

Child Protection Policy

Brian Raymond and Leaf Arts is committed to working in a way which protects children and vulnerable adults from harm.

I as well as any artists I choose to collaborate with will recognise their responsibilities to develop awareness of issues which cause children and young people harm.

We will do our best to safeguard children and young people by –

- Following a specific code of behaviour as laid out in this document.
- Ensure effective communication is maintained by sharing relevant information about child protection and good practice.
- Sharing information about concerns with the relevant Host organisation and the relevant agencies that need to know.
- Sign-posting training opportunities, if required.

I am committed to reviewing this policy and good practice at regular intervals.

1. Code of Behaviour	Page 2
2. Sharing Information	Page 4
3. Record Keeping	Page 6
4. Disclosure	Page 6
5. Collaborating artists	Page 7
6. Reporting Suspected Abuse form	Download from website

1: CODE OF BEHAVIOUR

Statement of Intent

- Leaf Arts aims to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.
- Leaf Arts is committed to providing safe environments in which young people can feel comfortable and secure during workshops.
- Participants' rights, safety and welfare will be respected and upheld at all times.
- I as well as any artists I choose to collaborate with will at all times conduct themselves in a way that reflects the ethos and principles of Leaf Arts.

Guidelines

ATTITUDE

You should be committed to treating children and young people with respect and dignity.

- Always listen to what a child or young person is saying.
- Value each child and young person.
- Recognise the unique contribution each individual can make.
- Encourage and praise each child or young person

BY EXAMPLE

You should endeavour to provide an example, which we would wish others to follow.

- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy.

ONE TO ONE CONTACT

You should not spend excessive amounts of time alone with children, away from others.

- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible.
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts.

PHYSICAL CONTACT

You should never engage in sexually provocative or rough physical games, including horseplay or do things of a personal nature for a child or a young person that they can do for themselves.

- If such an incident arises, for example, where a child or young person has limited mobility, you should seek a member of the host organisation staff to deal with such an incident.
- Never allow, or engage in, inappropriate touching of any kind.

GENERAL

You should be aware that someone might misinterpret our actions no matter how well intentioned.

- Never draw any conclusions about others without checking the facts.
- Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes.
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun.

RELATIONSHIPS

- If you are involved in relationships with members of any Host organisation or participant in a project, you must notify Brian Raymond immediately.

2: Sharing Information

Good communication is essential.

- Leaf Arts will make every effort to assure that anyone with concerns will be listened to and taken seriously.
- It is the responsibility of Brian Raymond to ensure that information is available to, and exchanged between all the artists I choose to collaborate with.
- Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them.

- Leaf Arts will act to ensure they receive information about how, and with whom, they can share their concerns, complaints and anxieties, should the artist consider it necessary.
- When sharing information, Brian Raymond will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom he is sharing.

Parents

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by

- Publicising information about Leaf Arts on our website.
- Having available a full copy of the Child Protection Policy via our website, and in print if requested.

Collaborating artists

As an organisation, which offers supportive arts-based workshops to children, young people and vulnerable adults, it is imperative that each person collaborating with Brian Raymond is aware of their responsibilities under the Child Protection legislation and has a working knowledge of Leaf Arts procedures. All collaborating artists will be made aware of the Child Protection policy by being directed to our website, receive the information in print if requested, or any other method of communication appropriate to their needs.

Other Bodies

A copy of our Child Protection Policy will be made available to any other appropriate body upon request.

With Agencies who need to know and involving parents & children appropriately.

1. Procedure for reporting allegations or suspicions of abuse

In any case where an allegation is made, or someone collaborating with Leaf Arts has concerns, a record should be made.

The form Reporting Suspected Abuse should be used (available via our website).

2. Action to take

How to report an incident

If an artist has concerns

1. Record details of incident & report to designated person(s):
Brian Raymond
2. The designated person will follow up the report with the Host organisation's, CP Officer, Social Services or Police (as is deemed relevant to the seriousness of the report).
3. The designated person will report back to the person who raised the issue & inform the Host Organisation of the situation.
4. The designated person will identify and implement any practical changes to enable the project to continue safely.

3. Designated Child Protection Person

- For reasons of confidentiality the only person(s) who need to know this information are the following Designated Child Protection Persons:
Brian Raymond
- The Designated Person(s) will inform the Host organisation of the incident who will be asked to follow through with the relevant procedure.
- If necessary the following organisations will be informed;

Police C.A.R.E Units

NSPCC Help line Tel: 0800 800 500 – 24 hours, Freephone

Child Line (NI) Tel: 0800 1111 - Freephone

3: Record Keeping

- All records, information and confidential notes will be kept in separate files in a locked drawer or filing cabinet.
- Only the designated Persons will have access to these files.

4: Disclosure

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly.
- Offer him / her reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption.
- Accept what is said – it is not your role to investigate or question. Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event, Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact Leaf Arts Designated Persons who will follow up the incident.
- The Designated Person may then discuss the concern / suspicion with the relevant Host organisation who will be asked to follow the correct procedure. If appropriate the Designated Person will make a direct referral.
- If the Designated Person is not available, or it is inappropriate to approach them the artist with the concern should make direct contact with the relevant organisation themselves.
- Record any discussions or actions taken, within 24 hours.

5: Collaborating artists

- Leaf Arts ensures the highest priority is given to issues relating to child protection.
- Everyone I choose to collaborate with will require a CRB Enhanced check that is less than 2 years old.
- Leaf Arts will ensure artists are registered with the new ISA (Independent Safeguarding Authority) from Nov. 2010.

Effective Management

Leaf Arts encourages the development of artists through ongoing training.

- Induction
All freelance artists I choose to collaborate with will be made aware of Leaf Arts policies and procedures, including the Child Protection Policy and Code of Behaviour.
- Training
Leaf Arts understands the importance of ongoing professional development.
- Leaf Arts is unable to offer or contribute to the costs involved in the further training of artists.
- Artists I choose to collaborate with need to be proactive in identifying areas they feel they require training in.
- Leaf Arts keeps up to date with training opportunities for artists.
- It is the responsibility of individuals to make the time and provide the finances for attending training sessions.