

Stockport and District Model Engineers

Child Protection Policy

Introduction

As members of Stockport and District Society of Model Engineers Ltd (SME) we commit ourselves to the protection and safeguarding of all children and young people who take part in our activities. We undertake to put in place all of the recommended steps advised in the guidance.

We are committed to following the Policies and Procedures of Stockport Local Safeguarding Children Board and the Good Practice Guidelines.

We are committed to treating all children and young people with respect, irrespective of their age, race, culture or ability/disability, or gender.

Children and Vulnerable Persons Protection Policy

1. SME and all its members are aware that children under 18 and vulnerable persons of any age can be involved in our activities and that we have a responsibility, within the limits of our control and jurisdiction, to protect and safeguard the welfare of every such child and vulnerable person.
2. It is the policy of the SME that all children and vulnerable persons have the right to protection from abuse. All members who are in contact with such children and vulnerable persons are expected to be familiar with and to apply the procedures on:

Data protection, especially in regard to children.

Photography and video recording - If requested by a parent or guardian, no photographs of a child shall be taken/used by a SME Member.

3. SME has a person who is appointed as a Child Protection Officer to advise on procedures to ensure the SME and its members are aware of their responsibilities on CRB Disclosures. In co-operation with the Committee the Child Protection Officer will keep and update a list of all SME members who have a current SME CRB disclosure.
4. The committee assisted by the Child Protection Officer will agree a list of roles and how many members will have a SME CRB disclosure.
5. All persons noted in the list will be asked to undergo a disclosure check by the Criminal Records Bureau (CRB) to ascertain their suitability to supervise, protect and safeguard the welfare of children.
6. Any complaint or incident to be reported under this policy should be reported in the first instance to the person in charge of the event or activity indicating that an abuse of a child or vulnerable person's welfare has taken place, these complaints must be discussed with the Child Protection Officer who is on the committee.
7. On receipt of a complaint the Child Protection Officer will convene, as soon as possible, a group of three members of the committee to hear and investigate the complaint. All parties to the complaint will have the right to be heard, including the parents or legal guardian(s) of the child or vulnerable person concerned. Written notes will be made of the meeting and outcomes. This information will be held confidentially by the Child Protection Officer. The SME has a duty to report any substantiated claims to the relevant statutory bodies.
8. The Committee will be informed of the complaint and have the power to suspend the individual(s) against whom the complaint has been made from membership until the investigation is complete and a decision on the action to be taken has been made.

9. Any member of the club who has any concerns about a child which may not result from any activity within the group, the member has a duty to report their concerns to the Child Protection Officer. The Child Protection Officer should report any concerns to the statutory bodies. If a child tells a member about abuse outside the group, the member should involve the Child Protection Officer to deal with the Child's concerns sympathetically using statutory bodies to assist as although the child right to privacy is paramount, the child's safety comes first.

If a child tells you about abuse. You need to:

- Stay clam
- Keep an open mind
- Do not dismiss the concern
- Listen carefully
- Let the child know that if you believe they are in danger you will have to pass the information on to get them help
- Ask questions carefully, do not try and guess the answer
- Reassure the child they have done the right thing by telling you
- Tell them what you will do next
- Record in writing what the child has said as soon as possible.

Keep a record of :

Details of the child

Details of parent/guardian and whether they have been informed

Details of allegation

Times/dates

10. A copy of this policy document and guidelines on good practice will be made available to the membership via the website. All SME CRB members will be given a copy.

The Child Protection Officer will ensure that the policy and its implementation will be kept under review. The final status of the CRB check will be will be reported direct to the Child Protection Officer to be held securely in confidence.

Child Protection – Good Practice Guidelines

The following are common sense examples of how to create a positive culture and climate:

Good practice

Always work in an open environment (e.g. avoid private unobserved situations and encourage open communication with no secrets).

Treat all children equally and with respect and dignity.

Always put the welfare of each child first.

Practices to be avoided

Avoid spending time alone with children away from others save in essential one to one situations when extreme care should be exercised.

Practices never to be sanctioned

Allowing or engaging in horseplay, physical or sexually provocative games.

Allowing or engaging in any form of inappropriate touching.

Making sexually suggestive comments to a child or young person, even in fun.

Reducing a child to tears as a form of control.

Failing to act on and record any allegations made by a child.

Incidents that must be reported/recorded

If any of the following occur during an event or activity, it should immediately be reported to the Child Protection Officer:

- If you accidentally hurt a child.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.
- If a child is unusually distressed and you have any suspicions of or concerns about potential abuse.

This policy and guidelines will be made available in Braille and other languages if required.

The appointed Child Protection Officer will attend a Safeguarding and Protecting Children course run by Stockport Voluntary Services, to ensure they understand and can recognise signs of abuse.