

CHILD PROTECTION POLICY

Aims

The aim of this policy document is to guide members, employees and volunteers of Horsted Keynes Parish Council should any child protection issue arise during their work.

Policy Statement

Horsted Keynes Parish Council recognises that it has a responsibility to ensure that steps are taken to provide protection for children (those under the age of 18) and also for those beyond this age that may be construed as vulnerable because of mental or physical incapacity.

The Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity on land / premises for which the Parish Council holds responsibility (either in its own name or as Custodian / Managing Trustee).

Policy Objective:

- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a caring organisation.
 - To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
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Responsibilities & Procedures

A Child Protection Officer and Deputy will be appointed from within the Parish Council at each Annual Parish Council meeting in May and their responsibilities will include:

- Ensuring that before any activity with children or vulnerable persons, the Child Protection Officer or the Deputy brief participants appropriately.
- Ensuring that members and volunteers are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Parish Council members are unlikely to be involved with children during the performance of their duties they are mindful of the risk they face.
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed and two references taken up.

Decisions on whether any person should be CRB checked will be made by the full Council or the Chairman after consultation with the Clerk following risk assessment and guidance from relevant public bodies where appropriate.

All new members, employees and volunteers of the Parish Council are to be provided with a copy of the child protection policy and are required to acknowledge they will abide by it.

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Parish Council members, employees and volunteers will adhere to the 'List of Recommended Behaviour' namely:

- A minimum of 2 adults present when supervising children.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times.
 - Ensure that accidents are recorded in an accident book.
 - Never do anything of a personal nature for a young person.
 - Keep records in an incident book of any allegations a young person may make to any committee member, employee or volunteer.
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- If there is a child abuse incident it should be reported to the Child Protection Officer or their Deputy who will be responsible for ensuring the matter is handled in accordance with the Mid Sussex District Council Child Protection Code of Practice and also referred to the Parish Council for further action as appropriate and future risk assessment.
 - Facilities offered by the Parish Council (in its own name or as Custodian Trustee for a Charity) have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
 - Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
 - In the event of a contractor, working directly for the Parish Council (in its own name or as Custodian Trustee for a Charity) being deemed to be working in any area where children may be at risk, then that contractor will be asked to provide their Child Protection Policy.

Declaration

Horsted Keynes Parish Council is fully committed to safeguarding the well-being of children by protecting them from physical, sexual, emotional harm and neglect.

All members, employees, contractors or volunteers of the Parish Council should read the Council's Child Protection Policy. Having read the Policy they should be proactive in providing a safer environment for children and vulnerable people within Horsted Keynes Parish.

This Policy will be reviewed annually at the Annual Parish Council meeting in May.