

Freeport Records Ltd - Child Protection Policy

Freeport Records Ltd believes that:

The welfare of the child is paramount;

All children have the right to be safeguarded from harm and exploitation whatever their:

race, religion, ethnicity, or first language

gender or sexuality

age

health or disability

location or placement

any criminal behaviour

political or immigration status

All children deserve the opportunity to achieve their full potential;

All suspicions and allegations of abuse and neglect will be taken seriously and responded to swiftly and appropriately;

All staff, volunteer and consultants working with Freeport Records have a responsibility to report concerns about issues relating to Freeport Records child protection officer and managing director Harry Leckstein.

1.1 Policy statement

Freeport Records believes that every child regardless of age has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in physical or psychological harm. The organisation recognizes its duty of care to safeguard from harm all children involved in activities organised by Freeport Records at all times.

1.2 Policy aims

Freeport Records aims to support children's development in ways that will foster security, confidence and independence.

The aim of this Child Protection Policy is to provide children and young people with appropriate safety and protection whilst in the care of the organization by:

- Allowing all staff /volunteers to make informed and confident responses to specific child protection issues;
- Assisting with open and effective communication between children attending activities organised by Freeport Records and, staff, volunteers and consultants,

- parents and, where appropriate, child protection agencies;
- encouraging the provision of an environment where all children attending activities organized by the group feel valued as a member of the community, enabling them to make reasoned, informed choices, and decisions.

All members in the group have a responsibility to read the Freeport Records child protection policy. This policy is scheduled to be reviewed and updated regularly at a period not exceeding 2 years.

2. Child Protection Officer for the Freeport Records

In pursuance of its duty to safeguard children from harm, Freeport Records has a designated member of the board of management/staff who has responsibility for child protection.

The current Child Protection Officer is: Harry Leckstein

Deputy: Deborah Somers

The designated child protection officer is provided with relevant ongoing training on child protection issues.

The designated child protection officer is responsible for ensuring that:

all staff, consultants and volunteers who are working on projects wherein they will have substantial access to children or young people have been checked for suitability for working with children and are sensitive to the possibility of child abuse and neglect;

Where Freeport Records is proposing to work with other organisations who will be responsible for the supervision of activities with children, systems are in place within that organisation to carry out the relevant checks on individuals who will have substantial access to children taking part in such activities;

all staff, consultants and volunteers have access to training opportunities to promote their knowledge of child protection issues;

all staff, consultants and volunteers know how to report any concerns they have about possible abuse and neglect and are aware of their responsibility to report all allegations, however minor;

all staff, consultants and volunteers are vigilant of their own actions so that they cannot be misinterpreted;

accurate and secure child protection records are maintained;

whenever there is concern that a child has been abused or neglected a referral must

be made without delay to the duty social worker for the area in which the child lives

3. Recruitment and selecting staff and volunteers

Freeport Records undertakes to follow safe recruitment procedures. All volunteers and staff will be adequately supervised at all times. Freeport Records recognizes that it has a responsibility to take all reasonable steps to ensure that unsuitable people are prevented from working with children in their capacity as a volunteer, consultant or paid employee of the organisation. Where it is deemed that the consultant, volunteer or staff member is likely to have substantial access to children or young people, that person will be required to:

- Undergo an interview with a member of B.S.A. management committee
- Have their job history checked.

- Complete a personal profile form (see Appendix A);

- Complete a Criminal Records Bureau check;

- Provide the names of two referees who will provide a reference. Each referee will be telephoned in order to discuss the individual's suitability to work with children. (In the case of the absence of a telephone, a meeting will be arranged between the referee and the Child Protection Officer);

- Provide evidence of identity (Passport or driving license with Photo).

Freeport Records considers substantial access to cover situations wherein the group member or volunteer has:

- One to one unsupervised contact with children;

- Where an individual has regular contact with children, even if it is of a supervised nature, that would allow for a close relationship of trust to be formed between the individual and any child.

Any volunteer, consultant or member of staff who on receipt of a CRB check is deemed unsuitable to work with children will under no circumstances be allowed to be employed by or take part in or attend activities with children on behalf of the Freeport Records.

4. Working in a Safe Environment

A safe environment will be provided for all children taking part in Freeport Records activities. This must meet the standards set out in our Health and Safety Policy. Project premises, play equipment, play areas, transport arrangements and vehicles must be safe and suitable. All activities will be adequately supervised.

5. Promoting Good Practice with Young People

Freeport Records considers the following to be common sense examples of how to create a positive culture and climate within the group. All staff and volunteers from Freeport Records who are working with children must ensure that they are:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment).
- treating all young people equally, and with respect and dignity.
- always putting the welfare of each young person first, before achieving project goals.
- building balanced relationships based on mutual trust which empower children to share in the decision-making process;
- making activities fun, enjoyable and promoting fair play.
- ensuring that if mixed groups are taken on day trips, that they should always be accompanied by a male and female volunteer or member of staff.
- giving enthusiastic and constructive feedback rather than negative criticism.
- recognizing the developmental needs and capacity of young people avoiding excessive competition and not pushing them against their will.
- securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- keeping a written record of any injury that occurs, along with the details of any treatment given.
- requesting written parental consent if a member of the group is required to take young people off site or to transport young people in his or her car.
- ensuring that at the end of activities, the child is released into the care of his or her parent or carer. In cases when another individual arrives to pick up the child without prior notice from the child's parent/carer, ensuring that the parent or carer is contacted for permission before the child is released into that individual's care.

5.1 Practice to be avoided

The following should be avoided except in emergencies.:

- * Avoid spending excessive amounts of time alone with children away from others;
- * Avoid taking children anywhere where they will be alone with you.

If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the organisation or of the consent of the child's parents/carer. (For example, if a child sustains an injury and needs to go to hospital, or a parent/carer fails to arrive to pick a child up at the end of a session.)

5.2 Practice never to be sanctioned

The following should never be sanctioned. You should never:

- allow any form of inappropriate touching;

- allow children to use inappropriate language unchallenged;
- make sexually suggestive comments to a child, even in fun;
- reduce a child to tears as a form of control;
- allow allegations made by a child to go unrecorded or not acted upon (see section 5.3);
- do things of a personal nature for children or disabled adults, that they can do for themselves;

If any of the following occur you should report this immediately to the Child Protection Officer and record the incident (see section 5.3).

You should also ensure the parents of the child are informed.

- if he/she seems distressed in any manner.
- if a child misunderstands or misinterprets something you have done.

6. Recognition of and Response to Child Abuse and Neglect

Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm. Abuse and neglect can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child.

Working together to safeguard children sets out definitions and examples of the four broad categories of abuse which are used for the purposes of registration. These categories overlap and an abused child does frequently suffer more than one type of abuse:

Neglect - neglect involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger, failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs;

Physical abuse - physical abuse may take many forms; hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child (fabricated or induced illness);

Sexual abuse - sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and includes penetrative and non-penetrative acts. It may also include non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways;

Emotional abuse - emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development. It may include conveying to a child that he/she is worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person, imposing developmentally inappropriate expectations, causing children to feel frightened or in danger (e/g. witnessing domestic violence), or exploitation or corruption of children.

6.1 Risk Indicators

The factors described in this section are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred, but they must be regarded as indicators of the possibility of significant harm that justify the need for careful assessment and discussion with the child protection officer and may require consultation with and/or referral to the Social Services Department

In an abusive relationship the child may:

Appear frightened of the parent/s

- Act in a way that is inappropriate to her/his age and development (though full account needs to be taken of different patterns of development and different cultural norms)

The parent or carer may:

- persistently avoid treatment of the child's episodic illnesses
- have unrealistic expectations of the child
- frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)
- be absent or misusing substances
- be involved in domestic violence

6.1.1 Recognising Physical Abuse

The following are often regarded as indicators of concern:

- An explanation from a parent or carer for a physical injury which is inconsistent with that injury
- Several different explanations provided for an injury
- An unexplained delay in seeking treatment
- The parents / carers are uninterested or undisturbed by an accident or injury
- Repeated presentation of minor injuries (which may represent a 'cry for help' and if ignored could lead to a more serious injury)

Bruising

Children can have accidental bruising, but the following must be considered as non accidental unless there is evidence or an adequate explanation provided:

- Any bruising to a pre-crawling or pre-walking baby
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face without a satisfactory explanation
- Grasp marks on small children

Bite Marks

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3cm in diameter are more likely to have been caused by an adult or older child. A medical opinion should be sought where there is any doubt over the origin of the bite.

Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water of its own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation

Fractures

It can be difficult to distinguish between accidental and non-accidental fractures and they will always require experienced medical opinion. Non- mobile children rarely sustain fractures. There may be grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- Medical attention is sought after a period of delay when the
- fracture has caused symptoms such as swelling, pain or loss of movement.-
- There is an unexplained fracture in the first year of life

6.1.2 Recognising Emotional Abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The following may be indicators of emotional abuse:

- Aggressive behaviour towards others
- Sudden speech disorders
- Fear of making mistakes or fear of parent being approached concerning behaviour
- Low self esteem and lack of confidence
- Withdrawn or seen as a 'loner' – difficulty relating to others

6.1.3 Recognising Sexual Abuse

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional / behavioural. Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child's age
- Self-harm (including eating disorder), self mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes for - e.g. sports events (but this may be related to cultural norms or physical difficulties)

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area
- Discomfort when walking or sitting down
- Pregnancy in a younger girl where the identity of the father is not disclosed

6.1.4 Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A child seen to be listless, apathetic and unresponsive with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

6.2 Responding to suspicions or allegations

It is not the responsibility of anyone working with Freeport Records, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However all volunteers

and staff have a responsibility to act on any concerns through Freeport Records Child Protection Officer and through the appropriate authorities.

All volunteers or staff are encouraged to share concerns about child protection issues with the group's Child Protection Officer. If the situation is an urgent case, for example if the child is too frightened to go home or if there are serious doubts about the child's safety, the volunteer or member of staff must contact social services or the police immediately.

Area Social Work Office:

020 7527 1597

Police Station:

020 7704 1212

Out of hours Social Work Emergency Service:

020 7226 0992

If concerns are of more of a general nature about a child's welfare, then the volunteer or member of staff must discuss such concerns with the Freeport Records Child Protection Officer, who will then take appropriate action. It is important that all volunteers and staff communicate concerns accurately.

6.3 Reporting Procedures

It is vitally important that any disclosure of abuse or neglect is made in confidence and recorded factually. An accurate account should be made of:

- Date and time of what has occurred and the time the disclosure was made
- Name of child
- Age of child and date of birth
- Home address and telephone number
- The names of the people involved
- Is the person making the report expressing their own concerns or those of someone else
- What is the nature of the allegation? Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Behavioural signs indirect signs?
- Witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the child making the report has the child concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.

As soon as practicable, the Child Protection Incident Form (appendix B) should be completed and the child protection officer should be alerted. The incident form should

also be submitted to the Child Protection Officer to keep in a safe place to ensure confidentiality.

6.4 How to React and Listen to a Child making Allegations of Abuse

- Always refer, never investigate any suspicions or allegations about abuse
- Do not interrogate or question other than to clarify your understanding. If the matter is to be investigated further it will be done by trained professionals. No matter how well you know the child, spare him/her having to repeat him/herself over and over.
- Reassure the child that you are glad that the child has told you what has happened and that it was the right thing to do.
- Never trivialize or exaggerate child abuse issues
- Allow the child time to speak and do not interrupt or make suggestions to them which could imply making an investigation
- Be honest, tell the child that you cannot keep it a secret, you have to talk to someone else that can help
- Remain calm, no matter how difficult it is to listen. If you show anger, disgust or disbelief the child may feel that your negative feelings are being directed towards him/her.
- All concerns should be shared with the child protection officer for the group, but remember that it is a confidential matter between you and the child. Do not discuss it with anyone other than the child protection officer.

6.5 Parental Consultation

Where practicable, and in consultation with the Child Protection Officer, concerns about abuse and neglect should be raised with the family and, where appropriate agreement should be sought for a referral to SSD unless this may, either by delay or the behavioural response it prompts, place the child at risk of significant harm.

A decision by any professional not to seek parental permission before making a referral to SSD must be recorded and the reasons given.

Where a parent has agreed to a referral, this must be recorded and confirmed in the referral to SSD.

Formal referrals from named professionals cannot be treated as anonymous, so the parent will ultimately become aware of the identity of the referrer.

If, having taken full account of the parent's wishes not to refer, it is still considered that there is a need for a referral:

- The reason for proceeding without parental agreement must be recorded
- SSD should be told that the parent has withheld her/his permission
- The parent should be contacted to inform her/him that after considering their

wishes a referral has been made

6.5 Ensuring Immediate Safety

The safety of children is paramount in all decisions relating to their welfare. Any Consultant, volunteer or staff of Freeport Records, should for example, take all reasonable steps to offer a child immediate protection from an aggressive parent or carer.

7 Suspected Abuse

Freeport Records assures all staff/volunteers 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.

- Any suspicion that a child has been abused by either a member of staff, a volunteer, or anyone undertaking activities on behalf of Freeport Records should be reported to the Child Protection Officer, 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.
- The Child Protection Officer will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the Chair of the Management Committee who will refer the allegation to Social Services.

7.1 Poor Practice

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

8. Confidentiality

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. This includes the following people:

- The Child Protection Officer;
- The parents of the person who is alleged to have been abused;
- The person making the allegation;
- Social services/police;

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

9. Action if Bullying is Suspected

All allegations or suspicions of bullying should be recorded in the manner outlined in section 5.3 and reported to the Child Protection Officer.

Action to Help the Victim and Prevent Bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Child Protection Officer.

Action Towards the Bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

10. Action in cases of Racist Remarks

All allegations or suspicions of racial or religious harassment should be recorded in the manner outlined in section 6.3 and reported to the Child Protection Officer.

Action to Help the Victim:

- Take all signs of racism and religious harassment very seriously.
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the perpetrator separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Child Protection Officer.

Action Towards the Perpetrator of racial or religious harassment

- Talk with the individual concerned and explain that racist remarks or derogatory remarks about religion are not acceptable and try to get him or her to understand the consequences of his/her behaviour. Seek an apology to the victim(s).
- Inform the individual's parents explaining that racist or derogatory remarks about religion are not tolerated.
- Impose sanctions as necessary. If racist remarks continue the individual concerned should be barred from all future Brookfield School Association activities.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

Policy adopted by Freeport Records July 1st 2006

Updated March 2007

Name: _Harry Leckstein Date: 01.03.07

Signature: _____ Position: Managing Director

Date for review: 01.03.2009

Appendix B: Freeport Records Child Protection Incident Form

<p>YOUR NAME:</p> <p>POSITION WITHIN OR CONNECTION WITH THE ROWAN ARTS PROJECT:</p> <p>TODAY'S DATE:</p>	<p>DATE AND TIME AT WHICH INCIDENT IS OCCURRED</p> <p>BRIEF DESCRIPTION OF THE NATURE OF THE INCIDENT:</p>
<p>CHILD'S NAME:</p>	<p>CHILD'S AGE:</p> <p>DATE OF BIRTH: _ / _ / _ _ _</p>
<p>CHILD'S ADDRESS:</p> <p>CHILD'S TELEPHONE NO.:</p>	<p>PARENTS/CARER'S NAME AND ADDRESS:</p> <p>PARENTS/CARER'S TELEPHONE NO.:</p>
<p>IS THE PERSON MAKING THE REPORT EXPRESSING THEIR OWN CONCERNS OR THOSE OF SOMEONE ELSE:</p>	

PLEASE CONTINUE OVERLEAF

EXACT ACCOUNT OF WHAT HAS BEEN SAID TO YOU, OR WHAT YOU HAVE OBSERVED: *(Please make a clear distinction between what is fact, opinion or hearsay).*

-

TICK LIST

PLEASE CHECK YOUR ACCOUNT TO ENSURE THAT YOU HAVE RECORDED:

- 1) The names of the people involved
- 2) The nature of the allegation? Include dates, times, any special factors and other relevant information.
- 3) A description of any visible bruising or other injuries. Behavioural signs indirect signs? 4) Names of any witnesses to the incidents.
- 5) The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- 6) Has anyone been alleged to be the abuser? Record details.

(CONTINUE OVERLEAF)

**HAVE THE PARENTS BEEN CONTACTED?
IF SO WHAT HAS BEEN SAID?**

**IF IT IS NOT THE CHILD MAKING THE REPORT HAS THE CHILD CONCERNED BEEN
SPOKEN TO? IF SO WHAT WAS SAID?**

HAS ANYONE ELSE BEEN CONSULTED? IF SO RECORD DETAILS:

ACTION TAKEN (PLEASE RECORD ALL ACTION TAKEN, ORGANISATIONS CONSULTED AND ADVICE RECEIVED:

DATE: _____ ACTION TAKEN / ADVICE RECEIVED:

DATE: _____ ACTION TAKEN / ADVICE RECEIVED:

YOUR SIGNATURE:

DATE:

EMERGENCY NUMBERS

Area Social Work Office: 020 7527 1597

**Islington Police
Child Protection Team: 020 7421 0307**

**Out of hours Social Work
Emergency Service: 020 7226 0992**

NSPCC: 0808 800 5000

**NSPCC Textphone for individuals
who are deaf or hard of hearing: 0800 056 0566**

Childline: 0800 1111