



Coultershaw Heritage Site

## Child Protection Policy

### 1. Policy Statement

The **Coultershaw Trust** aims to:

- provide access to Coultershaw for a wide range of visitors.
- increase opportunities for visitors to engage with the heritage of the whole site; the surrounding environment as well as the Beam Pump.
- create new opportunities for people to learn about and participate in their heritage.

It is The **Coultershaw Trust's** policy that all volunteers will aim to create an environment where young people are protected as much as possible from potential abuse. All volunteers will report any concerns about a child or somebody else's behaviour using the procedures laid down in this policy.

Michelle Clifford, Trustee, is the Designated Child Protection Person (DCPP) for Coultershaw Beam Pump and Heritage Site and can be contacted at anytime on 01798 872910 if ever a concern should arise regarding child protection issues. All volunteers will be provided with copies of the child protection policy as part of their introduction and receive child protection training as appropriate.

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 that details 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 should it arise.
- Ensure all volunteers have a copy of the child protection procedure.
- Help any other volunteers with any child protection issues.
- Keep contact with social services, NSPCC and other agencies.
- Keep people who need to know aware of any action taken and any further action to be taken e.g. disciplinary.
- Ensure the all records are kept properly and confidentially.
- Contact different organisations to review the child protection program 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.

The Coultershaw Trust's policy is that volunteers will not undertake unsupervised regulated activity as defined by the Protection of Freedom Act 2012. Therefore DBS checks will not be required as volunteers are not undertaking regular unsupervised delivery.

The Coultershaw Trust accepts its responsibility of duty of care towards children. Any person who may encounter any concerns whilst working at Coultershaw Beam Pump and Heritage Site will be supported when they come forward with any concerns in good faith.

## **2. Code of Practice**

The Coultershaw Trust expects all volunteers to be aware of this code of practice and adhere to it at all times.

### **Supervision**

#### **Do**

- Arrange for an appropriate number of adults to be present, bearing in mind the activity, number, ages and any special needs of the young people
- Use more adults than recommended if the activity involves very young children or young people with learning or mobility difficulties
- Have male and female helpers where practical
- Try to ensure that at least one other colleague or a parent/teacher/leader will be around to help you (although this is not always possible)

#### **If you are likely to be on your own**

##### **Do:**

- Avoid being left alone with young people if possible, particularly one-to-one contact
- It is not good practice to take a child alone in a car or on any journey unless an emergency. Get parental approval if you ever have to take a child or young person home.
- Never make any suggestive or inappropriate remarks to a child, even to be said in jest could get taken the wrong way or offend.
- Use your common sense and take great care if you are alone with young people e.g. don't escort a single child to the toilet, offer to stay with the remainder of the class whilst the teacher does so

#### **If one-to-one contact is unavoidable**

##### **Do:**

- Make sure it is for as short a time as possible
- Ensure you are accessible to others
- Tell someone where you are going, what you are doing and why

## **What should I do in the event of a suspected child protection matter?**

Everyone who has contact with children and young people needs to know what steps to take in the event of a suspected child protection matter. A child protection concern may arise in the following ways:

- From a direct observation of an incident, a suspicious injury, or bruising on a child
- From something a child says

**If the child is in immediate danger** steps must be taken to secure a child's safety. Depending on the circumstances this could include contacting 999 for an ambulance or the police, if a crime has or may be committed, or the child is in imminent danger as well as contacting the local children's social care services.

As soon as possible after the incident the person involved must write down as fully as possible what they did, what they saw and what they were told. All recordings must be factual and should **not** include opinions or assumptions, since this recording might need to be used as evidence in court, and will be seen by all interested parties. Date, time and sign. These records will be passed to either children's social care services or the police. In the interim store them in a secure place.

Everyone may "whistleblow". Children sometimes choose to share something that has happened to them with an adult they perceive as trustworthy. Should this be the case there are some important 'do's and 'don'ts:

### **Do:**

- Listen carefully and try to remember exactly what was said
- Give reassurance that you are taking the child seriously
- Let the child know that you will be telling someone
- Keep calm, and try not to express shock, even if the information is shocking
- As soon as possible afterwards write down as exactly as possible what was said
- Use the child's words in your recording – not your interpretation of what was said

### **Do not:**

- Promise to keep secrets
- Say you don't or can't believe them
- Ask leading questions and put words into the child's mouth
- Push for more information than the child wants to give
- Decide for yourself whether abuse has taken place - that is for the professional child protection agencies to decide.

## **2.1 Procedure for reporting concerns**

There are many ways in which suspicions or concerns are raised. These can be via:

- A staff member
- Child disclosing abuse

- Bruising or signs of physical hurt which may or may not be accompanied by unusual behaviour.

## 2.2 Definitions of abuse

### Physical

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.

### Neglect

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.

### Sexual

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.

### **What action do I take in the event of an allegation or suspicion of child abuse?**

All suspicions or allegations of child abuse need to be reported to the authorities to be investigated. Child Protection investigations can only be undertaken by authorised individuals employed by children's social care services or the police.

As soon as possible after directly observing or hearing about a concern from an employee/volunteer you **must** inform either your local children's social care services or the police. The relevant phone numbers are held by the DCPP in an easy accessible place.

Although child abuse issues tend to provoke strong emotions, assumptions of innocence or guilt must not be made by yourself or any other individual.

Do **not** attempt to investigate the matter yourself. If uncertain, always contact children's social services for advice.

Children's social care services and the police will jointly conduct the investigation if a crime may have been committed. Anyone involved may be asked for information at a later date.

In some instances you may be required to give evidence if a case is brought to court but many investigations do not proceed to a court hearing. Where appropriate the children's social care services will keep you informed of progress, but the information you receive may be relatively limited due to confidentiality.

### **Key Principles of Child Protection:**

- ✓ **LISTEN TO CHILDREN**
- ✓ **BE VIGILANT**

- ✓ **THINK THE UNTHINKABLE**
- ✓ **REPORT CONCERNS WITHOUT DELAY**
- ✓ **RECORD CAREFULLY**

### **3. Recruitment and selection criteria**

Child protection shall always be The Coultershaw Trust's major priority while selecting volunteers and appropriate recruitment procedures shall be followed. These include:

- A clear description of any role available so the most suitable appointee shall be selected.
- Volunteering opportunities shall be advertised widely to ensure equal opportunities.
- Applicants will be invited to the Coultershaw Beam Pym and Heritage Site and will be interviewed to assess suitability for the role they applied for.
- All applicants must be given a copy of the child protection policy at their introduction to the site.

### **4. Staff Training and Supervision**

All volunteers will be offered training in line with our child protection policy.

**Date document approved by Trustees: Jan 2020**

**Next review date: Jan 2021**