



CARTWHEEL ARTS CHILD PROTECTION CODE OF PRACTICE

INTRODUCTION

Cartwheel Arts has adopted the following Child Protection Policy to provide guidelines to the Trustees, members of staff and those working on behalf of the company when the company works with children. Many of the principles and practices set out here also apply when working with vulnerable adults, for example adults with learning disabilities.

CARTWHEEL STATEMENT

The company wishes to provide a safe environment for children participating in Cartwheel's projects. The company recognises that children are at risk from physical, sexual and emotional abuse and neglect and recognises its obligations to minimise these risks for participants. Anyone under the age of 18 years should be considered as a child for the purpose of this document.

AIMS

Employment

To ensure that all those employed by, or involved with, the company fully adhere to this policy for the prevention of physical, sexual and emotional abuse or neglect of the children they come into contact with.

The Law

To comply with the Children Act of 1989 and the Protection of Children Act of 1999 in all legal duties affecting the company.

Projects

To assess and act on all issues of safety and well being for children and young people participating in Cartwheel Art's projects and activities.

OBJECTIVES

- to ensure that DBS checks happen where the staff member or freelancer is engaged in regulated activity.
- to undertake a DBS check, as required by the new regulations.
- All freelance or temporary staff who may be working with children unsupervised to provide DBS check, or to undertake one with Cartwheel as appropriate under the new rules.
- To conduct risk assessments that include child protection issues for all projects involving children and young people.
- To provide opportunities for training on child protection issues for those employed by or involved with the company.
- To have procedures and guidelines in place for reporting suspected abuse.

CHILD PROTECTION IN PRACTICE

Employment

- When recruiting staff for posts potentially working with children:
- All interviewees will be asked about previous work with children
- Posts offered will be dependent on satisfactory references and an enhanced DBS check
- All freelance and volunteer project workers should:
- provide where available references from previous situations where they have worked with children
- provide an enhanced DBS check, or allow Cartwheel to obtain one
- When in employment:
- All staff and core workers for Cartwheel Arts will be briefed on this policy and must agree to apply it in practice.
- This policy is deemed to be incorporated in the contract of employment. It is a condition of service with the company that staff understand and operate this policy.
- This policy should be reviewed, and updated if necessary, every 12 months from the date of adoption by the Trustees.

Cartwheel Arts' Project Work

The company's work should be planned so as to minimise those situations where children and young people could be harmed or abused.

1. All project workers including freelance artists and volunteers will be given:
 - guidelines for working with children (see appendix 1)
 - guidelines on identifying and reporting abuse (see appendices 2 & 3)
 - opportunities to attend training in relation to good practice when working with children and child protection.
2. Risk assessments that include child protection issues should be conducted for each project involving children and young people. The assessment should, in addition to other health and safety issues, consider:
 - How open the project venue is to non project workers
 - How children and young people are supervised getting to and from the project venue
 - Supervision during workshops and or events
 - The clearance of project workers provided by Cartwheel Arts and any partner organisations

The project co-ordinator will put in practice safeguards to minimise the risks highlighted by the assessment.

3. When on trips/days out a full address list and contact telephone numbers for all the children within the group travelling will be maintained along with permission documents signed by the appropriate parent/guardian of each child (the inclusion of special instructions, dietary requirements and allergies is also vital). This will allow the nominated group leader to take the necessary action in the event of an emergency.

Roles

Project Co-ordinators and Company Director

- To maintain awareness and openness with regard to child protection issues and provide awareness training when necessary to new project workers and volunteers
- To ensure all project workers and volunteers are made aware of this policy (and any subsequent changes) and its implications
- To initiate action when necessary, ensuring all appropriate persons have been contacted
- Make a full report of any allegations or suspicions to the Local Social Services child protection team immediately and make a record of this
- Inform the Chair immediately and keep him/her up to date with any subsequent developments.

Project workers and volunteers

- To maintain awareness and openness with regard to child protection issues, and to this policy and its implications
- To act responsibly, appropriately and professionally at all times when charged with the care of children and young people
- To respond appropriately to any suspicions of abuse and report them to the appropriate person as detailed in appendix 4

'Whistle blowing' policy

The company encourages employees and volunteers to voice any concerns they may have about abusive or unethical conduct by colleagues. It takes courage to challenge inappropriate behaviour by colleagues. In order to enable this policy and ensure the process is unbiased:

- All concerns are to be reported to the Company Director or the Chair if the Company Director is the subject of the concern.
- All concerns will be treated confidentially
- All concerns will be investigated thoroughly and may lead to disciplinary action in accordance with Cartwheel Art's disciplinary policy
- Feedback on the outcome of investigation will be given to all involved (while safeguarding confidentiality for the person raising the concern and the person about whom the concerns have been raised).An appeal process will be made available to those unhappy with the outcome of the investigation as detailed in the company's disciplinary policy



CARTWHEEL ARTS

CHILD PROTECTION CODE OF PRACTICE

Appendix 1: Guidelines for staff, freelancers and volunteers working with children, young people and vulnerable adults

CHILD PROTECTION – CODE OF PRACTICE

- DO** put this code into practice at all times
- DO** treat everyone with dignity and respect
- DO** set an example you would wish others to follow
- DO** treat all young people equally. Show no favouritism.
- DO** make sure that there is more than one other person present, or at least be within sight and hearing of others at all times
- DO** respect a young person's right to personal privacy
- DO** avoid unacceptable situations within a relationship of trust e.g. a sexual relationship with a youth member over the age of consent
- DO** allow young people to talk about any concerns they may have
- DO** encourage others to challenge any attitudes or behaviours they do not like
- DO** avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes
- DO** make everyone aware of the child protection procedures - young people, parents/carers and other helpers
- DO** remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse
- DO** keep other officials informed of where you are and what you are doing
- DO** remember someone else might misinterpret your actions, no matter how well intentioned
- DO** take any allegations or concerns of abuse seriously and refer immediately

- DO NOT** trivialise abuse
- DO NOT** form a relationship with a young person, that is an abuse of trust
- DO NOT** permit abusive peer activities e.g. bullying
- DO NOT** engage in inappropriate behaviour or contact; physical, verbal, sexual
- DO NOT** make suggestive remarks or threats to a young person, even in fun
- DO NOT** use inappropriate language, writing, phoning, email or internet
- DO NOT** let allegations, suspicions, or concerns about abuse go unreported

DO NOT just rely on your good name to protect you

You should:

- **NEVER** Engage in rough or sexually provocative games, including horseplay
- **NEVER** Share a room with a child
- **NEVER** Permit or engage in any form of inappropriate touching
- **NEVER** Make sexually suggestive comments to a child, even in fun
- **NEVER** Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- **NEVER** Do things of a personal nature that a child can do for itself. However it may be necessary to do things of a personal nature for people particularly if they are very young or disabled. Such tasks should only be carried out with the full understanding and consent of the parent/carer. There is also a need in these instances to be responsive to the child's reactions - if a child is fully dependant upon you, talk with them about what you are doing and give choices where possible.

Appendix 2: Guidelines for Identifying Abuse

We hope that you will never have to deal with an issue of abuse during your work with Cartwheel. But if you are concerned about a child or vulnerable adult you are working with you will want to know what to do.

DEFINITIONS

The term child abuse is used to describe ways in which children are harmed, usually by adults and often by those they know and trust. There are four main types of child abuse, though a child may experience more than one kind at any one time in his/her life.

- **Physical Abuse** - Occasions when parents, adults or other children deliberately inflict injuries on a child or knowingly do not prevent such injuries from occurring. This includes giving children alcohol or inappropriate drugs and involving them in activity which disregards the capacity of the child's immature and growing body.
- **Emotional Abuse** - Occasions when adults fail to show children due care and attention or threaten, use sarcasm, taunt or shout at a child causing him/her to lose self confidence or self esteem and become nervous or withdrawn.
- **Neglect** - Occasions where adults fail to meet a child's essential needs, such as adequate clothing, food, warmth, personal hygiene and medical care. It also includes leaving a child alone without proper supervision, or not ensuring that the child is safe.
- **Sexual Abuse** - Occurs when adults use children to meet their own sexual needs. Examples include forcing a child to take part in sexual activity, fondling, inappropriate touching or exposure to pornographic or other inappropriate material. This also includes suggestions that sexual favours can help (or refusal can hinder) a career.

Abuse of trust - where young people are indoctrinated with attitudes to social, moral, political, ethical and religious views which are unacceptable to the young persons family and community, or society at large.

Use of computers – in particular where there is Internet and e-mail access. Steps should be taken to ensure that inappropriate material is not viewed, shared, accessed, downloaded, copied, or printed and that young people are properly supervised whilst using the computers. Care should be taken that young people are not revealing personal details in chatrooms and forums.

Bullying – bullying can be verbal and physical, delivered by text message or through on-line messaging and via social networking sites, and is also a form

of abuse and there is a requirement for all those associated with the company to ensure that children feel able to report instances of bullying.

IDENTIFYING ABUSE

In some cases a child's disturbed behaviour, or an injury, may suggest that the child has been abused. In many situations, however, the signs will not be clear cut and decisions about what action to take can be difficult.

Important note: It is not the responsibility of those working with a child to decide that abuse is occurring, but it is a responsibility to follow through on any concerns.

Possible signs include:

- Uncharacteristic changes in the child's behaviour, attitude and commitment e.g. becoming quiet and withdrawn, or displaying sudden outbursts of temper
- Bruises and injuries not typical of, for example, taking part in a sporting event or injury for which the explanation seems inconsistent
- Signs of discomfort and pain
- The child becomes increasingly dirty or unkempt
- The child loses weight for no apparent reason
- Nervousness when approached or touched
- Fear of particular adults - especially those with whom a close relationship would normally be expected
- The child wishes not to speak with or be near a particular person without a reasonable explanation
- Inappropriate sexual awareness
- Children who are always alone and unaccompanied and/or are prevented from socializing with other children
- Children who are reluctant to go home

It must be recognised that the above list is not exhaustive, and the presence of one or more indicators is not proof that abuse is actually taking place.

Appendix 3: Guidelines for responding to complaints and alleged or suspected incidents.

Abuse may become apparent in a number of ways:

- A child may tell you
- A third party may report an incident, or may have a strong suspicion
- You may have a suspicion

Step 1: Listen and Reassure

- **DO** Stay calm - do not rush into inappropriate action
- **DO** Reassure the child that they are not to blame and confirm that you know how difficult it must be to confide
- **DO** Listen to what the child says and show that you take them seriously
- **DO** Keep questions to a minimum - in many cases it may be more appropriate to nod and acknowledge the child's account.
- **DO** Ensure that you clearly understand what the child has said - so that you can pass it on to the appropriate agencies
- **DO** Inform the Project Co-ordinator or Director - ensuring that you communicate all the information accurately
- **DO** Maintain confidentiality
- **DO NOT** Make promises you cannot keep
- **DO NOT** Make the child repeat the story unnecessarily
- **DO NOT** Delay
- **DO NOT** Take sole responsibility for further action

Step 2: Involve the appropriate people

You must ensure that the Project Co-ordinator or the Company Director is informed so a decision can be made as to the most appropriate action. In all cases - do not delay. If you cannot contact the persons above immediately, you must contact the authorities (police and/or social services).

If you are concerned that a child has suffered harm, neglect or abuse, contact the Children's Social Care Service on 0845 226 5570
Emergencies and out of hours - 0845 121 2975

NSPCC: 0800 800 5000 (24 hr) can also advise

Step 3: Record

Record what the child has said and/or your concerns legibly and accurately. Details should include:

- The child's name, address and date of birth
- Date and time of the incidents and/or nature of allegations
- Your observations e.g. describe the behaviour and emotional state of the child and/or bruising or other injuries
- The child's account - if it can be given - of what has happened
- Any action that you took as a result of your concerns e.g. comments made to the child, whether the parents/carers have been contacted

- Record whether you are expressing their own concerns. or passing on those of someone else
- Sign and date the report
- Keep a copy of the report

Please note that when a disclosure is made, it is the person to whom the disclosure is made that the authorities (police and/or social services) will come to for an account of what was said. This first hand account is of primary importance.

Cartwheel Arts
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Appendix 4: Reporting procedures to safeguard and protect children participating in Cartwheel Art’s project work

Project Worker/ Volunteer	Project Manager/ Company Director	Project Worker/ Volunteer
Potential risk/concern re possible harm/abuse		IMMEDIATE DANGER
<p style="text-align: center;">↓</p> <p style="text-align: center;">Listen/reassure</p> <p style="text-align: center;">↓</p>		<p style="text-align: center;">↓</p> <p>Contact social care service - 0845 226 5570 Emergencies /out of hours - 0845 121 2975 or get medical help (if necessary ring 999)</p> <p style="text-align: center;">↓</p>
<p>DO NOT ‘grill’ or put words into child’s mouth</p> <p style="text-align: center;">↓</p>		<p>DO NOT ‘grill’ or put words into child’s mouth</p> <p style="text-align: center;">↓</p>
<p>Satisfy yourself that the situation is safe</p> <p style="text-align: center;">↓</p>		<p>As far as possible make situation safe for child</p> <p style="text-align: center;">↓</p>
<p>Tell/share concerns with project co- ordinator or Director of Cartwheel</p> <p style="text-align: center;">↓</p>	<p>Ensure all appropriate persons have been contacted</p>	<p>Report immediately to Project Co-ordinator or Director of Cartwheel</p> <p style="text-align: center;">↓</p>
<p>Compile written report</p>	<p>Forward reports to Social Services social care service 0845 226 5570</p>	<p>Compile written report</p>