

HILLINGDON NARROWBOATS ASSOCIATION CHILD PROTECTION POLICY.

MISSION STATEMENT

The Child Protection Policy seeks to support younger 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 narrowboating 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 Association's Health and Safety Policy..
2. To develop an awareness in both staff and volunteers of the Association 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

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.

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.
4. Immediately tell the Association's Project Manager or, if he is unavailable, an appropriate member of the Association's Staff or Committee of Management.
5. Write careful notes of what was said, using the actual words used wherever possible.

6. Sign, date and pass your notes to the Association's Project Manager or appropriate member of the Association's staff or Committee of Management as soon as possible or within 24 hours.
7. Ensure that a further situation does not arise which could cause further concern.

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 make the notification outlined in Paragraph 4 above,

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

NB 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 HNA Project Manager or Chair of the Committee of Management.

CODE OF BEHAVIOUR.

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, showing no favouritism.

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

DO respect a young person's rights to personal privacy.

DO have separate sleeping accommodation for young people and adults.

DO take any allegations or concerns of abuse seriously and refer immediately.

DO allow young people to talk about any concerns they may have remembering you are in a position of trust and, therefore, behave accordingly at all times.

DO encourage others to challenge any attitudes of behaviour they do not like.

DO avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes.

DO follow any policy the user group may have concerning the non use of alcohol.

DO make everyone aware of the Hillingdon Narrowboats Association's child protection procedure.

DO remember to take into consideration the code of good practice when responding to bullying and when dealing with bereavement or other forms of abuse, to maintain professional boundaries at all times.

DO keep other leaders informed of where you are and what you are doing.

DO remember someone else might misinterpret your actions, no matter how well intentioned, therefore remember you are responsible for your own actions.

DO give the safety briefing as outlined in the Association's Health and Safety Policy before the commencement of each cruise.

DO NOT trivialise abuse.

DO NOT form a relationship with a young person that is of an inappropriate nature.

DO NOT permit abusive peer activities.

DO NOT engage in inappropriate behaviour e.g. physical, verbal or sexual contact.

DO NOT make suggestive remarks or threats to a young person, even in fun.

DO NOT use inappropriate language.

DO NOT let allegations, suspicions or concerns about abuse go unreported.

DO NOT consume alcohol whilst steering or in charge of a boat whilst it is in use by a young persons user group.