

# Code of Practice & Procedures Child Protection

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## 1. Good practice guide for staff.

SBSC works with volunteers and qualified members of staff to deliver watersports activities for both adults and children. The Chief Instructor, Jane Leet has been trained in Child Protection and in her previous role has worked as the Designated Person for Child Protection.

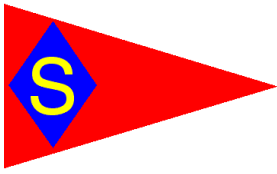
As well as protecting the child it is important to protect staff from false allegations, this is done by promoting good practice. Below are some common sense guidelines that all staff/ volunteers are briefed on and are required to follow.

- Do not spend time alone with children away from others.
- Do not take children alone in a car on journeys, however short.
- Do not take children to your home.
- If any of these are absolutely unavoidable, ensure they only occur with full knowledge and consent of a parent/ guardian.
- Do not photograph or video children, or publish their pictures without the knowledge and consent of parent/ guardian.

## NEVER:

- Engage in rough physical or sexually provocative games, including horse play.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Let allegations a child makes go unchallenged or unrecorded; always act.
- Do things of a personal nature that children can do for themselves.
- However, it may be sometimes necessary to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed as soon as possible after the event. In such situations, it is important to ensure staff are all sensitive to the child and undertake personal care tasks with the utmost discretion. In addition, medical consent is obtained in the event where medication or treatment is required to be administered in the absence of parent/ guardian; this includes hospitalisation.





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### 2. What to do if abuse is suspected/ alleged to have occurred.

For example: if a child tells a member of staff/ volunteer he/she is being abused.

#### ALWAYS

- Stay calm-ensure child is safe and feels safe.
- Show and tell the child that you are taking what he/she says seriously.
- Reassure the child and stress that he/she is not to blame.
- Be honest, explain you will have to tell someone else to help stop alleged abuse.
- Make a note of what the child has said as soon as possible after the event.
- Maintain confidentiality- only tell others if it will help protect the child.
- Report the information to the Child Protection officer (Debbie Ramsdale) at the club as appropriate.

#### NEVER

- Rush into actions that may be inappropriate.
- Make promises you cannot keep.
- Ask inappropriate questions, which may jeopardise any impending police investigation.
- Take sole responsibility – consult someone else so you can begin to protect the child and gain support.

### 3. Further advice and help.

The staff/ volunteers used are not qualified social workers and are not experts in recognising child abuse, however if suspected abuse had taken place or a member of staff had been given information that led them to believe that abuse was happening or had taken place the information would be passed on to the proper authorities (as below). It is important to pass on allegations/ information to qualified experts because child abuse in a worst-case scenario can lead to the child's death.

**SBSC Child Protection Officer:**  
Debbie Ramsdale contact No: 07826-869054

Child protection referrals are made via: **0344 800 8020**

For more information about safeguarding children:

Norfolk Safeguarding Children's Board: [www.nscb.norfolk.gov.uk](http://www.nscb.norfolk.gov.uk)

NSPCC: 0808 800 500

Web: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Childline: 0800 1111

Web: [www.childline.org.uk](http://www.childline.org.uk)

