



Child Protection Policy

Purpose

The purpose of the Child Protection Policy and Procedure is:

- to provide protection for the children who take part in MCC activities
- to provide all MCC representatives dealing with or managing children with good practice guidelines
- to provide all MCC representatives with guidance on procedures they should adopt in the event that they have concerns that a child may be experiencing, or be at risk from, some form of abuse
- to guide MCC representatives on responding appropriately to, and reporting, child protection concerns

Scope

All volunteers, members of MCC, employees and all associated persons such as contractors, consultants and others employed under a contract for services. In addition, this policy will apply to any persons involved with work for or on behalf of the organisation in any setting.

Policy Statement

MCC has an increasing number of activities that involve children. These vary from Mumbles Navy Days to the lighting of the Christmas Tree.

MCC welcomes and encourages children to participate in its activities and is fully committed to their safety and well being. MCC has a duty of care for the children for whom it provides activities. Children have a right to be safe and feel secure in the activities that they, or their parents or carers, choose and parents have a right to believe that the organisations to which they entrust their children are safe.

For child protection purposes, under prevailing legislation in Wales, a child is defined as anyone below his or her 18th birthday.

What is abuse?

It is generally accepted that there are four main forms of abuse:

- Physical abuse/injury
- Neglect
- Sexual abuse
- Emotional abuse

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How would I recognise if a child were being abused?

A child may tell about abuse they have experienced or concerns may be shared by a third party, for example a parent or relative.

Individuals may also become concerned through observing the child.

If you are worried, it is NOT your responsibility to decide if it is abuse BUT it is your duty to act on your concerns immediately and do something about it.

Reporting Procedure

Designated Child Protection Co-ordinator

The MCC Designated Child Protection Co-ordinator is:

Council Clerk, Council Office, Walters Crescent, Mumbles, Swansea SA3 4BB.
Tel. 01792 363598.

Outside normal office hours, MCC representatives should contact:
The Council Clerk at his home. Tel. 01792 542749.

The Council Clerk shall make a written note of the information he/she is given and, if he/she thinks it necessary, contact Social Services and/or the Police. The action he/she takes is also to be recorded in writing.

Responding to allegations of abuse or inappropriate or dangerous behaviour against an MCC representative

- if the allegation is against an MCC representative then the concern should be reported to the Council Clerk immediately

Good practice guidelines

All MCC representatives should conduct themselves in such a way that promotes best practice.

Child protection is about safeguarding children first – not adults. False allegations are very rare and best practice can reduce the risk of behaviour being misinterpreted or adults making themselves vulnerable. For child protection purposes, under prevailing legislation, a child is defined as anyone below his or her 18th birthday.

A common-sense approach should be adopted at all times when dealing with or managing children. There may be occasions during the course of normal duties when MCC representatives will have to, for example, administer first aid or protect a casualty. MCC representatives should try their utmost to follow these guidelines when doing so.

If this is not always possible, and the organisation accepts that may be the case on occasion, MCC representatives should always ensure that a colleague or the Council Clerk is informed with reasons as to why these guidelines could not be followed.

MCC representatives should be guided by the following advice and think whether their actions could be misinterpreted. If individuals have concerns that this may be the case, they should always discuss with another colleague or Council Clerk, preferably before the event but certainly afterwards.

The guidelines should be applied in respect of all children.

- treat children equally and with respect and dignity
- create an atmosphere where children and adults feel comfortable enough to point out attitudes or behaviour they do not like

- lead by example and challenge inappropriate language and behaviour whether used by children themselves or colleagues
- it is not appropriate for MCC representatives to start a relationship with a child with whom they are involved in a professional capacity, even if the child is above the age of legal consent
- work in an open environment, ensuring individuals do not spend excessive amounts of time alone with children away from others
- if individuals cannot avoid being alone in a room with a child, they should leave the door ajar and ensure that others are aware of the situation
- MCC representatives should not take children alone in a car on journeys unless it is absolutely unavoidable, in which case they should inform a colleague or the Council Clerk as soon as possible of their action
- MCC representatives should not photograph or video children, or publish their pictures, without the consent of parents
- MCC representatives must avoid engaging in sexually provocative games
- MCC representatives must not make sexually suggestive comments or gestures towards a child
- should a young person behave in a sexualised way, the MCC representative should communicate that such behaviour is not appropriate and it should stop, but should not humiliate the young person in front of others. MCC representatives should discuss any such behaviour with the person in charge of the child and the Council Clerk.
- where possible a child should not be touched but if ESSENTIAL then the permission of the child should be sought and obtained before an MCC representative touches them. They should also give a running commentary of what they are doing and why. If a casualty is unconscious, MCC representatives should still give a running commentary but also be explicit about what they are doing to any colleagues or bystanders.

What to do if you have a concern

Report the matter to the Council Clerk.

Adopted by Council on 13 November 2007

Mumbles Community Council
Council Offices
Walters Crescent
Mumbles
Swansea SA3 4SB

MUMBLES COMMUNITY COUNCIL PARENTAL PHOTOGRAPHIC RELEASE

I, agree to my son's/daughter's image being used by MCC for the purposes of public awareness.

I understand that their image may be used from time to time in MCC publicity literature and publications; national, local and international publications, MCC web sites, TV transmissions.

They and I also understand that we will not receive any financial reward for the use of the aforementioned image.

Signature (Parent/Guardian)

Signed on behalf of (son's/daughter's names)
.....
.....

Date:

Contact address:

Contact Telephone Number:

E-Mail address: