

CHILD PROTECTION POLICY STATEMENT

The following policy was approved by the Committee of Plymouth and District Assemblies Youth Camp Trust in June 2011 and is due to be reviewed by June 2012.

Over many years the PDAYCT has shown a heartfelt concern for all children and young people in our care. As we continue to serve The Lord Jesus in this area of work, we need to recognise that parents and carers expect us to be responsible and professional in our approach whilst their children are in our care. To this end we have formulated a set of guidelines to help us to do our best in protecting the children and young people whilst they are in our care.

As part of our mission to teach and nurture children and young people in the truths contained in the Bible, we are committed to:

- Listening to, relating effectively with, and valuing children and young people whilst ensuring their protection within camp activities.
- Encouraging and supporting parents, carers and guardians.
- Ensuring that all leaders and helpers involved in the children and young people's work are given the support and guidance they need.
- Having a system for dealing with concerns about possible abuse.

If you have any concerns for a child or in relation to any child protection matters then speak to our Child Protection Coordinator or Deputy Coordinator.

Child Protection Coordinator: Commie / Organiser of Camp -

Deputy Child Protection Coordinator: David Landricombe

Please ask if you want to see a copy of the full Child Protection Policy.

Child Protection - Commie (Camp Organiser) - Basic Instructions

Commie

- All officers require a basic induction regarding child protection at the earliest opportunity, by Sunday morning prayer meeting at the latest. This should include who to speak to should they have any concerns regarding child protection, a basic definition of child protection, that any concerns **MUST** be shared with the Commie and recorded in an incident sheet. Officers have a duty to contact social services / CCPAS should they not believe appropriate action has been taken which puts or leaves a child at risk.
- Tent Officers require a thorough introduction to Child Protection prior to or whilst at Camp, which should include more specific suggestions as to appropriate behaviour around young people, their responsibilities to care and protect the young people in their care and re-enforcing their need to share concerns with the Commie as organiser for the week and as Child Protection Co-ordinator. An overview of much of this is included in their Basic Instructions. Tent Officers **MUST** receive Child Protection induction **BEFORE** camp starts with particular attention to those officers new to the role of Tent Officer.
- Should any child protection matters be raised, it is not the responsibility of the Commie to investigate, but to record succinctly what is being said and to, where appropriate, contact other agencies such as social services. Allegations **MUST** be treated as if true and actions taken accordingly. This may involve very difficult decisions which may have long term consequences, but this is **NOT** a reason to avoid acting. Where a serious allegation is made against an officer they must be removed from Camp. This includes serious allegations made against Commie.
- Commies are allowed to discuss the case with a suitably qualified / experienced person to consider how to deal with the concerns. The same high levels of confidentiality are expected of this second person.
- In Child Protection matters the needs of the child must always come first, over and above the needs of the camp as an organisation or other issues. This should be recognised by the Commie and those from whom advice is sought. Any allegation of serious abuse **MUST** be discussed with CCPAS, Social Services or Police with their advice followed.
- Every incident of concern and every child protection matter should be written down in the incident log at the earliest opportunity, preferably within 1 hour, always within 24 hours and using as many direct quotes as possible. Better to record too much than too little. Officers directly involved are responsible for recording relevant information.

Tel. No. for Cornwall Social Services: 01208 74491

Tel. No. for Cornwall Social Services Out of Hours: 01208 251300

Tel. No. for Police Child Protection Team: 01566 771329

Tel. No. for Churches Child Protection Advisory Service: 0845 1204550

Tel. No. for Dave Landricombe – Deputy CP Co-ordinator: 01752 347409

Child Protection Basic Instructions

All Officers must be able to agree with and follow the child protection policy of the camp. The aim of which is to care for and protect the young people in our charge.

This includes carrying out the requests and instructions of the Commie (Camp Organiser), who is also the Child Protection Co-ordinator for the camp. Any concerns or queries should be discussed with the Commie as soon as possible.

Whilst at camp, officers have a position of trust over campers. Whilst this position of trust remains, there are to be no boyfriend / girlfriend relationships between an officer and a camper. Where such a relationship already exists (before camp) it is essential that this is discussed with the Commie before camp. For that week of camp the relationship is to be put on hold. NO camper / officer relationships can begin during the week of camp. This is important for the integrity of the camp to be maintained.

Suspicious of a young person having suffered abuse MUST be shared with the Commie for the week. This includes where you may have concerns about another officer. We MUST share concerns even where this involves passing on something told in confidence. Confidentiality is to the camp and NEVER to an individual officer.

If a child or young person talks about abuse

- 1) Make notes. 2) Report the concerns to the Commie. 3) Don't discuss with others.
- 4) Commie to seek appropriate advice including contacting social services / police where necessary. 5) Medical treatment will be sought where this is appropriate.

The only exception to following the above procedure is where any concern about abuse includes the Commie. In this case contact Dave Landricombe.

Although camp has clear guidelines and expectations for the behaviour of young people, the camp has an absolute requirement of NO physical punishment or any treatment of young people in our care which may be seen as humiliating or degrading. It is important that all officers support each other in following these instructions.

All incidents / accidents / concerns or allegations must be recorded at the earliest opportunity using the generic incident log in the barn or medical room.

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Good working practice <ul style="list-style-type: none">• treat all children/young people with dignity and respect• respect personal privacy• be available, but ready to refer to someone more experienced• be sensitive to the needs of others and their likes/dislikes• avoid questionable activity eg. rough/sexually provocative games and inappropriate language• follow accepted guidelines/policy** relating to contact with children/YP and in all other respects• challenge unacceptable behaviour and report all allegations / suspicions of abuse <p>**CCPAS can advise</p>	Responding to a child <ul style="list-style-type: none">• listen - and keep on listening• don't ask questions• don't promise confidentiality• accept what you hear without passing judgement• tell the child what you are going to do• make careful notes (the circumstances, what the child said, what you said etc) as soon as possible (preferably within an hour). Include dates and times of incident/recording and keep safety.• contact the person responsible for child protection concerns or in their absence take action yourself	<p>Concerns/allegations must be reported to your child protection co-ordinator who should:</p> <p>Where physical/emotional abuse or neglect is suspected:</p> <ul style="list-style-type: none">• contact social services in case of deliberate injury or if concerned about a child's safety or if a child is afraid to return home. Do not tell the parents• seek medical help if needed urgently, informing doctor of any suspicions• lesser concerns (eg. poor parenting) encourage parent/carer to seek help (but not if this places child at risk of further injury) <p>Where sexual abuse is suspected:</p> <ul style="list-style-type: none">• always contact social services/police• never tell the parents• don't talk to others
Be good role models - examples for children & young people to follow	Listen and pass on - do not question or investigate	Contact CCPAS if unsure what to do or if you want support

Child Protection - Transport - Basic Instructions

Driver

All drivers MUST check that they have a licence valid for the vehicle that they are driving and that they have insurance which covers them to be driving young people as part of camp. Most insurance companies require that they are informed of such activities though many do not charge extra for this.

Coaches - minimum of two competent officers, over age 18, in addition to the driver.

Minibus - minimum of two competent officers, over age 18, including the driver.

Cars - minimum of one competent officer, the driver, who must be over the age of 18. Children under the age of 12 and under 135cm MUST NOT be transported in a car without an appropriate booster seat EXCEPT in unplanned situations which arise such as seeking medical treatment or the breakdown of planned transportation.

One of the greatest risks for drivers at camp is as a consequence of tiredness. Tired officers MUST NOT transport young people. This includes the transport of children to or from hospital. If medical assessment / treatment is essential then an ambulance must be requested if no officer is fit to drive.

Camp is an alcohol and drug free zone. It is of paramount importance that drivers are alcohol and drug free.

Drivers are responsible for having a list of campers being transported in their vehicle for both the outward and return journeys they are undertaking. Drivers should ensure that they know the destination, route of how to get there, meeting point, arrival time etc. It is very useful to have contact mobile numbers for other officers.

Drivers need to take the utmost care that they are driving in the safest possible way.

Drivers should be prepared to deal with campers who are travel sick. This should include having supplies such as sick bags! Additionally this includes driving in a way which takes into account the fragility of certain young people.

Drivers must ensure they have an adequate first aid kit in case of emergency.

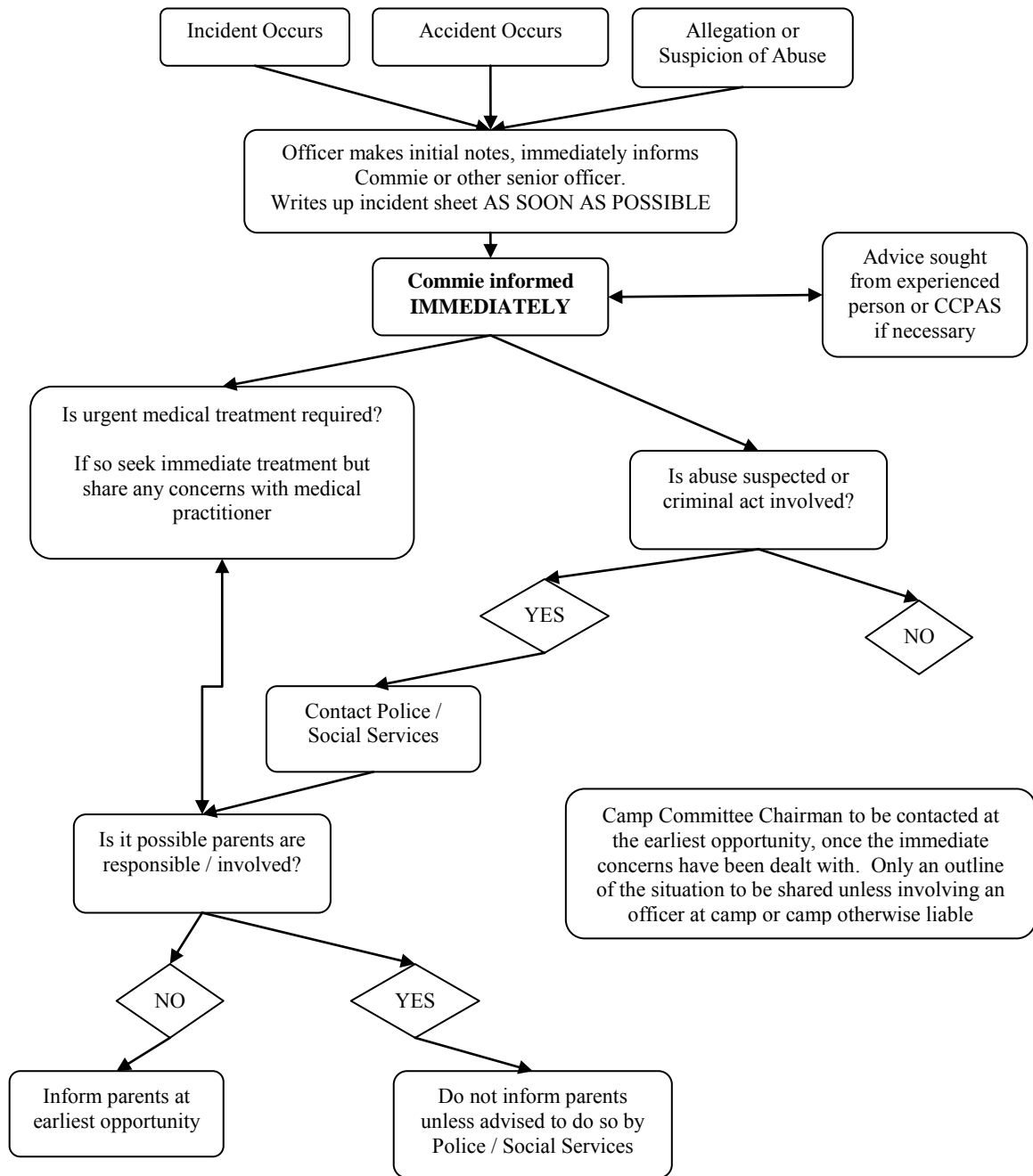
Any incident / near miss / accident / issue of concern MUST be recorded in the incident log (in the barn or medical room) and passed to Commie at the first opportunity.

Telephone number for Menadue: 01840 770477

Telephone number for Outside Visit Co-ordinator:

Telephone number for Commie:

Contact Arrangements in the event of major incident / accident / allegation



Is any further immediate action required to safeguard children?
 Has the incident / allegation been fully recorded?
 Do the trustees need to be contacted / made aware of circumstances?
 Do the insurers need to be contacted / made aware of circumstances?
 Do Commies for future weeks need to be contacted / made aware of circumstances?
 Is any action needed before next year's camps?
 Are there additional lessons to be learned?

Additional Information

Disclosures:

- All officers and trustees require a recent enhanced disclosure from the CRB.
- Disclosures must be renewed at least every 5 years.
- Disclosures must be applied for through Camps Umbrella Body - currently Bethany Christian Home / Graham Todd.

Training:

Some officers will have professional experience of working with young people such as Teachers, Social Workers and Nursery Nurses, but most will not. Officers will generally have experience of youth work from within their home churches as well as from previous camps. PDAYCT will encourage all officers and trainee officers to seek training in Child Protection matters such as through the “Safe to Grow” or “Facing the Unthinkable” workshops.

Sleeping Arrangements:

It is not advisable for officers to sleep in the same place / tent as only one or two children. Alternative arrangements should be made where tent numbers are seriously depleted. This includes junior officers under the age of 18 not sleeping in a tent / room with just one other officer over the age of 18.

Children should be accompanied in the medical room overnight by another child wherever possible, where there is no risk of transmission of illness. Additional precautions will be considered in due course.

Padres:

Padres must not offer counselling in the same room that they are sleeping in or in a room where a bed is situated. Padres will require an enhanced CRB disclosure as with all other officers.

Touching:

- Officers should keep everything public. A hug in the context of a group is very different to a hug in private.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age related and generally initiated by the child.
- Activities should be avoided which are, or may appear to be / thought to be sexually stimulating to the child or adult.
- Children have the right to decide how much physical contact they have, apart from exceptional circumstances where their safety or the safety of others is at risk.
- Officers should monitor one another in the area of physical contact. They should be free to point out anything which could be misconstrued.

Officers not Resident in the UK:

Applications from those who are not normally resident in the UK will only be accepted at camp at the discretion of the camp committee as an enhanced disclosure only deals with offences committed within the UK. Such an application will only be considered where suitable references and an equivalent to the enhanced disclosure is obtainable from their country of residence.

Senior Youth Leader:

Senior Youth Leaders are not considered appropriate to sign references in the role of church leader / elder but may sign as second referee where they have known the individual for more than three years and are not related.

Declined List:

Names of any officers who have caused significant concern in their care for young people physically, emotionally or spiritually, shall be passed to the Camp Secretary who will maintain a list for future reference. It is expected that Commies will normally inform the individual that this is going to occur.

Photos:

Officers taking photos / videos of campers whilst serving as an officer of the camp shall be considered as taking the photos / videos on behalf of the camp. The camp has the following rules for photos / videos:

- The Commie is to be informed that the photos / videos have been taken and a copy of all material shall be made available, without charge, for the Commie if requested.
- **All** photos / videos taken of campers shall be used for camp purposes **only** and **MUST NOT** be shared for **any** other purpose - including sharing with other officers and campers. **NO photo or video of campers may be put on the internet.**
- Officers are expected to act responsibly whilst taking photos and videos to ensure that no inappropriate photos / videos are taken. Any photos / videos which are inappropriate must be destroyed as soon as this is realised. Commie's judgement shall be final in any dispute.
- Photos and videos are not to be taken of campers in swimming costumes or nightwear. No photos are to be taken of campers sleeping in tents or dressing / undressing.

Children With Special Needs:

Some children coming to camp may require additional care and supervision, including those requiring assistance with personal care. If officers are aware of this prior to camp then the parents / carers should be consulted as to what assistance is required and how camp intends to provide that help including who shall be providing any personal care and / or restraint if required. The Commie is responsible for ensuring this takes place prior to camp. If officers become aware of additional support needs whilst at camp, the Commie is responsible for ensuring the parents / carers are contacted at the earliest opportunity to discuss the above.

Risk Assessments:

Activities carried out whilst at camp will be subject to a risk assessment. Assessments will be carried out in order of priority, will be reviewed on an annual basis and will be made available to all Commies and any other interested persons. Recommendations resulting from the risk assessments will be followed. Assessments will be carried out whilst at camp for activities with significant risks where there is no current assessment.

Previous Policies:

This policy supersedes all previous policies relating to these matters. It shall be reviewed at least yearly by the camp committee.