



YEVERTOFT EDUCATIONAL CHARITY (YEC)

CHILD PROTECTION POLICY

POLICY STATEMENT

Yelvertoft Educational Charity (hereafter known as YEC) is firmly committed to the belief that all children and young people have a fundamental right to be protected from harm, and fully recognises its responsibility for child protection. The safety and protection of all children and young people that YEC supports is paramount and has priority over all other interests.

The purpose of this Child Protection Policy is to ensure at all times the maximum protection from any kind of harm for all young people involved in any way with YEC. For the purposes of this policy YEC have defined harm as:

- neglect
- physical abuse
- emotional abuse
- sexual abuse

This policy forms part of the Operational Terms and Conditions of YEC and applies to all Trustees, volunteers, organisers, supervisors and work experience placements. Its purpose is to protect the personal safety of all children and young people using the facilities, resources and activities provided by YEC by actively promoting awareness, good practice and sound procedures.

YEC owns The Reading Room in Yelvertoft and its sole function is to raise funds for subsequent distribution by the hire of the Room for a wide variety of private functions, these functions are ordinarily organised and supervised by the hirer of the room.

Note that YEC operates as a registered charity with a board of Trustees and has no paid employees, and in the normal course of events the Trustees would not be present at any events in the capacity of Trustee, only as a participant in any event carried out.

POLICY PROCEDURES

Personnel

- Any volunteers engaged by YEC are required to provide references, which are always verified.
- Any volunteers engaged by YEC should have criminal record checks
- Should the need arise, then all new volunteers are supervised until references have been verified and CRB checks received

- Any volunteers engaged by YEC will receive, and will be required to read the Child Protection Policy
- Any volunteers engaged by YEC shall receive regular support in their work with children and young people

Responsibilities

- All those working on behalf of YEC will accept responsibility for the welfare of the children and young people who come into contact with the organisation in connection with its tasks and functions.
- All those working on behalf of YEC have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the procedures detailed in this policy
- YEC has a designated Nominated Child Protection Representative who is responsible for child protection and the implementation of this policy. It is the responsibility of the Child Protection Representative to take appropriate action following any expression of concern and make referrals to the appropriate agency
- All those working on behalf of YEC will be made aware of the named Representative and how to contact them
- If YEC during the course of its normal activities takes photographs of children and young people participating in activities and events, at all times written permission from parents will be obtained before any photographic material is used in the public domain

Reporting Procedures

- Any suspicion or allegation must be reported as soon as possible on the day of the occurrence to the designated Child Protection Representative or a Trustee. Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge
- It is the responsibility of the Child Protection Representative in charge to liaise with other relevant agencies where necessary and seek clarification from Social Services if there is any concern about the validity of any concern
- Any suspicion or allegation of abuse must be recorded by the observer/s on the appropriate incident reporting form
- All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely

Allegations against volunteers

- When any form of complaint is made against a Trustee or volunteer, regardless of whether the complaint is made by a colleague, a parent of a child or a young person involved with YEC or by a child or a young person, it must be taken seriously. The complaint should initially be dealt with by the Trustees on site at the time the complaint is made

- The Trustee must report the complaint immediately to the Chair of YEC, giving details of the circumstances
- The Chair (or nominated Trustee) will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made, where possible
- The Chair (or nominated Trustee) will have the right to suspend from duty and /or the premises, any person who is a party to the allegation until a full investigation has been made.

This action does not imply in any way that the person suspended is responsible for, or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a totally professional manner.

- It is the responsibility of the Chair to make the decision as to whether to inform the Police and/or Social Services, depending on the nature of the allegation
- YEC will co-operate fully with the Police, Social Services and all other parties involved
- The Chair (or nominated Trustee) will ensure that the Trustees of YEC are fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved
- The Chair (or nominated Trustee) will make a full written report of the incident and the actions taken. This report will be stored securely following appropriate data protection legislation

Adopted & Approved 29/04/2019

N Robertson – Secretary

Mrs D Westerman - Chairman