

# Child protection guidance for KASS member organisations

## INTRODUCTION

**There are legal and moral responsibilities on all of us to protect under-eighteen year-olds connected with our organisation from harm.**

### Why is this Process Necessary?

Everything possible should be done to help prevent physical, sexual and emotional abuse of children and young persons who are in the care of the organisation, including where outsiders and other young people may be involved.

By following simple guidelines, such as those outlined here, the member organisations should be able to avoid the possibility that they could be accused of behaving inappropriately.

### What do we do now?

1. Make all your members aware of this policy and the reasons why it is being incorporated.
2. Sign the Club Policy Statement and retain it in your records.
3. Incorporate the policy within your club constitution stating that it will be renewed at your AGM.
4. Appoint a Designated Person(s) and get them to sign the Declaration Form to return it to the club secretary for your records.
5. Arrange for this individual(s) to be CRB checked and any member who is likely to act as a stand-in or assist in this area.

### This Document Contains

1. Code of Conduct
2. Supervision of children and young people
3. Designated Person
4. Declaration Form
5. Example policy statement

## CODE OF CONDUCT

### You must:

- treat all children and young people with respect.
- provide an example of good conduct you wish others to follow.
- ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others.
- respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- remember that someone else might misinterpret your actions, no matter how well intentioned.
- be aware that physical contact with a child or young person may be misinterpreted.
- recognise that special caution is required when you are discussing sensitive issues with children or young people.
- operate within the club's principles and guidance and any specific procedures.
- challenge unacceptable behaviour and report all allegations and suspicions of abuse to the Designated Person.

**You must not:**

- have inappropriate physical or verbal contact with children or young people.
- allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people.
- jump to conclusions about others without checking facts.
- either exaggerate or trivialise child abuse issues.
- show favoritism to any individual.
- rely on your good name or that of the organisation to protect you.
- believe 'it could never happen to me'.
- take a chance when common sense, policy or practice suggests another more prudent approach.

## **SUPERVISION**

Making arrangements for the proper supervision of children and young persons is one of the most effective ways of minimising opportunities for children and young persons to suffer harm of any kind whilst in our care.

### **Planned Activities**

Organisers are responsible for the welfare and safety of the children and young persons for the whole time they are away from home unless other arrangements are made with parents.

Children and young people should not usually be left to their own devices in, for example, a town unless there are clear boundaries and arrangements for meeting up.

All children and young persons should be adequately supervised at all times.

Organisers should obtain, in writing, parental consent to children and young persons joining an organised trip.

Parents should be given full information about a trip, including details of the programme of events, the activities in which the children and young person; will be engaged and the supervision ratios.

### **Supervision of Children and Young Persons**

The Designated Person must be satisfied that those workers and adults who accompany group parties are fully competent to do so and that appropriate checks have been made.

Children and young persons must be supervised at all times preferably by two or more adults.

Children and young persons must not be left unsupervised at any venue whether it be indoors or out.

Designated People should know at all times where children and young persons are and what they are doing.

Any activity using potentially dangerous equipment should have constant adult supervision.

Dangerous behaviour by children and young persons should not be allowed.

You should give guidance and support to inexperienced helpers.

## **DESIGNATED PERSON**

### **General**

Every Club where there is any likelihood of members coming into close contact with children or young persons should designate a person or persons to be responsible for dealing with any concerns about the protection of children or young persons.

The appointment of a deputy is strongly recommended to cover absences.

The person so designated should be cleared by the Criminals Record Bureau for dealing with children or young persons and, along with others having contact with children or young persons, should complete a Declaration Form.

The Club's child protection policy and procedures should include the name of this person, their role and responsibilities and how they can be contacted. In particular, children or young persons should know that this

is the person to whom any concerns should be brought.

The person designated should ensure that they are knowledgeable about child protection and that they undertake any training, considered necessary, to keep themselves updated on new developments.

A Designated Person will also be appointed for KASS events involving more than one club such as KASS events.

### **Role**

The role of the designated person is to:

- provide information and advice on child protection within the Club.
- ensure that the Club's child protection policy and procedures are implemented and followed and particularly to inform NSPCC Helpline (0808 800 5000) of relevant concerns about individual children or young persons.
- keep relevant people within the Club, particularly the Chairman of the Club informed about any action taken and any further action required, for example, disciplinary action against a member/s.
- ensure that an individual case record is maintained of the action taken by the Club, the liaison with other agencies and the outcome.
- advise the Club of child protection training needs

### **Responsibility**

The designated person is responsible for acting as a source of advice on child protection matters, for co-ordinating action within the club and for liaising with other agencies about suspected or actual cases of child abuse. They may also be responsible for implementing child protection training within the club.

## Child and Young Person Protection - Declaration Form

United Kingdom legislation and guidance relating to the welfare of children or young persons has at its core, the principle that the welfare of children and young persons must be the paramount consideration.

[Club name] fully support this principle and therefore, we require that everyone connected with [Club name] who will come into close contact with children and young persons or personal details of children and young persons, complete and sign this declaration.

This record is to ensure that children and young people's welfare is safeguarded and shall be kept for the duration of the contact and for a period of 12 months thereafter.

### Declaration

Has any children services department, the NSPCC or the police ever conducted an enquiry or investigation about any allegations or concerns that you may pose an actual or potential risk to children or young persons?

YES

NO

Have you ever been convicted of any offence relating to children or young persons?

YES

NO

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or young person?

YES

NO

I confirm that the above information given by me is correct and that I consent to my personal data being processed and kept for the purpose described above in accordance with the Data Protection Act 1998. You are advised that under the provisions of the Rehabilitation of Offenders Act (NI Order) (1974) (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 you should declare all convictions including spent convictions.

**This declaration must be signed and returned to the club secretary prior to commencing any contact with children and young persons or personal details of children and young persons.**

## **Policy Statement**

**The [Club Name] believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognizes its responsibility to safeguard the welfare of all children and young people under the age of eighteen, by a commitment to practice which protects them.**

### **We recognise that:**

- the welfare of the child/young person is paramount.
- all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **The purpose of the policy:**

- To provide protection for the children and young people who are involved with the activities of this club, including the children of adult members.
- To provide members with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing or be at risk of, harm.

**This policy applies to all Members, including Officers, or anyone involved in the activities of this club.**

### **We will endeavour to safeguard children and young people by:**

- valuing them, listening to and respecting them.
- adopting child protection guidelines through procedures and a code of conduct for our Club and members.
- sharing information about child protection and good practice with children, parents, and members.
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately.

**We are also committed to reviewing our policy and good practice.**

Signature  
Chairman

Dated: