



Dear User

With child protection now being at the forefront of every ones minds all persons responsible for providing activities for children up to the age of 18 should be aware of the Cams Hill School child protection procedures and guidance.

Child Protection Implementation Pack

CHILD PROTECTION POLICY FOR USERS OF SCHOOL SITE

- 1 Members of local or national associations should conform to their advice about child protection (e.g. Pre-school Alliance, Football Association etc). Such community organisations usually provide model policies, helpful practical guidance and can often assist with disclosure applications to the Criminal Records Bureau.
- 3 All user groups which have a child protection policy should provide a copy to the school.
- 4 A minimum of two adults should be supervising all activities with children and should be present throughout. There must be a male and female for mixed gender groups. Leaders or persons responsible for the activities must ensure that children are always under the supervision of appropriately qualified persons who have relevant disclosures from the Criminal Records Bureau. Unqualified helpers whose suitability has not been fully checked, should never be left to work alone or without supervision.
- 5 All organisations should comply with the current DfES advice with regard to the need to check the suitability of both staff and volunteers, as advised by the school.
- 6 The parents of all children participating in activities should be asked to complete a consent form and provide any medical information and contact details for use in an emergency.
- 7 Any suspicions of child abuse or allegations against a member of staff, volunteer or other adult should be taken seriously and dealt with in line with existing procedures as advised by the school. These should be reported promptly to the Headteacher, the school's community manager or any other member of staff advised by the school. Should school staff not be available at the time, the person suspecting abuse or receiving an allegation against someone else should contact Social Care immediately for advice. Out of school hours, child protection referrals will be received by Social Care's Out of Office (Emergency) Service, which may be contacted via the Police. Decisions about whether to inform parents will be made in accordance with school procedures, with the involvement of the Allegations Officer, during office hours, or if unavailable, in collaboration with Social Care or the Police.

- 8 The person suspecting abuse or receiving an allegation against another should make an accurate record including the known facts, any suspicions or allegation, the date and time of the incident, the names of any others involved and details of those informed.
- 9 All supervisors and helpers should be provided with a copy of the EPS/Child Protection Guidelines for the Avoidance of Unnecessary Contact and Unfounded Allegations.
- 10 Organisations are not to display publicity material at the school or circulate information about the group's activities to other parents and children at the school without the prior approval of the headteacher.

All persons hiring the school's facilities for the provision of activities for children will be required to sign the following acknowledgement that these guidelines have been received and that they undertake to ensure that all supervisors and helpers are aware of them.

Please complete the following by return.

GROUP NAME: _____

I can confirm that I have read the above information and as a user group we will abide by all clauses.

Signed: _____

Date: _____