.1 Concerns are expressed

5.1.1 Record and Report (as detailed below)

5.1.2 Transmit as soon as possible to designated BCS Child Protection Person (see above)

5.2 Actions of BCS Child Protection Person

5.2.1 Receive report and complete record if necessary, then BCS Child Protection Person to contact designated Child Protection Officer of school / relevant organisation / Social Services / Police as appropriate.

5.2.2 Seek advice from designated officer of relevant organisation or Social Services.

5.2.3 Report back to the BCS committee, anonymous as far as possible, identifying any training needs or practice which could be improved. Refer back to volunteer if appropriate.

6 Reporting Procedure (information to be collected)

6.1 In any case where an allegation is made, or someone in BCS has concerns, a record should be made. Details must include, as far as practical and available:

- Name of child, young person or vulnerable adult
- Date of birth and age
- Home address
- Name and address of parents or persons with parental responsibility
- Telephone numbers
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns? Include dates and times of any specific incidents
- Has the child, young person or vulnerable adult been spoken to? If so, what was said?
- Has anybody been identified as the alleged abuser? If so, record details.
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc

6.2 Note: *It is of the greatest importance that all actions (verbal or written) no matter how seemingly trivial MUST be recorded during this process.*

6.3 It is the responsibility of the Child Protection Person to report any incident to the relevant outside authority or organisation.

7 Approved by the General Committee: – 7 May 2009

8 Review History: Issue 1: 16 April 2009 - Draft Report for approval

Issue 1a: 7 May 2009 – Approved version (with minor amendments)

Issue 2: 12 November 2010 – Requirement for CRB checks deleted

9 Supporting Contacts

- Social Services departments at :-
 - Milton Keynes 01908 253 169 (01908 265 545 out of hours)
 - Aylesbury Vale 01296 383 999 (01494 817 750 out of hours)
 - South Northants 01327 300 567
- NSPCC Helpline (24 hour freephone) - 0800 800 500

10 Police

- Milton Keynes and Buckinghamshire – Thames Valley : 101
- Northants CP Unit 01933 304420 (08453 700 700 out of hours)