

St Madoc Christian Youth Camp Child Protection Policy 2006

Policy Statement:

The following policy was agreed by the trustees of St Madoc Christian Youth Camp in March 2006

- As a centre we are committed to the protection and safeguarding of children and young people on their visits
- We recognise that child protection is everyone's responsibility
- We are committed to following the agreed procedures and following statutory and specialist guidelines
- ***Every visiting group should send us a copy of their Child Protection policy and an assurance that all their leaders/workers have been police checked. If no policy exists then they should agree to our policy, with special regard to Appendix 9.***
- We review this policy annually

If you have any concerns for a child or in relation to any child protection matter then speak to either the site manager Matthew Barney, who has been approved as Deputy Child Protection Co-ordinator for St Madoc Christian Youth Camp, or Stewart McGlashan Child Protection Co-ordinator. If the concern involves both persons then contact social services directly.

Stewart McGlashan St Madoc Child Protection Co-ordinator
01792 413805

Matthew Barney Deputy Child Protection Co-ordinator
01792 386291

Swansea social services telephone number between 9am and 5pm is 01792 635700.
The out of hours emergency number is 01792 775501.
The Swansea Police Child Protection Team telephone number is 01792 562870.

St Madoc Christian Youth Camp believes:

- That safety and welfare of children should always be of paramount importance, whatever circumstances.
- A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
- The rights, dignity and worth of a child should always be respected.
- That everyone with a role in working with children has a moral and legal responsibility to safeguard and promote a child's welfare particularly when it comes to protecting children from abuse.
- That special care is needed in dealing with children whose age, inexperience or ability makes them particularly vulnerable to abuse.
- St Madoc Christian Youth Camp would encourage all users to have a child protection policy and to adhere to the procedures included. If a policy is not in place then advice can be sought from CCPAS (see "responding to allegations of abuse").

St Madoc Christian Youth Camp:

Has therefore adopted this Child Protection Policy to ensure that the welfare and safety of children on site at St Madoc Christian Youth Camp is always the primary consideration.

Accept moral responsibility to implement procedures, to provide a duty of care for young people, safeguard their well being and protect them from abuse.

Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures.

Respect and promote the rights, wishes and feelings of young people and disabled adults.

Recruit, train and supervise employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations.

Who this policy applies to:

The Children Act 1989 states that anyone who is involved in the care of children should "do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare".

Good Practice Guidelines for Camp Manager, Trustees and those employed or helping in a voluntary basis:

The Camp Manager, or any of the above, would not normally be involved directly with the children who have been brought on site by a group using the Camp. Nevertheless the following guidelines should be strictly adhered to at all times.

- Do not be left alone in a room with a child
- Do not seek to be alone with a child away from the main group
- Treat all children and young people with respect and dignity
- Be available, but ready to refer to someone more experienced
- Be sensitive to the needs of others and their likes/dislikes
- Challenge unacceptable behaviour. Discuss the incident with the group leader as soon as possible.
- There is a restriction on dormitory areas and toilets for the site manager unless accompanied by a group leader. This is only in effect when there is a group using the facilities
- All trustees are Police Checked with an enhanced disclosure. Details of these are kept at the site office.
- It is not policy for visitors to the camp to be left alone whilst groups are using the facilities, it is recommended the manager supervises them at all times
- If the site manager is witness to any form of behaviour they deem inappropriate they will contact immediately Stewart Mcglashan the Trustee responsible for child protection and speak to the named group leader or otherwise follow procedure.
- No photographs should ever be taken of children using Camp except with the written permission of parents or group leader.
- Such photographs should never be used in Camp advertising unless with the written permission of parents or group leader.
- The Camp manager should keep a log of any incidents where he felt that the needs of a child were not being protected by the group leader.

Responding to allegations of abuse

Under no circumstances should a staff member carry out their own investigation into the allegation or suspicion of abuse.

Concerns must be reported to the resident manager or trustee with responsibility (hereafter the Deputy Co-ordinator) Tel: 01792 386291, who is nominated by the board of Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

The co-ordinator may also be required to inform the centre's insurance company immediately.

In the absence of the co-ordinator, or if the suspicion in any way involves the co-ordinator then the report should be made to the trustee with responsibility - Stewart McGlashan (Hereafter the St Madoc CYC Child Protection Co-ordinator) Tel: 01792 413805.

If you are unsure of a situation or report and would like advice then you can contact the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ telephone: 0845 120 4550.

Alternatively, contact social services.

Swansea social services telephone number between 9am and 5pm is 01792 635700.

The out of hours emergency number is 01792 775501.

The Swansea Police Child Protection Team telephone number is 01792 562870.

Suspicious are not to be discussed with anyone other than those indicated above. Make written notes as soon as possible and note every detail. Record dates and times, and exactly what you said and what they said. Keep all hand written notes even if subsequently typed. Such records must be kept for an indefinite period in a safe secure location.

Having carried out the above procedures, consider how you are feeling, and seek support if needed.

The role of the Co-ordinator and Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989.

The Co-ordinator and deputy must take action into an allegation or suspicion of abuse.

The Co-ordinator and deputy must always challenge perceived bad practice within any group using St Madoc Christian Youth Camp.

Appendix 1- What is abuse ?

Abuse

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults or other children. It is generally accepted that there are four main forms of abuse.

• Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or a carer feigns the symptoms of, or deliberately causes ill health to a child they are looking after. This situation is commonly described as factitious illness, fabricated or induced illness in children or 'Munchausen Syndrome by proxy' after the person who first identified the situation. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or the failure to act to protect.

• Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or uninvolved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of a child. Some levels of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

• 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, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling.

• Neglect

Neglect is the persistent failure to meet a child's basic and/or physiological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to

ensure that a child gets the appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of maltreatment.

Recent inter-agency guidance draws attention to other sources of stress for children and families, such as social exclusion, domestic violence, the mental illness of a parent or a carer, or drug or alcohol misuse. All of these areas may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that any

one of these areas adversely affects a child's well being, the same procedure should be followed.

Appendix 2 - Recognising abuse.

Recognising Child Abuse

Recognising child abuse is not easy, and it is not your responsibility to decide whether or not child abuse has taken place or a child is at significant risk. You do, however, have a responsibility to act if you have a concern. The following information is not designed to turn you into an expert, but it will help you to be more alert to the signs of possible abuse.

Physical abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of the body, like elbows, knees and shins. Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely, e.g. on the cheeks or on the thighs. A delay in seeking medical treatment, when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

The Physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette Burns
- Bite Marks
- Broken Bones
- Scalds

Changes in behaviour which could also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

Examples of physical abuse in sport could include when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body; where drugs are used to enhance performance or delay puberty.

Emotional Abuse

Emotional abuse can be difficult to measure, and often children who appear to be well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention for their parents or carers. Emotional abuse can also take the form of children not being allowed to play/mix with other children.

The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from the parents' care.
- Sudden speech disorders.
- Developmental delay, either in terms of physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour, e.g. hair twisting, rocking.
- Being unable to play.
- Fear of making mistakes.
- Self harm.
- Fear of parent being approached regarding their behaviour.

Examples of emotional abuse in sport could include constant criticism, name-calling, and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

Sexual Abuse

Adults who use children to meet their own sexual needs abuse both boys and girls of all ages, including infants and toddlers.

Usually, in cases of sexual abuse it is the child's behaviour, which may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexpected changes in behaviour, e.g. becoming aggressive or withdrawn
- Fear with being left with a specific person or group of people
- Having Nightmares
- Running away from home
- Sexual knowledge which is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting

- Eating problems such as overeating or anorexia
- Self harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

Neglect

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or 'smelly'
- Loss of weight, or being constantly underweight
- Inappropriate dress for the conditions

Changes in behaviour which may also indicate neglect may include:

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised

The above list is not meant to be definitive but as a guide to assist you. It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring.

There may well be other reasons for changes in behaviour, such as death or the birth of a new baby in their family, relationship problems with their parents/carers, etc. Neglect in sport could include a teacher or coach not ensuring that children are safe, exposing them to undue cold or heat or to unnecessary risk of injury.

Appendix 3 - Responding to Poor Practice and Abuse

Responding to a child:

If a child says or indicates that he or she is being abused, or information is obtained that gives concern that a child is being abused, the person receiving this information should:

- Take what the child says seriously
- React calmly so as not to frighten the child.
- Tell the child that he / she is not to blame and were right to tell
- Reassure the child but do not make promises of confidentiality, which might not be feasible in the light of subsequent developments.
- Keep questions to the absolute minimum to ensure a clear and accurate

- understanding of what has been said.
- Make a full record of what has been said, heard and/or seen as soon as possible.
- Ask the child if immediate protection is needed.

The main priority for St Madoc Christian Youth Camp is to safeguarding the welfare of the child, in which ever way possible.

Appendix 4 - Risk assessments

Working with children and young people involves taking responsibility for their well being whilst in your care, being prepared for every eventuality, and anticipating situations where harm may occur and taking steps to minimise the risks.

Before allowing any user group onto the facilities the person responsible should ensure that a risk assessment is carried out. The following are some areas that should be considered:

- Identification of hazards
- Consider who might be harmed and how this may happen
- Assess the risks and take action to remove or reduce the risks as far as possible
- Record the details and what action you have taken

Compile a check list for each building and include what risks could be encountered, the action needed, the person responsible and the date completed.

Appendix 5 - Health and Safety

Buildings being used for children's groups should be properly maintained. The external fabric of the building, plus all internal fixtures, fittings, lighting, power, fire exits and equipment should all meet the required safety standards and an annual review should be carried out to consider all aspects of safety for the children and young people using the premises.

There should be adequate toilets and wash hand basins and when food is being prepared hygiene requirements must be observed.

There is an incident log book kept in a lockable unit within the office area for use by the site manager or the deputy. Recorded information is confidential and must be kept secure. Information entered must be in detail and recorded immediately, including dates and times of concerns/ incidents.

Appendix 6 - First aid

It is the responsibility of the group leader to ensure there is a fully qualified first aid leader and they have the correct equipment. In the event of the first aid members absence the site manager may administer first aid in the presence of another individual.

Appendix 7 - Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, and prepares for life.

In the event of the group leader's absence the site manager will adopt the following procedures:

- Be consistent in what you say and make sure you inform the group leader of the conversation as well as logging it in the book.
- **Never** smack or hit a child and don't shout unless the child or another is in danger.
- Lay down ground rules from the beginning i.e. no swearing, racism, respect for property and make sure they are aware of action taken if the rules are not kept.
- If a child/ young person is harming him/herself, another person or property then other children/ young people should be escorted away from the area where the disruption is occurring. At the same time with the assistance of another worker request the child/ young person to **stop**. Warn that if they fail to stop you will call for assistance (police). In exceptional circumstances and with assistance, you might need to restrain the child/ young person to prevent them harming themselves, others or property whilst you wait for the police.
- It is essential that a record of such an event is kept as soon as possible after the incident. It should include the following:
 1. What activity was taking place
 2. What might have caused the behaviour
 3. what you said and how you and others responded
 4. A list of others present who were witness to the incident

A copy of the information should be given to the group leader and the log book and a trustee must sign they have read the details of the incident

Appendix 8 - Physical touch

Knowing to touch a young person/ child can be difficult. Here are some guidelines:

- Keep everything public, a hug in the context of a group is very different from a hug behind closed doors
- Touch should be related to the child's needs not the worker's
- When giving first aid encourage the child/ young person to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.

Appendix 9 – Taken from Connections Christian Counselling



Good Practice for Children's Workers

1. As far as possible, do not be alone with a child where your activity cannot be seen. This may mean leaving adjoining doors open. If this is not possible (for example, in a counselling situation) another adult should be on the premises, aware that the meeting is taking place. The child should know that the adult is there and who he or she is.
2. Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice, and where you put your body.
3. Do not engage in any of the following:
 - invading the privacy of children when they are toileting or showering;
 - rough, physical or sexually provocative games;
 - making sexually suggestive comments about or to a child, even in 'fun';
 - inappropriate and intrusive touching of any form;
 - any scapegoating, ridiculing or rejecting a child;
4. Learn to control and discipline children without using physical punishment.
5. Make sure another adult is present if, for example, a young child has soiled his or underclothes and needs to be thoroughly washed, or if a child needs a change of nappy.
6. Do not let children involve you in excessive attention-seeking that is overtly sexual or physical in nature. Seek advice from your line manager if you have any concerns about a child in this respect.
7. Do not invite a child to your home alone. Invite a group, or ensure that someone else is in the house. Make sure the parents know where the child is.
8. Do not give lifts to children on their own other than for short journeys. If they are alone, ask them to sit in the back seat.
9. Do not share sleeping accommodation with children if you take a group away.
10. Remember, a child is any person under 18 years old.
11. If you see another worker or any other adult acting in ways that might be misconstrued, be prepared to speak to them or to your church leader about your concerns.
12. We need to guide children in their behaviour, being firm, loving and consistent. As grown-ups, we must show children the kind of behaviour that they can copy. Never smack, hit or shake a child. Do not shout in anger, or put down a child.
13. Agree ground rules with your group e.g. no swearing; no racist remarks; no name-calling; respect property.
14. Talk to a child aside from the group, not in front of everyone.
15. Explain clearly how you want them to behave.
16. Reject the behaviour, not the child: 'You told a lie,' rather than 'You are a liar'.
17. Give encouragement to each child, noticing their good behaviour and commenting on it.
18. Give positive eye contact to encourage a child.
19. Pray for your group and with your group.