

COASTArts

Child Protection Policy

Our Designated Child Protection Officer is: Catherine Plewman, 96 Overstrand Road, Cromer, NR27 0DN

CONTEXT OF OUR WORK WITH CHILDREN AND YOUNG PEOPLE

Cromer and Sheringham Art and Literary Festival (CASALF) organises an annual arts programme including visual art and sculpture exhibitions, music concerts, performances, film screenings, readings, and participatory workshops.

OUR PRINCIPLES AND DUTIES

Under the Children Act 1989, CASALF recognises that the welfare of children and young people under the age of 18 years is paramount and that they have equal rights of protection. We will treat all children and young people with respect and celebrate their achievements. We have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment whilst they attend our activities. This duty applies to all management committee members, workshop leaders and volunteers.

SAFEGUARDING POLICIES

In order to safeguard both participant and workshop leader/volunteer, CASALF operates the following policies:

- Our workshops are for **accompanied** children only: school parties must be supervised by the appropriate number of teaching and support staff; youth leaders must be present during workshops with youth clubs; and in family workshops parents/carers must remain with their charges at all times.
- Where necessary, workshop leaders and volunteers will be asked to produce a valid Criminal Records Bureau / Disclosure and Barring Service certificate.
- A copy of this policy must be given to all supervising adults.
- In accordance with Health and Safety procedures, a risk assessment will be carried out for all activities.

CODE OF CONDUCT FOR SUPERVISING ADULTS

In our dealings with children and young people, CASALF expects all supervising adults to:

- Treat them with respect and dignity.
- Ensure that their welfare and safety is paramount at all times.
- Always act in a professional way and not accept bullying, swearing or other disruptive behaviour.
- Liaise openly with parents and carers.
- Only use physical contact if absolutely necessary.

- Avoid being alone with children and young people at all times.
- Listen to, and act upon, any disclosures/allegations/concerns of child abuse.
- Make activities fun and enjoyable.

COMPLAINTS PROCEDURE

It is the duty of **all adults** working on behalf of CASALF to refer without delay to the Designated Child Protection Officer in the event of:

- Concerns about the welfare of any child or young person.
- Concerns about the behaviour of adults.
- Allegations of child abuse.

Any complaint or disclosure of abuse by children, young people or parents will be taken seriously and dealt with calmly and fairly.

The Designated Child Protection Officer is responsible for:


- Monitoring and recording concerns.
- Making referrals to social services/police without delay.
- Liaising with other agencies

Any disclosure made in good faith to the Child Protection Officer will be protected if the whistle-blower has a reasonable suspicion of child abuse and has acted in the best interest of the child.

In an emergency, dialing 999 may be the only sensible course of action stating this is a child protection issue.

This policy will be reviewed every two years.

Policy reviewed and adopted on 8 January 2016 for and on behalf of CASALF.

Signed		Date	08/02/2016
Name	Catherine Plewman		
Position	Child Protection Officer		