

# **Wheatley Hill Parish Council**

## **Child Protection Policy**

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The Council will take all reasonable steps to preserve the rights of young people whilst engaged in Council activities or using Council facilities.

The Council recognises its responsibilities under the terms of the Children Act 2004, and other relevant legislation to make arrangements for ensuring that it has regard to the need to safeguard and promote the welfare of children and young people when discharging its functions.

The Council will do this by: -

- Raising awareness throughout the Council and beyond of this policy.
- Require all those working on behalf of the Council to adhere to this policy.
- Create a safe and healthy environment within all of its services.
- Require staff and volunteers who work with children and young people to be subject to the appropriate level Criminal Records Bureau Check.
- Implementing the appropriate disciplinary and appeals procedures when allegations of breaches are made by its staff or Members.

### **Procedures**

These procedures advise staff, Members and volunteers of what actions they should take if they have concerns or encounter a case of alleged or suspected child abuse.

#### **Responding to Concerns and Allegations**

It is the duty of any Member, Council employee or volunteer to report any concerns about a child being subjected to abuse, receiving a disclosure or being aware of Members or colleagues behaving in an inappropriate manner. All reports should be treated as confidential and with respect to the person raising the concern regardless of the outcome.

In general, there are three situations when staff, Members and volunteers may need to respond to a concern or case of alleged or suspected abuse.

1. Responding to a child or young person disclosing abuse.
2. Responding to allegations or concerns about a member of staff, elected Member or volunteer.
3. Responding to allegations or concerns about any other person.

In the case of an emergency where a child is in danger the Police should be called immediately.

Immediately record in writing as much detail as possible, details that you are aware of and what was said, using the child or young person's own words. Include the following: -

1. The date and time.
2. The child or young person's name, address and date of birth.
3. The nature of the allegation.
4. Your observations – a description of the child or young person's behaviour, physical and emotional state and any visible injuries.
5. Exactly what the child or young person said and what you said. Record the child or young person's account of what has happened, as closely as possible.
6. Sign and date.

Do not ask questions other than the child or young person's name, address and date of birth. Reassure the child or young person that they have done the right thing in telling you.

Contact local Social Services or the Police without delay and follow their guidance.

Every effort should be made to ensure that confidentiality is maintained for all concerned. Social Services or the Police must be the ones to inform parents or guardians and the person about whom allegations have been made.

Recorded information should be handed over to Social Services or the Police and any copies stored in a secure place with limited access in line with data protection legislation.

## **Photography**

All photography should be made in public where young people are involved. The child or young person should be happy with having their picture taken.

The names of children or young people should not be used in photographs or video footage unless with the expressed permission of the child or young person's parent.

There may be occasions when photographs of groups of children are taken at public events. Permission to use such images in the press, in village magazines, or on the website would not normally be expressly sought.

## **Recreational Areas**

The Council owns recreational areas which are open to the public, including children and young people. Whilst the Council has insurance in place, people use these facilities at their own risk.

Parents and carers should ensure that children are appropriately supervised at all times.