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Charity no- 1155713

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***Arts Dream Selsey Child Protection and Vulnerable adults Policy Statement***

The aim of Arts Dream Selsey is to:

**Work in partnership with voluntary sector communities, schools, agencies and artists to encourage, develop, create, produce and promote arts activities for the community of Selsey.**

***Scope***

All those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children and venerable adults who regularly come into contact with children and vulnerable adults in the course of their work. This policy also relates to others, including volunteers or board members carrying out duties on behalf of Arts Dream and to those agencies and contractors working for Arts Dream

In respect of this policy a child is a:

person age under 18 and a person may be considered as a vulnerable adult if he/she has:

• A substantial learning or physical disability, or

• A physical or mental illness, including an addiction to drugs or alcohol, or

• A substantial reduction in physical or mental capacity due to advanced age

This policy statement will be brought to the attention of all Arts Dream volunteers and will be reviewed from time to time

It is Arts Dream Policy that all staff working for the group will aim to create an environment where young people are protected as much as possible from potential abuse . All staff members will report any concerns about a child or somebody else's behaviour using the procedures laid down in this policy. Sue Graves is the designated child protection person (DCPP) for the club and can be contacted at anytime on if ever a concern should arise regarding child protection issues. All staff and volunteers will be provided with copies of the child protection policy as part of their induction .Any allegations or disclosures must be recorded in a designated book as soon as possible - there is a procedure, which is set out in this policy and to decide who should report the information and the time scales for passing it on. The role of the DCPP is to

* Know how to and which child protection agency to report concerns to if they arise We will:
* Ensure all staff members have a copy of the child protection procedure
* Help any staff members with a child protection issue
* Make sure that appropriate information is available at the time of the referral and the conferral is confirmed in writing
* Keep contact with social services, NSPCC, and other agencies
* Keep people who need to know of any action taken and any further action to be taken, e.g disciplinary
* Ensure that all records are kept properly and confidentially
* Contact different agencies to review the child protection programme regularly to check that procedures are correct and comply with current good practice.

As stated in The Children's Act 1987 "the welfare of a child is paramount ". This means that confidentiality must never be promised to a child in case a situation arises where information must be passed on for the safety or welfare of the child. However, other than following the correct procedures, confidentiality of all people concerned in an allegation and investigations should be kept at all times. For instance, any incident written in the designated book should be written on separate pages from others, so people don't get to see other peoples' reports or concerns .

All volunteer staff and anybody else who comes into contact with children and left with them unsupervised will be checked appropriately.

Arts Dream Selsey accepts its responsibility of duty of care towards children and any person who may encounter any concerns whilst working on any Arts Dream Project and they will be supported when they come forward with any concerns in good faith .

***Code of Practice:***

Arts Dream Selsey expects all staff to be aware of this code of practice and adhere to it at all times .

* The examination progress with a child should be as open as possible and it is important than no more time should be spent alone with a child than is necessary
* It is important to never have any physical contact with a child.
* It is not good practice to take a child alone in a car or on any journey .
* Never make any suggestive or inappropriate remarks to a child , even to be said in jest could get taken the wrong way or offend .
* Never try and dissuade a child from making a disclosure of abuse .

It is important for all staff members to be aware that child abusers come in all ages (even other children) they can be any gender, ethnic origin or class. It is also , important not to favour people and have pre-conceptions; it could prevent the right

***Action to be taken in a situation:***

Staff at Arts Dream Selsey must always value and respect children as individuals and must always exclude bullying, shouting, racism and sexism and must respond appropriately to a child making an allegation of abuse/ They must:

1. Stay calm.

2. Listen to what the child has to say.

3. Do not make any promises to keep secrets, as you may have to take it to someone else.

4. Reassure the child that only those that need know about it will.

5. Always let the child proceed at their own pace.

6. Do not ask prompting questions.

7. Ensure them that they have done the right thing by telling.

8. Tell them what the next step is and who will be told.

9. Record what the child said as accurately as possible recording date, time, names, who took the information, sign and the date that it was recorded.

10. Do not decide for yourself whether abuse has taken place - that is for the professional child protection agencies to decide.

***Procedure for reporting concerns:***

There are many ways in which suspicions or concerns are raised. These could be through a workshop member, a child disclosing abuse or bruising or signs of physical hurt which may or may not be accompanied by unusual behaviour.

If a staff member has concerns they should report it to the DCPP straight away by telephone or in person. The DCPP should also then receive a written report signed and dated within 24hrs to put in the designated book. It is of up-most importance that these procedures should be carried out as quickly as possible so as not to threaten the welfare of the child. If the concerns are with regard to a member of staff the DCPP should be contacted immediately by telephone. The DCPP will consider all reports and will either report them straight to the authorities or after seeking advice (possibly from NSPCC or alike) decide not to refer concerns to the authorities but will keep a detailed record of the reports in the designated book.

***Definitions of abuse*:**

Non-accidental injury - deliberately inflicted:

* Hitting, shaking, squeezing, burns, bruises, broken limbs, scalds, bites, cuts, gripping, giving a child inappropriate drugs or alcohol. Attempting to poison, suffocate or drown.
* Persistent or severe failure to meet a child's basic needs
* Lack of adequate food, inappropriate diet, exposing child to cold, leaving child unattended, inappropriate clothing, failing to attend personal hygiene and failing to seek medical attention
* Taking advantage of a child for the sexual gratification of an adult
* Flirting and verbal suggestiveness, Inappropriate fondling, masturbation, oral sex, anal sex, full intercourse, use of foreign objects, exhibitionism, exposing child to pornography, making pornographic materials and ritualistic abuse
* Persistent lack of affection and interaction
* Continuously failing to show love and affection, persistent rejection, criticism, belittling, bullying, frightening, harassment, taunting, threatening, ridiculing and ignoring.

Child protection shall always be a major priority for Arts Dream Selsey and appropriate procedures for recruiting staff will include:

* Vacancies shall be advertised widely to ensure equal opportunities.
* The identity of applicants must be proved and personal details obtained through use of application form.
* CRB check shall be required and a copy kept
* All applicants must be given a copy of the child protection policy.
* Several selection techniques shall be used to maximise the chance of staff recruitment (interview, reference, checks) .
* At least one board member of Arts Dream Selsey shall meet with applicants to view and evaluate their attitudes towards working with children.
* All staff and volunteers will be offered training in line with our child protection policy.

Other documents that can be of use:

* NHS and Community Care Act 1990
* Family Law Act 1996
* Disability Discrimination Act 1995
* Safeguarding Vulnerable Groups Act 2006

Chris Butler on behalf of Arts Dream Selsey January 2013/ Updated January 2021