



# **Safeguarding & Child Protection Policy**

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# CCH

## Safeguarding & Child Protection Policy

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## 1.0 Introduction

The Centre for Computing History (CCH) is committed to ensuring a safe environment for all visitors. We welcome visitors including children, young people<sup>1</sup> and vulnerable adults of all ages and abilities to visit our museum and to take part in a variety of activities ranging from visits with their families or teachers, to workshops led by the CCH team (including volunteers) or external providers. On all these occasions CCH provides an atmosphere of trust and respect and recognises that all children & young people visiting our museum have a right to protection.

Most children, young people and vulnerable adults we provide services for will be accompanied by a group leader (teacher or youth worker) or a parent or carer. There are some instances, for example our work experience opportunities where they attend without another adult who is legally responsible for them, but in these instances there is a clearly assigned lead staff member.

It may also be the case that a child, young person or vulnerable adult comes onto CCH site to seek assistance following an incident that has occurred elsewhere, or that this situation occurs during an outreach session involving a child, young person or vulnerable adult who has not been taking part in that session.

CCH has the following Child Protection Policy, Code of Conduct and Procedures to ensure that we do everything we are able to ensure the safety and protection of all those visiting our museum.

On occasions when the CCH team are involved in off-site or outreach work the CCH Child Protection Policy will be followed as appropriate.

### ***CCH believes that:***

- The welfare of the child is paramount;
- All visitors, without exception, have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff employed, contracted or volunteering for CCH have a responsibility to report concerns to the appropriate officer.

Please note that no staff working for CCH are trained to deal with situations of abuse, or have the power to decide if abuse has occurred.

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<sup>1</sup> A child is defined as a person under the age of 18 (The Children Act 1989). In this document, a 'young person' is in the upper age ranges of the official definition of a child. The term has no legal status – it acknowledges that people aged 16 or 17 may not think of themselves as 'children'.

## **1.1 Policy Statement**

- 1.1.1 CCH has a duty of care to safeguard all children visiting our museum from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. CCH staff will make certain they do all that they can to ensure the safety and protection of all children involved in visiting our museum through adherence to the Child Protection Policy adopted by CCH in 2015.

## **1.2 Policy Aims**

- 1.2.1 The aim of CCH Child Protection Policy is to provide children and young people with appropriate safety and protection whilst visiting CCH, by providing all staff employed, contracted or volunteering for CCH with a supportive framework of clear procedures within which to work and develop good practice.
- 1.2.2 Service-wide all staff, freelancers and volunteers should have the knowledge to implement the CCH Child Protection Policy, Code of Conduct and Procedures. Training and updates will be provided as appropriate.
- 1.2.3 The CCH Child Protection Policy will be monitored annually & reviewed 3 yearly and implemented alongside;
- the overarching CCH development year plan
  - CCH Volunteer Policy
  - CCH Health & Safety Policy
  - CCH Access Policies

## **2.0 Code of Conduct**

*In order to protect ourselves and the children, young people or vulnerable adults in our museum, staff should follow the procedures outlined below.*

### **2.1 Promote Good Practice**

#### **2.1.1 Good practice means:**

- Always putting the welfare of all children / young people / disabled adults first.
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children / young people / disabled adults equally, and with respect and dignity.
- Ensuring that, if any form of physical contact is required in the museum, it should be provided openly and young people should always be consulted and their agreement gained.
- Involving parents/carers and teachers wherever possible.
- Being a good role model.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults.
- Being aware of any special needs of any child / young person / disabled adult, whether these are due to cultural, religious, physical, emotional or other needs.
- Ensure appropriate supervision of children at all times.
- Deal with a lost child, young person or vulnerable adult within the building following the procedures outlined in Section 3.

***In addition***

- ***CCH will always seek appropriate consent for the use of images of children in all forms of publications.***
- ***Appropriate staffing levels for good practice group visits to CCH is 1 Adult :10 children.***
- ***Unaccompanied Children under the age of 12 are not allowed in the museum.***

## **2.2 Practices to be avoided**

2.2.1 The following should be avoided **except in emergencies**. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the museum or the child's parents or whoever is acting in *loco parentis* i.e. a teacher. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

- Avoid any time alone with children away from others
- Avoid physical contact
- Avoid taking or dropping off a child to an event
- Avoid acting in *loco parentis*
- Avoid taking on the responsibility for tasks for which you are not appropriately trained.

## **2.3 Practices never to be sanctioned**

2.3.1 The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Be in a room alone with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Deliberately reduce a child to tears as a form of control
- Allow allegations made by a child to go unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised
- Use inappropriate language such as swearing or sexually or discriminatory remarks about gender, race or sexual orientation.

## **3.0 Procedures**

***If you become aware of any of the situations below you must report them to CCH CEO Jason Fitzpatrick, or to a member of the management team in his absence. In the unlikely event of no-one within CCH being available you should phone Social Services, the Police or the NSPCC Child Protection Line.***

***The most important thing to remember is to make a referral to someone who can begin to deal with the situation.***

### 3.1 Situations

- Suspicion that a child, young person or vulnerable adult has been, or is at risk of, being abused.
- A child, young person or vulnerable adult has revealed an incident or incidents to you (known as disclosing).
- A complaint from a member of the public relating to Child Protection issues in the museum.
- A direct allegation made to you, either about yourself or someone else.
- You witness inappropriate behaviour towards a child, young person or vulnerable adult.
- Accidents and injuries – whilst these are not specifically Child Protection issues all accidents and injuries should be recorded in case an allegation is subsequently made.

### 3.2 Responding to allegations or suspicions

- 3.2.1 It is not the responsibility of anyone working in CCH, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.
- 3.2.2 If you see, or suspect abuse of a child, young person or vulnerable adult you should write down your suspicions, sign and date on the standard form (see Appendix 1) and inform **Jason Fitzpatrick** or a member of the management team immediately. If they are not available then you should inform either **Social Services or the Police** or phone the **NSPCC Child Protection Line**.
- 3.2.3 Do not try to investigate the situation or discuss your suspicions with anyone else. CCH will assure all staff that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

### 3.3 Action if a Child Discloses Information

- 3.3.1 When a child or young person discloses something to you that causes concern, it is important to clearly record this information. Any concerns about a child or young person should be recorded regardless of whether or not it will be ultimately passed on to the statutory authorities.
- 3.3.2 If a child or young person talks about abuse, the member of staff or volunteer **should**:
- Try to react calmly.
  - Remember that the child is likely to be frightened or anxious.
  - Tell the child that he or she was right to tell and is not to blame.
  - Reassure the child but do not promise confidentiality. You should explain that you will have to speak to someone else who can help.
  - Listen carefully and take what the child says seriously.
  - Recognise the inherent difficulties interpreting what is said by young children.
  - Ask no more questions than are necessary to ensure that they are clear enough about what has happened to pass the child's concerns on. The child may also be asked to recount their story to social services or the police.

- However, you must not prevent a child from recalling events.
- Make a full written record of what had been said, heard and/or seen as soon as possible.
- Remember that young or disabled children may not be able to express themselves verbally. Communication differences may mean that it is hard for them to complain or be understood. Sometimes abuse of disabled children has gone unrecognised because behavioural clues were interpreted as part of their disability.

### 3.3.3 The member of staff or volunteer **should not**:

- Panic
- Allow their shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions about what has happened
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets.

## 3.4 Action if there are concerns

### 3.4.1 Responding to suspected abuse

*It is not the responsibility of everyone working with children to decide if child abuse is taking place. It is, however, their responsibility to act on any concerns and to safeguard children in order to allow the appropriate agencies to take any necessary action.*

Social Services and the Police have a legal responsibility to safeguard the welfare of a child and have a duty to investigate any potential case of child abuse.

When concerns arise about the safety of a child, the following action should be taken ~

- If a worker has concerns that a child is being abused, they must report their concerns to Jason Fitzpatrick (or another member of the management team) and record the incident on the reporting form (Appendix 2).
- The management team will decide whether to involve Social Services and/or if appropriate the school that the child attends. If the signs are insufficient to warrant reporting the incident, an incident report should be completed, recording date, times, nature of injury or behaviour and child's explanation of what had happened. The notes should be based on fact only and should not refer to child abuse.
- It is the responsibility of the management team to inform Social Services. In their absence, the worker who was first concerned should contact Social Services. If the management team decides not to report the incident but the worker continues to be seriously concerned he/she may decide to contact Social Services in his/her own right.
- It may be difficult to contact Social Services out of office hours. In these circumstances, where it is necessary to avoid delay, contact the Police.

- Parents are the most important people in a child's life and should be involved in decisions relating to their child. Where Social Services are to be involved, decide with them how parents or carers are to be informed. Remember, the parent may be the abuser and in these circumstances immediate contact with statutory agencies (Police, Social Services) should be made.

*All concerns regarding child abuse should be treated as a priority and acted upon immediately. Remember to time and date notes.*

### 3.4.2 Responding to poor practice:

- If, following consideration, the allegation is clearly about poor practice, the management team will deal with it as a misconduct issue.
- If the allegation is about poor practice by the management team, or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair of Trustees, who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

### 3.4.3 Concerns about suspected abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be recorded on the relevant form (Appendix 2) signed and dated and reported to Jason Fitzpatrick, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- Any concerns about the behaviour of a member of staff, should be recorded on the relevant form (Appendix 3), signed and dated and passed on to Jason Fitzpatrick.
- Do not try to investigate the situation or discuss with anyone else.
- The welfare of the child should remain of paramount importance throughout.

## 3.5 Confidentiality

- 3.5.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. Storage of information & the disposal of reports must be handled with appropriate care.

## 4.0 Staffing

*CCH recognises that the issues surrounding Child Protection are sensitive and have the potential to be distressing and damaging to members of staff who become involved in them. It will endeavour to support staff who are involved in allegations of abuse in any way, either within the museum or by involving outside agencies, for example counsellors.*

### 4.1 Recruitment of staff

- 4.1.1 CCH recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with

children. Due to the nature of CCH, there are a large number of staff who may be involved in engaging with the public both informally and through our education and activities programme.

4.1.2 CCH requires that all staff involved in leading an education session, employed, contracted or volunteering for CCH and likely to engage with our public will;

- Complete a contract. The contract will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Verify that the staff member, freelancer, volunteer has read, understood and agreed to adhere to the CCH Child Protection Policy and CCH Child Protection Procedures.
- Hold a clear CRB Enhanced disclosure certificate not less than 3 years old.
- Have understood the Health and Safety and Risk Assessment requirements and responsibilities relating to the session as well as gained knowledge of the audience.

In conjunction with the management team, all staff must ensure that they:

- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely effectively with children.
- Volunteers/Staff who do not hold CRB clearance should not be responsible for children.

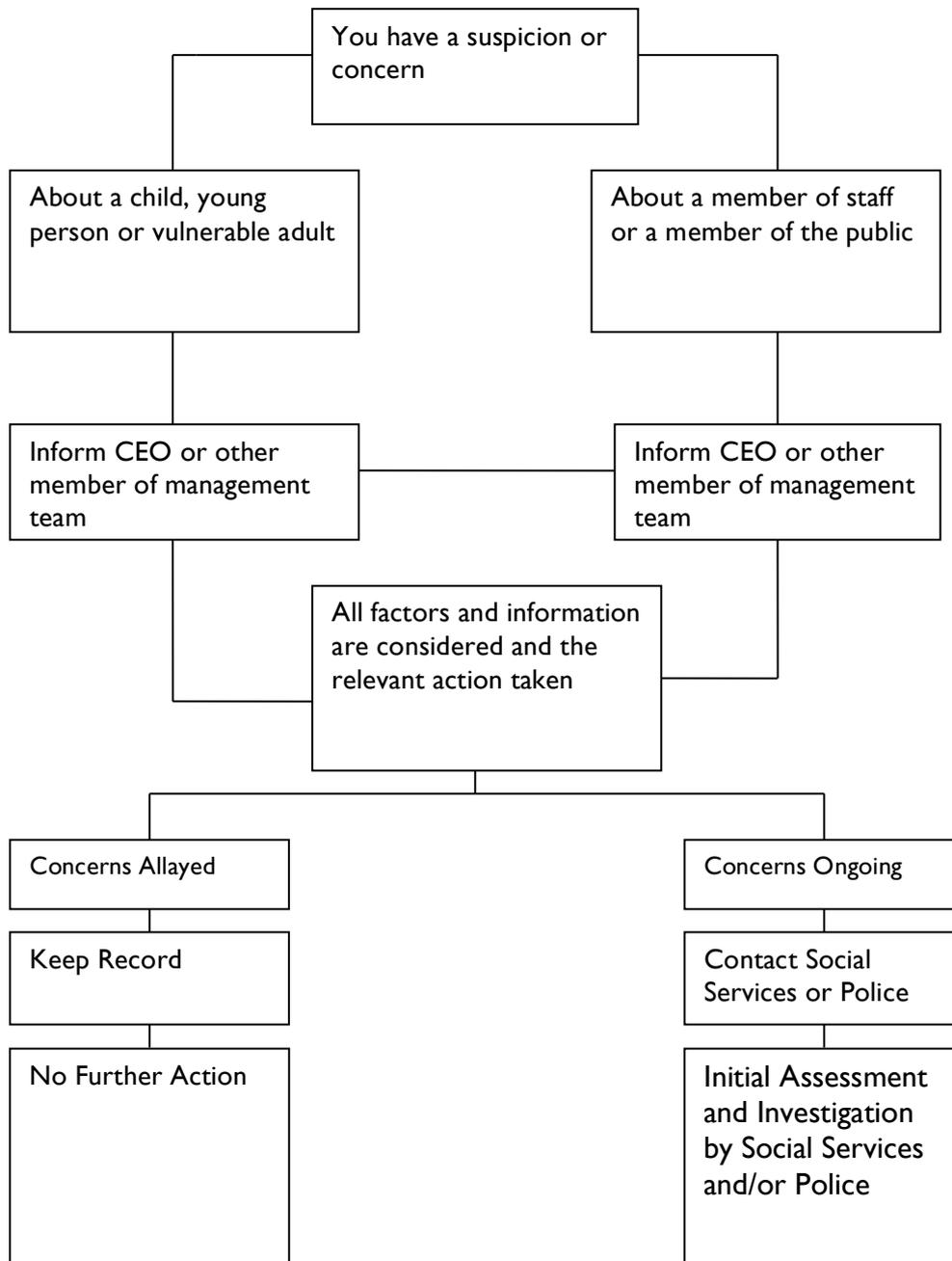
## **4.2 Training**

4.2.1 All new staff will be made aware of the Child Protection Policy as part of their induction to CCH.

4.2.2 Basic Child Protection awareness training will be given to all members of staff. Enhanced training will be given to any members of staff in regular contact with children. External providers may deliver some of this training. Training will be regularly updated as appropriate.

## 5.0 Appendices

### 5.1 Appendix 1: Summary of the Reporting Procedure



## 5.2 Appendix 2: CCH Child Protection Reporting

**Form for reporting a suspicion or concern about a child, young person or vulnerable adult, or a disclosure.** Include as much information as you can but do not worry if you can't complete all of the boxes.

The form will be on two sides of a single sheet of A4 for reporting purposes

Inform and pass on the completed form to Jason Fitzpatrick or another member of the management team in an envelope.

Name of Child, young person or vulnerable adult (if known)	
Contact details Age / Year Group  School /Parents/ Carers details Address	
First Language	
Are you reporting your own concerns, or those of someone else? Please give details	
Describe what prompted your concerns, include dates and times of any specific incidents  Any special factors  Where did the alleged incident take place	

<p>Have you spoken to the child, young person or vulnerable adult? If so, what was said?</p> <p>As far as possible use the person's own words</p>	
<p>Has anybody been alleged to be the abuser?</p>	
<p>Your Name and Position</p>	
<p>Person you reported this to and when</p>	
<p>Signature</p>	
<p>Date</p>	

**Remember – DO NOT INVESTIGATE – leave this to professional services**

### 5.3 Appendix 3: Child Protection Reporting

**Form for reporting a suspicion or concern about a member of CCH staff** or a member of the public. Include as much information as you can but do not worry if you can't complete all the boxes.

The form will be on two sides of a single sheet of A4 for reporting purposes

Inform and pass on the completed form to Jason Fitzpatrick or another member of the management team in an envelope.

Name of member of staff or member of the public causing concern	
Contact Details	
Are you reporting your own concerns, or those of someone else? Please give details	
Describe what prompted your concerns, include dates and times of any specific incidents	
Did anyone else witness this	

incident? If so, give their name and contact details	
Your Name and Position	
Person you reported this to	
Signature	
Date	

**Remember – DO NOT INVESTIGATE – leave this to professional services**

If you are worried about sharing concerns about abuse with a senior colleague, you can contact Social Services or the Police Direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.