

SHALFLEET PARISH COUNCIL CHILD PROTECTION POLICY

2008

Shalfleet Parish Council fully recognises its responsibilities for child protection for children under the age of 18 and such policy as being pertinent to the council's role as an owner and operator of children's play areas. This policy applies to all staff, councillors, contractors and volunteers. There are five main elements to the policy:

1. Ensuring the Council practices safe recruitment in checking the suitability of staff and volunteers to work with children.
2. The Council will have all members of staff that are in contact with children CRB checked. This will also include the nominated Councillor.
3. The Council will raise awareness of child protection with staff, councillors, contractors and volunteers. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
4. The Council will support children who have been abused.
5. The Council will establish a safe environment in which children can play and feel safe.

Shalfleet Parish Council will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills:

- ✚ The Council has a designated senior administrative officer for child protection. The Clerk is the nominated Child Protection Officer.
- ✚ The Council has a nominated councillor responsible for child protection. Cllr Mike Carr is the nominated Councillor for Child Protection.
- ✚ The Clerk will ensure every member of staff (including temporary and supply staff and volunteers) and the Council knows the name of the designated senior person responsible for child protection and their role.
- ✚ The Council will ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- ✚ The Council will develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at training sessions if required so to do.
- ✚ The Council will keep written records of concerns about children, even where there is no need to refer the matter immediately.
- ✚ The Council will ensure all records are kept securely..

- ✚ The Council will ensure safe recruitment practices are always followed.

The Council recognises that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may experience helplessness, humiliation and some sense of blame.

Abuse in all forms can affect a child at any age and the effects can be so damaging that they may follow an individual into adulthood.

The Councils ethos is to promote a positive, supportive and secure environment and gives children a sense of being valued.

The Council recognises there are four main forms of abuse.

- ✚ Neglect. This includes things like allowing a child to wear inappropriate clothing, providing inappropriate food, providing insufficient attention, lack of supervision, deficient safety provision, exposure to undue cold, unnecessary risk or injury.
- ✚ Physical abuse. Physically hurting a child in any way, giving a child alcohol, giving medication without permission, intensity of training beyond the capacity of an individual.
- ✚ Sexual abuse. Any aspect of sexual abuse, whether physical or verbal or inappropriate physical contact.
- ✚ Emotional abuse. Shouting, threatening, taunting children, constant criticism, bullying or unrealistic pressure to perform.

If it is suspected that abuse or poor practice is taking place there is a clear obligation to report such matters to the proper authority, the decision for such action will be taken by the Clerk (under delegated powers) following consultation with the designated Councillor for Child Protection and the Chairman . The Corporate response of the council in such cases will be communicated to the Isle of Wight Council Children's Service Centre, Atkinson Drive, Newport Isle of Wight PO30 2LS or by telephone 525790 or out of hours 821105

Adopted 12th March 2008

<p>WHAT YOU SHOULD DO:- If you have any concern that a child might be being subject to abuse or poor practice by a member of the Council staff, a Councillor, a sub contractor a volunteer or accompanying parent.</p>	<ul style="list-style-type: none"> ✚ Record what you saw and heard. ✚ Report the incident to the Clerk. ✚ Due to the sensitive nature and confidential nature of the incident you should not discuss the matter with other members of the staff or of the public.
<p>WHAT SHALFLEET PARISH COUNCIL WILL DO</p>	<ul style="list-style-type: none"> ✚ Take report from whoever reported the matter and complete the Child Protection Report Form.
<p>If it appears to be a case of poor practice.</p>	<p>If it appears to be a case of abuse.</p>
<p>Interview the reported person immediately.</p>	<p>Interview the reported person immediately.</p>
<p>Record details on the Child Protection Report Form</p>	<p>Record details on the Child Protection Report Form</p>
<p>If not an employee of the Council or a Councillor, a sub contractor being used by the Council or a volunteer. The Council will report to the organisation concerned verbally and also in writing.</p>	<p>The Council will contact the Isle of Wight Council Children’s Service Centre to discuss the incident.</p>
<p>Identify the poor practice.</p>	<p>Deal with internally or refer to external agencies.</p>
<p>Treat as misconduct issue. Identify areas for improvement.</p>	<p>If not an employee of the Council or a Councillor, a sub contractor being used by the Council or a volunteer. The Council will report to the organisation concerned verbally and also in writing.</p>
<p>Record details for future reference on the Child Protection Report Form.</p>	<p>If Internal, treat as a disciplinary matter. Record details on a Child Protection Form. Identify aspects below required standard. Issue warning and file on personal file.</p>
<p>Monitor the situation.</p>	<p>If referred externally, suspend employee pending inquiry, inform the Isle of Wight Council Children’s Service Centre and co-operate with them and/or the Police during the enquiry, keep the Chairman informed of the investigation and outcomes, complying with inquiry findings.</p>

**SHALFLEET PARISH COUNCIL CHILD PROTECTION PROCEDURES
REPORT**

Attach all relevant information to this form.

1. Date:

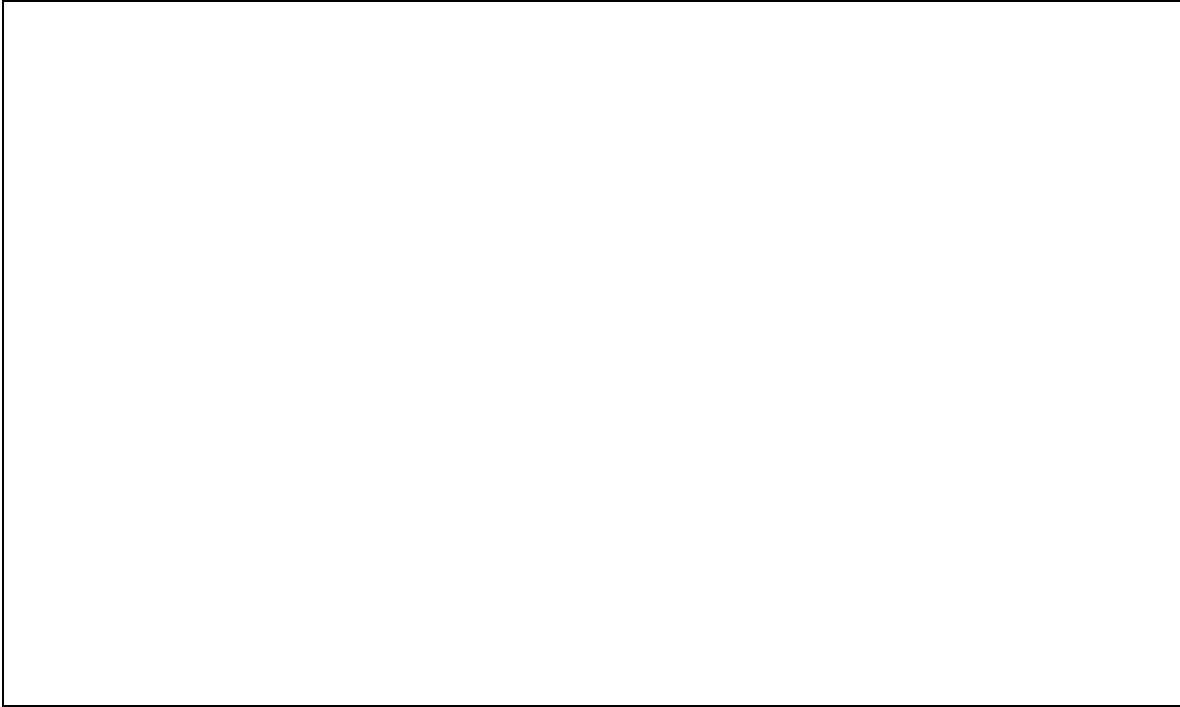
2. Person completing this report:

3. Name and address of the person reporting poor practise or potential abuse.

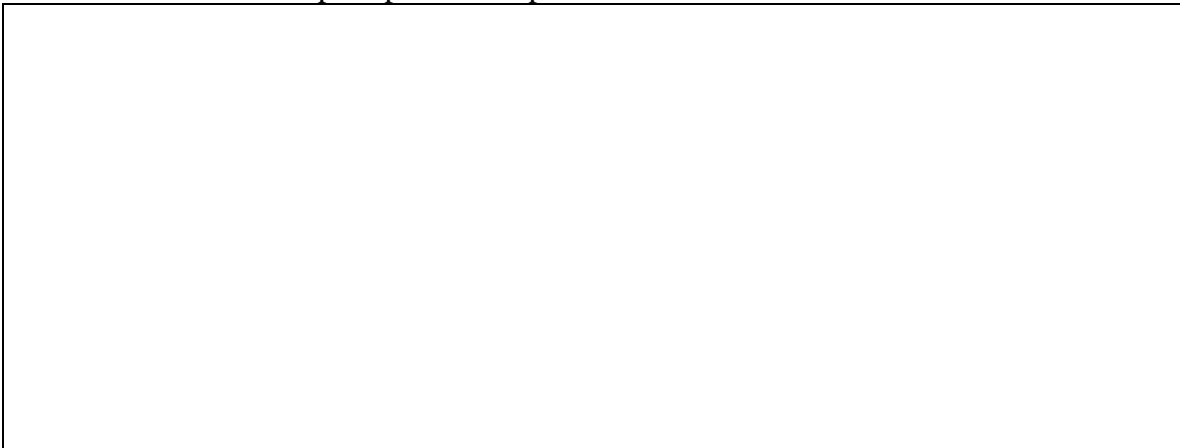
4. Name and address of the person reporting poor practise or potential abuse.

5. Notes of incident.

6. Notes of preliminary investigation:

A large, empty rectangular box with a thin black border, intended for handwritten notes regarding a preliminary investigation.

7. Is this a case of poor practice or potential abuse?

A large, empty rectangular box with a thin black border, intended for a handwritten response to the question about poor practice or potential abuse.

Poor practice – state what action is taken,

8. Is it potential abuse?

Contact Chairman and explain the situation.

9. Brief notes of this discussion.

If agreed follow the external investigation procedure.

10. Suspend employee in writing pending investigation.

Date of suspension:

Time of suspension:

Attach copy of letter

Remarks

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