

CHILD PROTECTION POLICY PROCEDURES

Implemented from:15 June 2017.....

This document should be read in conjunction with [THE ARTS SOCIETY FYLDE](#) Child Protection Policy Statement and the [THE ARTS SOCIETY Handbook](#)

1. SCOPE OF THESE PROCEDURES

These procedures apply to activity undertaken by [THE ARTS SOCIETY FYLDE](#) members and volunteers. [THE ARTS SOCIETY](#) Volunteering Department offers support to member Societies in all areas covered by these procedures, including Disclosure and Barring Service (DBS) checks on recruitment of member Society volunteers, access to information on child protection training and support for member Society volunteers, guidance for member Society events, and dealing with concerns about abuse.

2. PERSONNEL

[THE ARTS SOCIETY FYLDE'S](#) aim is to ensure as far as is possible that members and volunteers who seek to work with children and young people through the Society's activities and who gain access to them are as safe to do so, in child protection terms, as can be guaranteed.

Therefore [THE ARTS SOCIETY FYLDE](#) will ensure that all prospective members and volunteers whose work may necessitate substantial access to children and young people will be DBS checked. Substantial access here refers to situations where adults work regularly with children including occasions when they may find themselves in sole charge of a group or single child.

Society members who go into schools or similar settings to work with different groups of children should not be required to register for the government's Vetting and Barring Scheme unless their contact with the *same* children is frequent or intensive. As defined by the Independent Safeguarding Authority (ISA), 'frequent contact' is if the work with children takes place once a week or more; 'intensive contact' is if the work takes place on 4 days in one month or more or overnight. It is highly unlikely that this situation should arise, however if it does the volunteer should contact [THE ARTS SOCIETY](#) for guidance.

For those volunteers who have supervised access to children on an intermittent basis it is strongly recommended that a self-disclosure form and/or a personal reference is obtained.

Self Disclosure Forms and DBS forms can be obtained from the Volunteering Department at [THE ARTS SOCIETY](#). The written consent of the applicant must be obtained to enable such enquiries to be made. No application may proceed unless such consent is given. 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 involved with [THE ARTS SOCIETY FYLDE](#).

Where appropriate, [THE ARTS SOCIETY FYLDE](#) will issue relevant volunteers with [THE ARTS SOCIETY](#) guidelines for working with children and young people, including [THE ARTS SOCIETY](#) Young Arts Code of Behaviour & Anti-Bullying Policy.

TRAINING & SUPPORT [THE ARTS SOCIETY FYLDE'S](#) aim is to ensure that all relevant volunteers are advised of suitable child protection awareness training and where to access it.

[THE ARTS SOCIETY](#) Volunteering Department provides support to member Societies with queries relating to issues of Child Protection (see contact details below).

3. PARENTS/ GUARDIANS/ CARERS PART IN OUR POLICY FOR SAFETY & CARE

Parents/ Guardians / Carers will be notified in writing that whilst all reasonable care will be taken with children during **THE ARTS SOCIETY FYLDE** Young Arts activities, **THE ARTS SOCIETY FYLDE** expects its participants, on their part, to recognise that they are responsible for exercising self-discipline and for doing everything they can to prevent injury to themselves and others or damage to property. Written authority will be obtained in advance in case of emergency stating the following: *I authorise the leader of the event to give permission to the doctor to undertake any treatment necessary.*

THE ARTS SOCIETY FYLDE procedure is that all children and young people attending activities should arrive and depart accompanied by a parent or authorised adult whose contact details should be given to the appropriate representative.

4. SUPERVISION OF ACTIVITIES

Activities involving unaccompanied children and/or vulnerable adults will be supervised at all times by **THE ARTS SOCIETY FYLDE** volunteers and/or authorised adults (teachers, parents etc).

PHOTOGRAPHS, VIDEOTAPES, PRESS PHOTOGRAPHY & WEBSITE IMAGES

Photographs of children participating in activities may be taken only with the written permission of the parent or guardian.

5. IN CASE OF A PROBLEM

Those working on **THE ARTS SOCIETY FYLDE** activities have a duty to ensure that any suspicion, incident, allegation, disclosure or other manifestation relating to child protection is reported according to **THE ARTS SOCIETY** guidelines. Any such information received will be taken seriously, reported and followed up accordingly by the Volunteering Department. Please refer to Appendix 1 (see page 3) for guidelines on dealing with concerns about a child's welfare. Further instructions can be found on the **THE ARTS SOCIETY** website. They will include detailed procedures for the reporting, recording and confidential handling of concerns about a child's welfare and allegations of abuse.

6. THE LEGISLATION THAT SUPPORTS THESE PROCEDURES

The Children Act 1989, The Police Act 1997, The Data Protection Acts 1988/1998, The Human Rights Act 1998, The Protection of Children Act 1999, The Criminal Justice and Court Services Act 2000, The Children Act 2004, Sexual Offences Act 2003, Safeguarding and Vulnerable Groups Act 2006, [Protection of Freedoms Act 2012](#).

7. CONTACTS FOR ANY QUERIES ON THE CONTENT OF THIS DOCUMENT

1. **THE ARTS SOCIETY FYLDE** designated committee member(insert contact details)
2. **THE ARTS SOCIETY** Child Protection Officer, THE ARTS SOCIETY, 8 Guilford Street, London WC1N 1DA

SignedSecretary..... Date15.06.17.....

Christina McHugh [Executive Committee Member]
June 2017

[Marion Nuttall Secretary 9 June 2017]

APPENDIX 1 Guidelines on dealing with concerns about a child's welfare

For Approval

