

North Wiltshire Woodturners Association

Safeguarding Policy

Policy:

(Note: The term child or children is also deemed to include vulnerable adults insofar as it is relevant to this policy.)

We recognise that the welfare of children is paramount and that we have a duty of care when they are in our charge. We will do everything we can to provide a safe and caring environment whilst they attend our activities.

We will:

- Treat all children with respect and celebrate their achievements.
- Respond to concerns and allegations appropriately.
- Adopt the 'Members' Guidelines' (see below).
- When there are concerns about the welfare of any child/ young person all adults in our organisation are expected to share those with the designated child protection officer.

He/ she is responsible for:

- Monitoring and recording concerns.
- Making referrals to social services without delay.
- Liaison with other agencies.

North Wiltshire Woodturners Association (NWWA), through confirming this Policy Document, has indicated its determination to ensure that children and young people can participate in Woodturning with their safety and welfare being of paramount importance.

Woodturning can, however, be dangerous. In line with other voluntary and commercial organisations we have decided to limit access to NWWA meetings on the following basis:

The Chairman and Secretary have decided that children under the age of 12 years shall not be eligible to attend meetings of NWWA.

Children under the age of 16 years may attend if **accompanied at all times** by a Parent/ Guardian/ Carer and the Consent form completed by both the Parent/ Guardian/ Carer and the child concerned.

Children under the age of 18 years may attend provided the Consent form is signed by both the Parent/ Guardian/ Carer and the child concerned.

Mike Crawshaw

Chairman

Arthur Kingdon

Secretary

Dated: June 2017

Child Protection Policy - Members' Guidelines

As members of the above association, you need to be aware of the concept of child abuse and have some background information to help to adopt good practice when working with young people.

Always remember - it is not your responsibility to decide if abuse has taken place. However, it is your responsibility to act upon these concerns.

Abuse is a powerful and emotive term and is used to describe ways in which children may be harmed, usually by adults and often by those they know and trust. There are five main areas of abuse of which you should be aware:

Emotional Abuse - occurs when adults persistently fail to show children due care, love or affection. Where a child may be subjected to unrealistic pressure and constantly shouted at and given responsibility for which they are not yet ready.

Physical Abuse - occurs when adults, or even children, deliberately inflict injuries on a child, or knowingly do not prevent such injuries.

Bullying - occurs when repeated aggressive, verbal, psychological or physical contact by an individual or group. It can include physical, verbal, emotional, racist and sexual abuse, comments and gestures.

Neglect - this occurs when a child's basic needs for food, warmth and care are not met, including failure to prevent a child from exposure to any kind of danger.

Sexual Abuse - both girls and boys can be sexually abused by adults, who use children to meet their own sexual needs and desires either through participation or forced observation.

Safeguarding - the welfare of children and young people is paramount. North Wiltshire Woodturners Association has a moral obligation and legal responsibility to provide the highest possible standard of care when we welcome young people into our association.

Guidelines for good practice for North Wiltshire Woodturners Association Members

Everyone should be aware that as a general rule, it does not make good sense for a supervising adult to:

- Spend excessive amounts of time alone with children/ young people away from others.
- Take young people alone on car journeys, however short, without parental approval.
- Take children/ young people to your home, without parental approval.
- Help children with their clothing or get changed - encourage parents to do this.

You should NEVER:

- Engage in inappropriate physical contact, including horseplay.
- Share a room with a child.
- Permit children to use unacceptable or explicit language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Agree to meet a child on your own, outside the context of normal duties.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

Key principles of good practice for North Wiltshire Woodturners Association Members

Adopting these principles will help you to create an environment in which:

- Children are listened to, given a sense of belonging and kept safe.
- Volunteers who work with children and young people are supported and protected.
- Parents are supported and encouraged.

Safe environment - this will be done by:

- Providing an adequate level of supervision.
- Keeping records of attendances, complaints and incidents.
- Producing procedures for dealing with suspicions.
- Identifying a person in charge of child protection.
- Protecting both members and children.
- Understanding the child's right to self-protection.

Dealing with concerns - this will be done by:

- Listening but not leading the child.
- Observing changes in behaviour.
- Believing - but do not promise confidentiality.
- Reassuring - be sensitive to the situation.
- Acting immediately and explaining to the child what you are going to do.
- Recording.
- Getting support.
- Referring to the right body.
- Recording allegations or suspicion of abuse.

Please remember if an incident occurs - the basic information needed is as follows:

Name of Child, age, telephone number and address.
Parent/ Guardian/ Carer name.

Additional Factors.

- Are you recording the report based on your concerns or passing on the concerns of someone else? Please detail as clearly as possible.
- What has prompted the concerns and include date, times of any specific incidents.
- Is there any physical/ behavioural or indirect signs?
- Has the child been spoken to and if so what was said.
- Have the parents been contacted and if so, what was said.
- Has anyone been alleged to be the abuser? If so record details.
- Has anyone else been consulted? If so record details.

General Points of Contact:

Wiltshire Multi-Agency Safeguarding Hub (MASH)	0300 456108
Wiltshire Police	101 - non-emergency number
Childline - 24 hours	0800 1111
NSPCC Helpline - 24 hours	0800 800500
Child Law Advice	0300 330 5480

NWWA Consent Form

This form is used when young people under the age of 18 years of age are participating at a NWWA Event. It also provides a record that consent has been given (or not) for photographs to be taken and used.

Name of Event:	
Date of Event:	
Name of Young Person:	
Age of Young Person:	
Name of Parent/ Guardian/ Carer:	

To be signed by the Parent/ Guardian/ Carer

As the Parent/ Guardian/ Carer of the young person named above I give consent for him/ her to take part in this event. I understand that the event will be overseen by a competent adult, aged over 21 years.

Signature.....

Date.....

Photographs:

As the Parent/ Guardian/ Carer of the young person named above I understand that NWWA or its representative(s) may wish to take photographs of him/ her during the event. I understand that these photographs may be used in all media types such as social media (including Facebook and Twitter), NWWA publications and website, in perpetuity and that these photos may be seen around the world.

I do/ do not (*delete as appropriate*) give my consent to such photographs being taken and used as described.

Signature.....

Date.....

To be signed by the young person

Photographs:

I understand that NWWA or its representative(s) may wish to take photographs of me (the young person named above) during the event. I understand that these photographs may be used in all media types such as social media (including Facebook and Twitter), NWWA publications and website, in perpetuity and that these photos may be seen around the world.

I do/ do not (*delete as appropriate*) give my consent to such photographs being taken and used as described.

Signature.....

Date.....