

SUMMARY OF CORONATION HALL DALE SAFEGUARDING CHILDREN POLICY AND PROCEDURES

The Aim of this Policy and these Procedures is to ensure that Coronation Hall, Dale and any groups, organised specifically for children and young people, using the Hall, carry out their duty of care both to the children and young people that they serve and to the adults who are involved with these children and young people.

NB The procedures do not apply to the use of the Hall for

- 1. private parties for children**
- 2. informal groups involving young people over 11 and adults e.g. table tennis and DADS**

Policy

All groups meeting in or using the Coronation Hall which involve children are committed to safeguarding those children from harm and to following guidelines and procedures set out nationally and locally.

Groups set up for children under the age of eight and running for 2 hours or more in excess of 5 times a year must comply with National Minimum Standards for Regulated Child Care issued in April 2011.

It is a fundamental principle of this Policy that all concerns, and allegations of abuse will be taken seriously by committee members, staff and volunteers and will be responded to appropriately. This may require a referral to Pembrokeshire County Council Children's Services or in emergencies to Dyfed Powys Police.

The Procedures must be followed by all adults running and taking part in any organised groups, set up specifically for children, be they committee members, group leaders or volunteers.

This document or the full procedures must be made available to all children who take part in any group and their parents.

All groups will be committed to the safe recruitment of staff and volunteers.

The committee will appoint a Designated Person for Safeguarding Children who will ensure that these Policies and Procedures are adhered to.

Procedures

1. A **"Risk Assessment"** must be carried out before any activity is set up and action taken to reduce risk.
2. A statement from the parent giving permission for the child to take part in the chosen activity and giving basic information about the child and emergency contacts must be obtained.
3. The parents and child will be given a copy of the Aims of the Group, the Code of Conduct for those involved in the group and the Safeguarding Children Policy and Procedures.
4. **Safe Recruitment**
All adults involved in groups with children will complete an application form including a "self-disclosure" statement of any offences, provide 2 references

and 1 piece of identification.

All "leaders" of any group and/or those who will have unsupervised contact with children will also attend an interview with 2 members of the Committee and if considered suitable for the role a DBS check will be undertaken.

"Leaders" will also receive Safeguarding Children Training and will be offered regular support from the Designated Person for Safeguarding Children.

5. Safe Working Practices

The Code of Conduct will be made known to all both adults and children and will be followed by all adults.

Only those who have been subject of the full recruitment procedures including the DBS check will have unsupervised contact with children.

There must always be a designated leader who has been subject to the full recruitment procedures including the DBS check present at any meeting of the group.

6. Child Protection Procedures

Concerns about a child or young person may arise in a number of ways:

A child may disclose information that suggests that they may be suffering abuse.

A child may show signs of being abused or neglected but is not making an allegation or disclosure.

A member of the Committee, "Leader" or Volunteer may observe unexplained injuries.

A member of the Committee, "Leader" or Volunteer may observe an incident within the group that concerns them.

These concerns must be followed up if the member of the committee, "Leader" or volunteer believes that the child is suffering or likely to suffer abuse, taking advice from the Designated Person for Safeguarding Children. In all but exceptional circumstances the parent must be informed immediately any concern arises.

The leader and all volunteers must abide by the rules of confidentiality for all those involved in groups for children i.e. that all information about the child must be kept confidential and must only be disclosed to the appropriate personnel when there are concerns about a child in order to promote the well-being and safety of that child.

This Policy and these Procedures were approved and endorsed by the Coronation Hall Committee on 3rd August 2009. (Updated in February 2014 to comply with recent changes in legislation.)

The Designated Person for Safeguarding Children for the Coronation Hall is Rosemary Mecklenburgh who can be contacted on 01646 636463 or by email - rosemary.meck@btinternet.com