

The Children's Kayak Charitable Trust

Guidance for all Adults in relation to Safely Working with Young People

Child Protection :-A code of good practice

The 'Young People First' code of good practice

As an adult (18 years of age or above) working on behalf of The Childrens Kayak Charitable Trust (T.C.K.C.T.) you have a responsibility to ensure that young people are protected from harm. It is the responsibility of each adult in T.C.K.C.T. to ensure that:

- Their behaviour is appropriate at all times.
- They observe the rules established for the safety and security of young people.
- They follow the procedures following suspicion, disclosure or allegation of child abuse.
- They recognise the position of trust in which they have been placed; and in every respect, the relationships they form with young people on their care are appropriate.

All Adults in T.C.K.C.T., who wish to work with young people, must accept and understand this policy. They must also agree to put the Charity's policy on child protection into practice.

It is obligatory that each Adult working on behalf of Childrens Charity passes a Criminal Records Bureau check carried out under the title of volunteer of "The Childrens Kayak Charitable Trust". Although these checks are valid for 3 years the Charity will request that each adult re validates this information in December of each year.

Meeting your responsibilities

To give positive guidance the 'Young people First' sets out a code of behaviour. It is essential that all adults in T.C.K.C.T. follow this code. The 'do's and don'ts' can help you ensure that:

- The welfare of the young people for whom you have a duty of care is safeguarded.
- You avoid compromising situations or opportunities for misunderstandings or allegations.
- The Executive Committee will ensure that every adult has received a copy of the code of good practice 'Young People First'.
- A copy of the code is displayed upon the charity website at :-www.tckct.info
- Parents / carers are made aware of the 'Young People First' Policy.

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The Do's and the Do Not's

- DO put this code into practice at all times.
 - DO treat everyone with dignity and respect.
 - DO set an example you would wish others to follow.
 - DO treat all young people equally. Show no favouritism.
 - DO plan activities that involve more than one other person being present, or at least are within sight and hearing of others.
 - DO follow recommended adult/young people ratios for meetings and activities.
 - DO respect a young person's right to personal privacy.
 - DO avoid unacceptable situations within a relationship of trust e.g. a sexual relationship with a youth over the age of consent.
 - DO have separate sleeping accommodation for young people, adults obviously are not permitted to share such areas.
 - DO allow young people to talk about any concerns they may have.
 - DO encourage others to challenge any attitudes or behaviours they do not like.
 - DO avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes.
 - DO follow the T.C.K.C.T.'s 'no alcohol' guidance when young people are in your care.
 - DO make everyone aware of the BCU's child protection procedures.
 - DO remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse.
 - DO keep other Adults informed of where you are and what you are doing.
 - DO remember someone else might misinterpret your actions, no matter how well-intentioned.
 - DO take any allegations or concerns of abuse seriously and refer immediately.
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- DO NOT trivialise abuse.
 - DO NOT form a relationship with a young person that is an abuse of trust.
 - DO NOT permit abusive peer activities e.g. initiation ceremonies, bullying.
 - DO NOT engage in inappropriate behaviour or contact. (Physical, verbal, sexual).
 - DO NOT play physical contact games with young people.
 - DO NOT make suggestive remarks or threats to a young person, even in fun.
 - DO NOT use inappropriate language. (Writing, phoning, email or internet).
 - DO NOT let allegations, suspicions, or concerns about abuse go unreported.
 - DO NOT just rely on your good name to protect you.
 - DO NOT ever be in a position where you are isolated with a child or a group of children.
 - DO NOT use a changing facility whilst occupied by any persons below the age of 18 years.

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YOUNG PEOPLE FIRST

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What Happens if... ?

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern to the Child Welfare Officer

If a young person tells you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said.
2. Offer immediate understanding and reassurance, while passing no judgement.
3. Advise that you will try to offer support but that you must pass the information on.
4. Immediately tell coach in charge who will in turn report the matter to the Child Welfare Officer.
5. Write careful notes of what was said: use actual words wherever possible.
6. Sign, date and pass your notes to the child welfare officer.
7. Ensure that no T.C.K.C.T. situation arises which could cause any further concern.

Note: In an emergency (young person at imminent risk of significant harm) contact the police or social service/work department direct. Inform your Child Welfare Officer of the action taken.

If you have a concern about a young person's safety and well being:

1. Immediately tell the group instructor in charge
2. Write careful notes of what you witnessed heard or have been told.
3. Sign, date and pass your notes to the Child Welfare Officer.
4. Ensure that no T.C.K.C.T. situation arises which could cause any further concern.

If you receive a complaint or allegation about any adult or about yourself:

1. Immediately tell the group instructor in charge
2. Write careful notes of what you witnessed heard or have been told.
3. Sign, date and pass your notes to the Child Welfare Officer.
4. Try to ensure that no one is placed in a position that could cause further compromise

Note: Any adult within the charity has the right to report any concerns or suspicions about another adult or child in confidence and free from harassment.

What happens if a child is hurt whilst in your care?

Any injury sustained to a child involved in any area of work carried out by the Charity must be reported to the Child Welfare Officer on an incident form.

In addition the legal guardian of the child will be informed

It will be the responsibility of the child welfare officer to present any review to risk assessments to the charities health and safety officer.

This policy will be reviewed by the Executive Committee at each Annual General Meeting or upon the request of the Child Welfare Officer in post.