



## Child Protection Policy

Essential contact details:

Nottingham City Social Care - 0115 8764800

Nottinghamshire County Council – 0300 1310300

Megan and Tinks out of office contact: 07763567292 (Cat)

Safeguarding Trustee – 07711889194 (Carol Greaves)

## Mission Statement

The Child Protection Policy seeks to support children and young people aged up to 18 years of age as users of the service in ways which foster security and confidence. It should be regarded as being an intrinsic part of their involvement in all aspects of the narrow boating experience.

## Aims of the Child Protection Policy

1. To develop an awareness in both staff and volunteers of the Association of the need for child protection and their responsibilities in ensuring safe and competent use of the narrowboats and all associated activities in accordance with the Projects Health and Safety Policy.
2. To develop an awareness in both staff and volunteers of the Project of the need for child protection and their responsibilities in preventing abuse.
3. To provide a format for systematic monitoring.
4. To develop a structured procedure to follow.
5. To involve outside agencies as appropriate.
6. To support younger users in ways which will foster security and confidence

## Safety of Young People

Guidance to staff and volunteers of the Association.

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

1. Allow the young person to talk 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, explain to the individual that you cannot keep their confidence.
4. Immediately tell the Project Manager or, if they are unavailable, contact the nominated trustee with responsibility for safeguarding
5. Write careful notes of what was said, using the actual words used wherever possible.
6. Sign, date and pass your notes to the Project Manager or the nominated trustee as soon as possible, this should be within 24 hours of the disclosure
7. Ensure that a further situation does not arise which could cause further concern.

### In an Emergency situation

In an emergency (if a young person is at imminent risk of harm) contact the local social services or the police direct (if necessary, by dialling 999). However, you must also immediately inform the project manager or the nominated trustee

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

1. Immediately tell any other responsible appropriate adult.
2. Write careful notes of what you witnessed, heard or was told.
3. Sign, date and pass your notes to Project Manager or the nominated trustee
4. Ensure that no situation arises which could cause any further concern.

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

1. Immediately tell any other responsible appropriate adult, this should be the project manager or the nominated trustee

2. Write careful notes of what you witnessed, heard or was told.
3. Sign, date and pass your notes to the Project Manager or the nominated trustee.
4. Try to ensure that no-one is placed in a position in which they could be further compromised.

**Any member of the Association's staff or a volunteer has the right to report any concerns or suspicions about another member of staff or volunteer in confidence and free from fear or harassment. You must refer not investigate. If in any doubt about policy or procedure, please contact the Nottingham Narrowboat Project Manager or Chair of the Committee of Management.**

### Code of Behaviour

DO always put this code into practice.

DO treat everyone with dignity and respect.

DO set an example you would wish others to follow.

DO treat all young people equally, showing no favouritism.

DO plan activities that involve more than one person being present, or within sight and hearing.