

BARTON TRAINING TRUST

Safeguarding Children
Policy and procedure

Contents

Page	
2	Contents page
3	Glossary of Staff terms
4	Policy Statement
6 - 20	Procedures
6	BTT Safeguarding Children contacts, Section 1: Procedures to be followed in the case of potential child protection concerns about a child
7	1.1 Procedure for reporting concerns about a child reporting concerns flowchart
8	1.2 Procedure following an allegation of abuse against, or a concern regarding the behaviour of, a BTT delegate, volunteer or staff member, or a member of Venue staff
9	1.3 Procedure following an allegation of abuse against an adult or person not present at the event i.e. parent, school staff, etc
10	Flow chart regarding allegations of abuse or concern about an adult's behaviour
11	1.4 Procedure in the event of disclosure of historical abuse 1.5 Responding Appropriately to Children 1.6 Recording procedures 1.7 Confidentiality and information sharing
12	1.8 Records retention storage and destruction procedures 1.9 Bullying and racism
13	Section 2: Actions taken 'before', 'during' and 'after' children's camps 2.1 Before a children's camp 2.2 During a children's camp
14	2.3 After a children's camp
15	Section 3: Safer Staff 3.1 Recruitment and Selection
18	3.2 Maintaining Vigilance
21	Appendix 1 – Roles and Responsibilities of DCP
22	Appendix 2 – Adult declaration
23	Appendix 3 – Child Concern Form
24	Appendix 4 – Checklist for referral
25	Appendix 5 – Definitions and indicators of abuse
28	Appendix 6 – Reference request
30	Appendix 7 – Key principles for information sharing
32	Appendix 8 – Childcare Briefing
39	Appendix 9 – Specific Childcare Safety Requirements
46	Appendix 10 – Information for Children/Parents/Carers
47	Appendix 11a – Essential information and consent form
48	Appendix 11b – Essential information and consent form
49	Appendix 12 – BTT school liaison protocol
50	Appendix 13 – Transportation of Children Operating Procedures

Glossary of Terms regarding BTT Staff

CCM	Child Care Manager, who is also BTT's DCP
DCPP	Designated Child Protection Person
CEO	Chief Executive Officer
LCC	Lead Child Care, this is the senior member of the child care team on any event,
Volunteer	An unpaid adult assisting in child care duties on a Safety Net Programme event
Delegate	An adult attending a Management Training Event run by the BTT undertaking daytime work with children attending under the supervision of both the BTT's child care and training teams
DSPCP	Designated Senior Person for Child Protection (in schools)

The Barton Training Trust Safeguarding Children Policy Statement

The Barton Training Trust (BTT) believes that it is always unacceptable for a child to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, by a commitment to practice which protects them. This policy and related procedures are underpinned by The Children Act 1989, The Children Act 2004, Working Together to Safeguard Children 2006, Human Rights Act 1998 and The Protection of Children Act 1999.

BTT's policies and its procedures apply to, and are mandatory for, all children and adults involved with the BTT and its work. Children's safety and well-being is a core value of this organisation; a child's welfare will be of paramount consideration at all times.

We recognise that:

- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, living with or suffering from domestic violence, substance abuse, mental illness and parental disability have the right to equal protection from all types of harm or abuse and that some children are more vulnerable and face extra barriers to getting help because of these factors.
- Working in partnership where possible/appropriate with children, their parents, carers and other agencies is essential in promoting children's welfare.

Our duty of care is to everyone on site during an event. The purpose of this policy is

- To protect children from any sort of abuse and adults from any unfounded allegations of abuse.
- To provide staff, delegates and volunteers with guidance on procedures they should adopt in the event that they suspect a child may be experiencing, or be at risk of, harm or an allegation of harm being made.

The work of the BTT is planned in ways that minimise risks to children e.g.

- All adults adhere to the BTT Code of Practice (see page 28 Appendix 8),
- Childcare safety requirements (CSR's) being in place, monitored and enforced (see Appendix 9),
- All adults take part in Child Protection & Safety training prior to an event (see appendix 8 – Childcare briefing),

This policy and related procedures were approved by BTT trustees January 2009 having been produced after consultation with and information from:

- NSPCC Staying Safe Commitment Scheme and guidance
- HM Government (2006) 'Working Together to Safeguard Children: a guide to interagency working to safeguard and promote the welfare of children'
- HM Government (2006) – 'What to do if you're worried a child is being abused'
- DCSF website – 'Every Child Matters' www.everychildmatters.gov.uk
- Charities Commission – Safeguarding Children guidance www.charity-commission.gov.uk
- LSCB – www.swcpp.org.uk safeguarding children guidance

This policy can be made available in other languages on request.

BTT's Safeguarding Children Policy and Procedures will be reviewed and updated every 2 years or whenever there is a major change, concern or incident within the organisation or relevant legislation.

Review due January 2010 to be carried out by the BTT's CCM

Procedures

BTT Safeguarding Children Contacts

The Childcare manager (CCM) is the BTT's Designated Child Protection Person (DCPP) she is contactable via the BTT office – BTT, 9 Egerton Rd, Bishopston, Bristol BS7 8HN. 0117 963 3418 or email jude@bartontraining.org. However, in the event of an allegation being made against the CCM or in her absence, her Deputy, Jan Swann, will assume the role with the support of the BTT named Safeguarding Children Manager. Jan Swann's contact details are via the BTT office as above or email jan@bartontraining.org

Appendix 1 outlines the DCPP roles and responsibilities.

The Nominated Safeguarding Children Manager of BTT is the CEO.

BTT procedures include fixed procedures in the case of reporting concerns, disclosures, or allegations of abuse (Section 1) and a series of actions which are taken before, during and after an event as a matter of routine (Section 2).

Section 1: Procedures to be followed in the case of potential child protection concerns about a child

Child protection concerns will always be given immediate priority; any individual with a child protection concern is responsible for ensuring the matter is resolved using BTT procedures.

We will endeavour to safeguard children by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for all adults working with the BTT
- Recruiting staff and volunteers safely ensuring all necessary checks are made, references sought and followed up (appendix 6)
- Sharing information about child protection and good practice with children, parents, staff, delegates and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff, delegates and volunteers through supervision, support and training

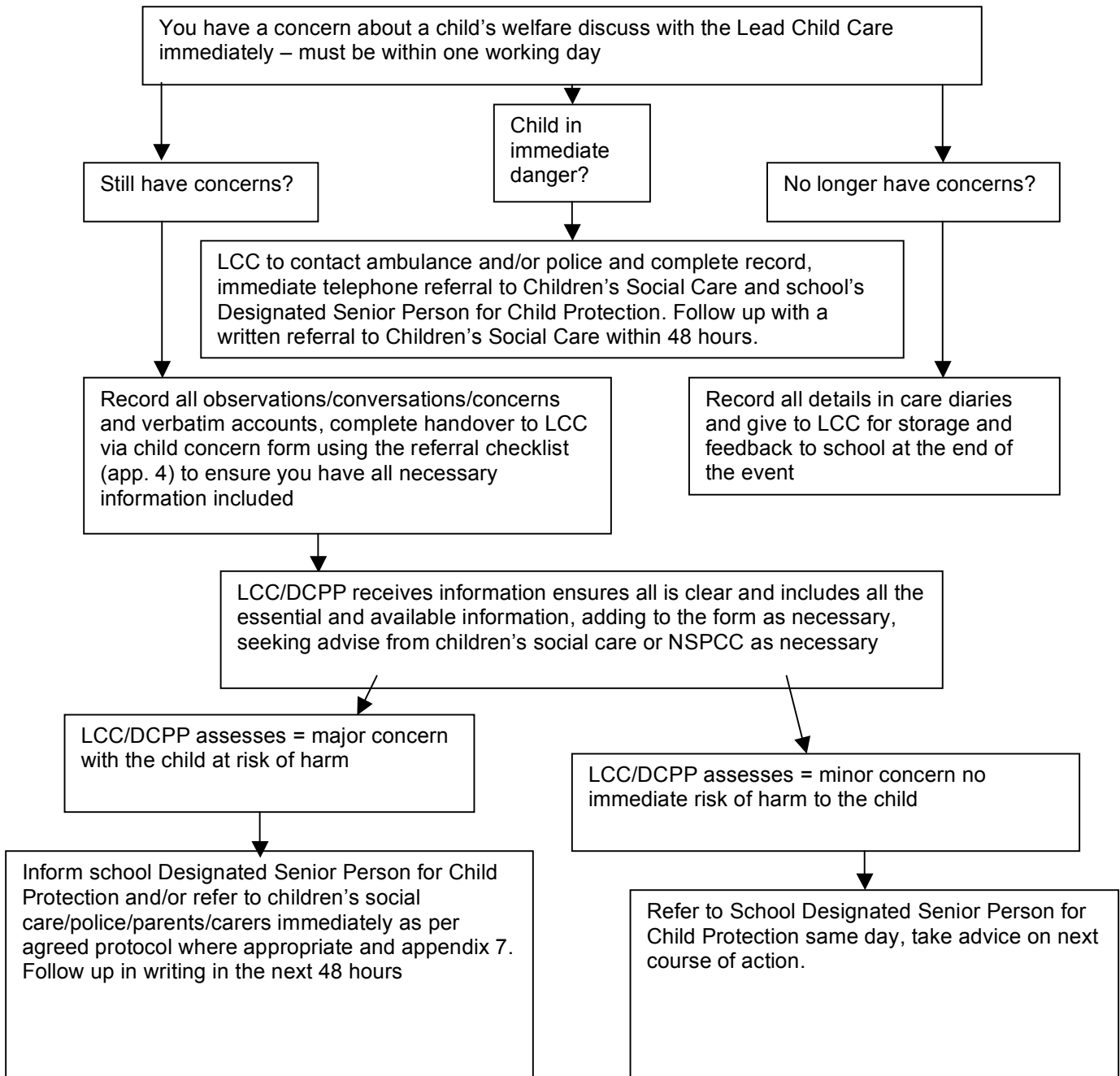
1.1 Procedure for reporting concerns about a child

Any adult having a concern regarding a child's welfare will discuss it immediately with the BTT LCC. See flow chart on page 7; also see appendices 3, 4, 5 and 7

The BTT LCC will consider the information and will consult as necessary with the BTT DCPP, Children's Social Care, and/or the NSPCC helpline as necessary and either refer this immediately to the school DSPCP and/or Children's Social Care or police if it is thought that a crime has been committed.

If the concern is deemed 'non-urgent' because the child is not at risk of harm but the information may help inform school/parents/carers regarding a child's behaviour or needs the LCC will either speak to the DSPCP immediately or record the information to hand over in her feedback session with the school. The action taken will be proportionate to the concern.

All the information and the action taken must to be recorded on a Child Concern Form.



Cases of underage sexual activity between young people may also constitute significant harm to a child or children and child protection processes may need to be followed. Cases involving under-13s should always be discussed with the BTT LCC who will need to act on it as agreed with the school DSPCP.

When a referral is made to children's social care they should notify the referrer of their intended course of action within one working day. If the school DSPCP or BTT LCC/DCPP has not heard back from children's social care they should follow up any referral to them after 3 days.

If the school DSPCP does not agree to make a referral to Children's Social Care, or is unavailable to discuss possible referral, the BTT LCC/DCPP will determine whether or not to take any further action independently of the school and may seek advice from a child protection agency about this.

1.2 Procedure following an allegation of abuse against, or a concern regarding the behaviour of, a BTT delegate, volunteer or staff member, or a member of Venue staff –

See Flow chart on page 10; also see appendices 3, 4, 5 and 7

The BTT's Lead Child Care and the Course Director on site will seek advice from LADO and/or NSPCC and together evaluate the complaint to see if there is a case to answer, (If a crime has been committed the police will be immediately informed, if a child is in immediate danger an ambulance and/or the police will be called). This evaluation will consist of a process of collecting all the facts relevant to the allegation/concern and clearly distinguishing between fact, observation, allegation and opinion. The LADO will advise on what action BTT should take. The LADO may suggest a strategy meeting is arranged by children's social care.

A record of all discussions, information collected, observed behaviour and decisions (with reasons) must be kept, using a Child Concern form. Actual conversations are to be logged where possible.

If there is palpably no case to answer, i.e. the facts do not add up, the incident must still be reported to BTT's DCPP and the School Designated Person immediately and detail recorded as per recording procedure (see page 11 point 1.6).

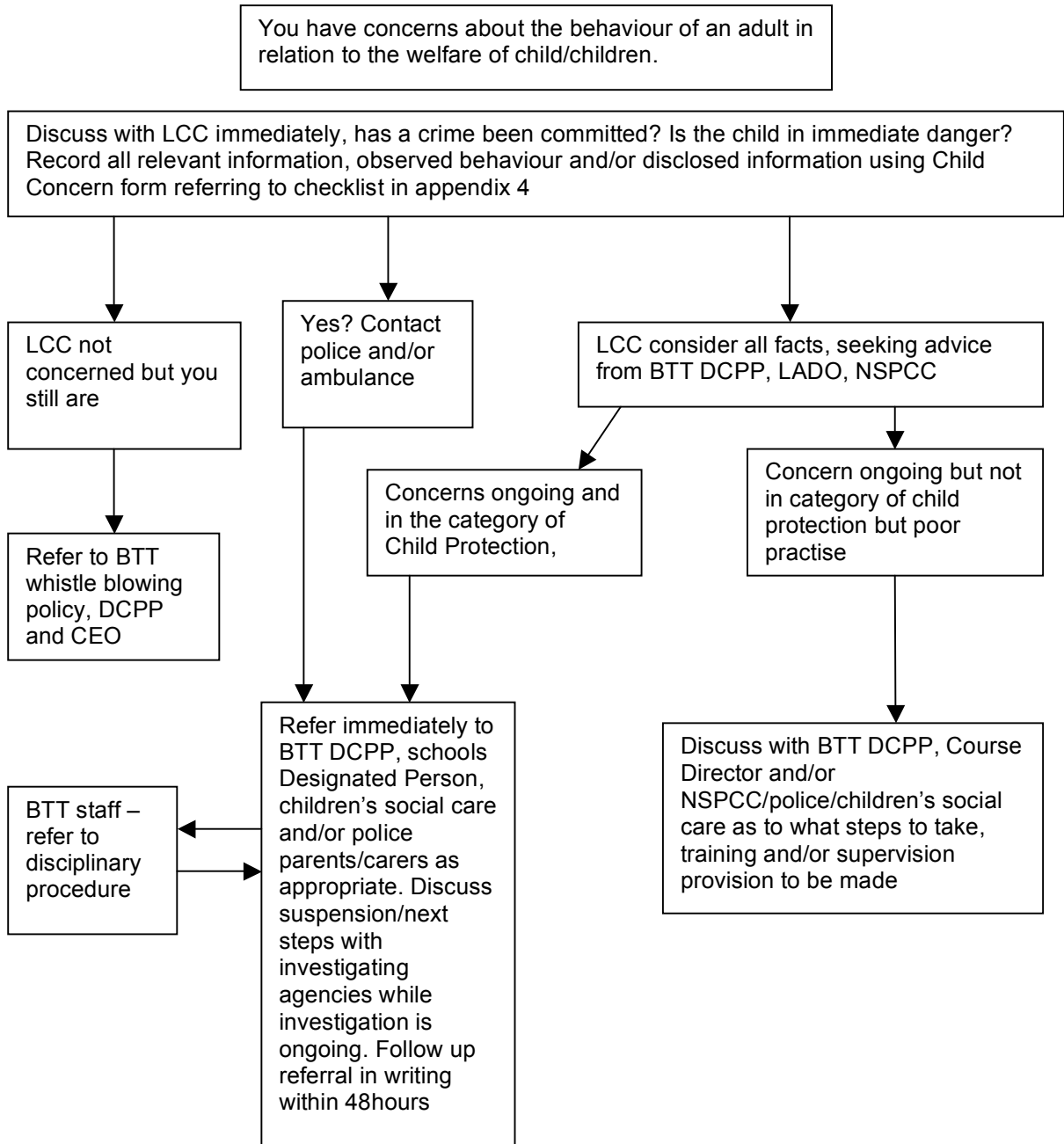
If there appears to be substance to the allegation/concern, the schools Designated Person (and the BTT DCPP if she is not LCC on the event) must be contacted immediately so that further action can be decided. This action will necessarily include the involvement of some or all of the following: the Police, Children's Social Care, and the parents of the child as appropriate. Advice should be sought from the LADO. In the meantime suitable precautions will be made to isolate/protect the accused adult or child in question.

The BTT DCPP will ensure all parties are kept informed where appropriate of what is happening whilst maintaining confidentiality where necessary.

1.3 Procedure following an allegation of abuse against an adult or person not present at the event i.e. parent, school staff, etc.

See flow chart on page 10; also see appendices 3, 4, 5 and 7

BTT's LCC will contact the BTT's DCP, and the school's DSPCP to discuss the allegation/concern and take advice as to what further steps to take.



Note
 If the allegation/concern is against the LCC - substitute DCPD if the allegation/concern is against the DCPD - substitute her Deputy, if the allegation/concern is against the schools Designated Person - substitute their deputy

1.4 Procedure in the event of disclosure of historical abuse

In the event of an adult attending a BTT event making an allegation or disclosure of historical abuse the BTT LCC/DCPP and Course director, in discussion with the adult concerned, will ascertain if the accused abuser is still in a position to represent any risk to children. If so, or if this is not known, the BTT DCPP will contact the police to discuss, take advice and/or make a report. If the adult disclosing wishes to take police action BTT will provide her/him with contact details.

1.5 Responding appropriately to children

Please refer to Appendix 8 section (p) and (q) for operating procedures

1.6 Recording procedures

All concerns about a specific child's welfare or relating to the conduct of an adult on site should be reported immediately to the BTT LCC/DCPP and then confirmed in writing; delay could prejudice the welfare of the child.

Child Concern forms (see Appendix 3) must be filled in by any adult on site (in consultation with BTT staff and possibly outside agencies as necessary), who has a major concern about a child, or member of staff, or who is involved in or witnesses a serious incident or an incident that could lead to an allegation of abuse. A 'concern' could include:

- Bullying
- Discriminatory acts or insults
- Psychosomatic illness
- Allegations of unfair treatment
- Accidental 'injury to' or 'intimate contact with' a child by an adult
- Serious reprimands which are badly received
- A child disclosing abuse
- Another adult reporting that a child has disclosed abuse
- Direct observation of one child abusing another or if a child reports this has happened
- Conduct of another adult
- Bruising or evidence of physical hurt; which may or may not be accompanied by the unusual behaviour of a child
- The unusual behaviour of a child

1.7 Confidentiality and information sharing

See appendix 7 for a flow chart.

The following principles will apply to information sharing by BTT in relation to child concerns about a child or an adult's behaviour:

- Children and families will be informed from the outset about what and how information will, or could be shared and why. Normally permission to share information will be sought from children and their families. But the exception to this is where to do so would put the child or other adults at increased risk of

significant harm, or if it would undermine the prevention, detection or prosecution of a serious crime.

- BTT will always consider the safety and welfare of a child when making decisions on whether to share information about them. Where there is concern that the child may be suffering or at risk of suffering significant harm, the child's safety and welfare will be the overriding consideration.
- BTT will seek advice from one of the child protection agencies (children's social care, police or NSPCC) if it is in doubt about whether information about child protection concerns or an adult's behaviour can be shared or not and with whom.
- Any information that is shared will be accurate and up-to-date, necessary for the purpose for which it is being shared, shared only with those people who need to see it, and shared securely.
- Decisions to share information or not and with whom it was shared should always be recorded.

Always seek advice from the BTT DCCP, CEO, NSPCC, LADO if not sure what to do at any stage, the protection of the child is the most important consideration.

NSPCC helpline – 0808 800 5000

1.8 Records retention storage and destruction procedures

All general paperwork, confidential records and reports relating to a BTT training or Safety Net event will be securely stored for 5 years in the BTT locked and alarmed secure storage unit, the only people with access to this will be the CCM, CEO and Administrator

The following retention periods apply:

- Information about a child protection concern or referral will be kept in secure storage for 6 years.
- Information about a concern or allegation about a BTT staff member, delegate or volunteer will be kept in secure storage for 10 years or until that adult reaches the age of retirement – which ever is the longer.
- When information is due for discarding it will be securely destroyed by shredding or burning it.

1.9 Bullying and racism

BTT will not tolerate bullying or racism either to or by any adult or child connected with or attending an event, any incident will be recorded, reported to the school DSPCP and the BTT LCC/DCCP. Disciplinary action may be taken.

Section 2: Actions to be taken 'before', 'during' and 'after' children's camps

This section outlines the preparatory and preventative work that BTT is committed to doing in order to safeguard and promote the well-being of children in its care and to ensure that staff, volunteers and delegates understand expectations about their behaviour and conduct.

2.1 Before a children's camp

The childcare manager (CCM) must establish who are the schools Designated Senior Persons for Child Protection (DSPCP) and acquaint herself with the Safeguarding Children Policy at the schools that the children attending come from. She will meet with the school contact providing them with BTT's Safeguarding Children policy and procedure; she will discuss and agree procedure to follow in the event of a concern, incident, allegation or disclosure, referring to the flowchart in appendix 7 and the protocol in appendix 12. Each school's DSPCP is responsible for making decisions regarding the reporting of concerns, the BTT is responsible for notifying the schools DP immediately of any concerns arising whilst a child is in their care and for providing any information required.

The CCM must also obtain all the necessary background information on the children from the school, including information that can be shared relating to children. The CCM should ask the school DSPCP if any child is the subject of a child protection plan in circumstances where this may have relevance to their safety and well-being whilst attending a BTT holiday (discussing and adhering to the information sharing principles as outlined in flowchart in appendix 7 and para1.7).

The CCM will give a briefing for children and parents/carers - including information regarding a child's right to feel and be safe, who to talk to and what to do if they feel unsafe, information on adults attending, activities and what to bring. Children and their parents/carers are to be informed of the venue's name, address, telephone number, emergency arrangements, contact details for the BTT DCCP and the availability of the BTT Safeguarding Children policy (this is done via meetings and distribution of an information sheet (see Appendix 10). Parents/carers are to provide the BTT with completed, signed essential information and permission forms for each child attending (see appendix 11a & b), the CCM will ensure the school keeps a copy of these.

The BTT will ensure all outside agencies providing transport, accommodation, training and instruction hold the relevant certification, operating policies, and safety procedures and carry out all relevant safety measures. The BTT will ensure that the areas where children sleep are secured at night to stop access from outside and to ensure children cannot leave the area except in the event of an emergency, and that all children and adults on site understand emergency procedures.

2.2 During a children's camp

All adults on site must have read and understood the BTT Code of Practice (page 28 Appendix 8) and agree to abide by its conditions. As an additional child protection precaution no delegate or volunteer will be housed next to children's accommodation and all adults housed near this accommodation will be police/CRB cleared.

All adults attending a BTT event will attend a 'Working Safely with Children' briefing.

Children will be escorted to the venue by BTT child care staff and/or school staff abiding by the BTT Safeguarding Children Policy and Code of Practice.

Staff, delegates and volunteers are not responsible for deciding if abuse has taken place but all have a responsibility to be aware and alert to indicators of possible abuse or concerns about a child's welfare. The Child Protection and Safety Training documentation will include information about the signs/indicators of abuse and how to respond to a disclosure about potential abuse or an allegation of abuse (see appendix 8; also see appendix 5 for definitions of abuse).

Whilst children are on site no alcohol, illegal drugs or banned substances are permitted on site or any person under the influence of these.

At each event a file will be held by BTT's Lead Child Care (LCC) member of staff containing –

- BTT's Safeguarding Children policy and procedures and the attending schools Safeguarding Children Policy,
- Essential information forms for all children, (see appendix 11a + b)
- Confidential information provided by the school or other agency,
- Adult declaration forms – one for each member of BTT staff, volunteer or delegate
- Procedure documents and contact detail for schools Designated Person, police and Children's Social Care
- A Child protection register for the event,
- Contact details for children's social care and access details for the procedural handbook
- NSPCC helpline telephone number

All child care staff, volunteers and delegates will maintain a daily 'care diary' on each event. This forms a basis for the CCM's feedback to help inform schools/parents/carers regarding a child's behaviour or attitude. It does not replace verbal communication but backs it up and ensures everyone is up to date on a daily basis. It is to be used for the recording of day-to-day behaviour and activity of both children and adults regarding the welfare of the children in BTT's care for example, concern regarding a child not eating enough, an adult accidentally swearing in front of a child and minor issues between children. It also records where each person sleeps each night.

2.3 After a children's camp

The CCM will contact the schools involved in each event to check on children's reintegration, to discuss the whole event and feedback any welfare or behavioural information that is deemed necessary, adhering to the principles for sharing information (flow chart in appendix 7).

The CCM will also collate all the paperwork relating to each course/holiday including all confidential records, reports and concerns, sending it to the office for safekeeping (see Records retention storage and destruction procedures pg 12).

Section 3: Safer staff

3.1 Recruitment and Selection

General

The BTT is required to take all possible measures to prevent persons deemed 'unsuitable to work with children' access to children in their care. With this in mind the following guidelines are to be followed when recruiting staff and volunteers.

Application

Application packs will be prepared and sent to all prospective staff and volunteers, application for a post is to be made by application form with supporting letter, full CV and two named referees, these packs will include:

- A definition of the role/job and BTT's expectations
- BTT Safe Guarding Children policy
- Information regarding the checks to be used to ensure only appropriate people gain access to children i.e. references, ID checks, Criminal records checks.
- Equal opportunities information making it clear the BTT will abide by anti-discriminatory legislation including that relating to offenders
- An application form
- A self disclosure form telling candidates the post is exempt from the Rehabilitation of Offenders Act 1974 so they have to declare all spent and unspent convictions; this form is to be returned with their application form but in a sealed envelope only to be opened if the candidate is to be offered the post.
- Consent to Criminal Records check

Selection

BTT selection process will be based on:

- The application form and supporting letter and CV
- An interview
- Satisfactory references

and where possible will also include:

- Involving children and other staff appropriately and safely via an applicant visiting an event and taking part in a morning or afternoons activities
- Visiting and observing an applicant in their place of work if they currently work with children and this is permitted by their employer

Short listing

Short Listing will be carried out by 2 people to minimise bias

- Using an agreed criteria drawn from the job description
- Will highlight any gaps or inconsistencies in their application to be explored at interview
- Selecting only candidates who meet the selection criteria and demonstrate they are suitable to work with children

Interviews

Interviewers will have prepared Assessment Criteria to check and will make notes on each candidate in order to aid the decision process

Interviews will include questions to explore a candidate's attitudes and motives for working with children not just their qualifications and/or experience i.e.

- Tell me why you are committed to work with children? Give me an example to illustrate your answer
- Tell me about a time when a child you were working with behaved in a way you didn't think was acceptable? How did you deal with that?
- Give me an example of a time when you saw a child being mistreated by someone else. How did that make you feel and what did you do?

Interviewers will be made aware of responses/attitudes that may cause concern regarding a candidate's suitability i.e. candidates may:

- Show no understanding of children's needs, expectations or perspectives
- Demonstrate overly rigid or high expectations of children
- Want the role to meet their own needs, not the needs of children
- Use inappropriate or concerning language when talking about or with children
- Show their boundaries with children are unclear: confuse working with children with becoming friends with children
- Be vague about their experience with children or fail to give satisfactory explanations of any gaps or inconsistencies.

Vetting Checks

The BTT will carry out a variety of vetting checks in order to compare candidate's personal details with official records to ensure the information provided is accurate, these checks will include some or all of the following

- References
 - A minimum of 2 will be required and followed up by phone or in person as necessary to clarify any concern or inconsistency
 - A reference request will be accompanied by a job/role description
 - References will be obtained in advance of an interview if possible
 - No candidate will be permitted to begin work on an event until satisfactory references have been received
 - Pre-written references are not acceptable
- Qualifications - If qualifications are a requirement of the post:

- The original certificate is to be seen and a copy taken as a minimum
 - Where possible this qualification should then be checked out with the awarding body to ensure it is genuine
- Identity Documentation – at interview a candidate should produce at least 2 original identity documents including a photo Id. BTT will check:
 - The documents
 - The photograph is of the person in front of them
 - The Id documents are for the same person and take a copy of them
- Self Disclosure - A candidates self disclosure envelope is not to be opened until after interview when a decision has to be made to offer a post, this then gives the opportunity to discuss any criminal history before the Criminal record check comes back, information can then be compared with the check and a final decision made. If the BTT still has concerns about a person's suitability to work with children after receiving and discussing this information with the candidate they will consider withdrawing the offer.
- Criminal Records – only posts involving regular contact with children are required to be fully checked i.e. Child care, trainers and volunteers, as good practice BTT will also Criminal Records check its Trustees, the CEO and administrator. These checks will be carried out after a candidate has been successful in passing interview, ID checks and references. Successful applicants will also be required to register with the ISA and not permitted to attend an event until BTT has verified this registration. On receipt of a positive criminal records check the CCM and CEO will assess an individuals criminal history and make a final decision taking into account:
 - The nature and seriousness of the offence and its relevance to other staff, service users and children
 - The length of time since the offence occurred
 - Whether it was a single offence or part of a history of offending
 - The circumstances which led to the offence being committed
 - Whether the applicants personal circumstances have changed since the offence was committed
 - The country in which the offence occurred
 - The individuals attitude towards the offence, including any expressions of remorse
- Overseas Applicants – if the BTT wishes to employ an overseas applicant they will contact the CRB for advice and follow these NSPCC guidelines:
 - Use the criminal records overseas information service and try to get criminal record information from the candidates home country
 - If the individual provides a letter from their home country which is a statement of good conduct from their local police, BTT will contact the person who wrote the statement to check it is genuine
 - If it is not possible to get any criminal record information, BTT will ensure the candidate has completed a signed self-disclosure form

- BTT will try to obtain additional references from organisations they have worked for
 - If they have been in the UK for six months or more, BTT will do a CRB check and pursue UK-based references if there are any
 - BTT will ensure that its selection process is detailed and assesses suitability to work with children
 - Once they have started work, BTT will be vigilant and provide additional supervision in their first year
- Induction – this will include:
 - BTT’s Safe Guarding Children Policy and Procedures
 - The code of practice
 - Whistle blowing and all other policies dealing with concerns about behaviour towards children by adults
 - Details of their probationary period, and the supervision and appraisal they can expect
 - Training they will be expected to undertake, including child protection training
 - Clear expectations of them in their role, referring again to the job description and person specification/role description
 - Probationary period – the BTT will use a ‘3 events’ probationary period for child care staff and volunteers with a review after each, followed by ongoing annual review. This will allow the BTT to review performance and pick up at an early stage any issues to do with conduct or attitude towards children.

3.2 Maintaining Vigilance

The BTT are aware the safe recruitment and selection process outlined above may only help to prevent an unsuitable person from gaining access to children and therefore the BTT will follow good practice and have in place a range of processes and procedures to maintain high Safe Guarding children standards including:

- General good practice:
 - All BTT Childcare and Training staff and volunteers will hold a CRB disclosure (renewed every 2 years) and be registered with the ISA, delegates will also undergo the CRB disclosure procedure in preparation for the event they are to attend.
 - All adults attending each BTT event will be required to complete a signed declaration
 - The BTT will not employ, or permit to take part in an event, any person deemed unsuitable to work with children.
 - The BTT will ensure all adults are aware that they are in a ‘position of trust’ and an abuse of that trust could be construed as an offence under the Sexual Offences Act 2003. All staff must ensure that their relationships with children are appropriate to the age and gender of the

children, and take care that their language or conduct does not give rise to misinterpretation or comment.

- In cases of misconduct towards children involving BTT staff, delegates, volunteers or trustees these may be reportable to the Protection of Children Service at the Department of Health and for possible inclusion on the list of unsuitable persons to work with children (Protection of Children Act List).
 - BTT will adhere to the requirements of the ISA as they come into force regarding delegates attending courses
 - BTT will verify all adults ISA registration prior to each event
 - In cases of misconduct towards children involving BTT staff, delegates, volunteers or trustees these may be reportable to the Protection of Children Service at the Department of Health and for possible inclusion on the list of unsuitable persons to work with children (Protection of Children Act List).
- Training and Appraisal:
 - Any individual training needs highlighted in the recruitment and selection process will be followed up,
 - All staff, delegates and volunteers will take part in in-house child protection training
 - Core child care staff will take part in the Educare/NSPCC child protection training programmes. BTT's core child care staff training will include 'Child Protection Awareness' and 'Recognition of Abuse'.
 - Core staff will also be subject to annual reviews where their performance, attitude, behaviours and motivation will be discussed including notes kept of concerns and action points (regarded as confidential). Reviews will include praise for achievements and good work and help to develop their skills further – in the event of a concern regarding the behaviour or attitude towards children the BTT will not wait for appraisal to discuss it – it will be dealt with via ongoing supervision throughout the year
 - Supervision and management
 - The BTT core child care team will provide ongoing supervision 'on event' for volunteers and delegates.
 - The child care team is directly supervised and managed by the CCM or the on event Lead child care
 - She is supervised and managed 'on event' by the course director and indirectly by the CEO
 - Any issues arising will be dealt with immediately.
 - Codes of Conduct and Standards of Behaviour:
 - The BTT code of practice will be provided to all adults attending an event, discussed, clarified and an agreement to abide by it required from all adults at each individual event

- All adults attending an event will attend a Child Protection training session where they will work through the BTT 'Working Safely with Children' handbook and agree to BTT set standards of behaviour and safety

- Whistle Blowing – BTT seek to operate in an open and honest manner and actively encourage staff, volunteers, delegates and children to discuss issues and raise any concerns they have with particular regard to safeguarding, bullying and racism.

Role and responsibilities of the Designated Child Protection Person (DCPP)

The BTT has appointed a DCPP who is responsible for dealing with any concerns about the protection of children. This person is the Child Care Manager – Jude Pollard and is contactable via BTT 9 Egerton Rd, Bishopston, Bristol BS7 8HN. 0117 963 3418 or email – jude@bartontraining.org Her Deputy is Jan Swann - contact details are via the BTT office as above or email jan@bartontraining.org

The role of the designated person is to:

- Receive and record information from staff, delegates, volunteers, children or parents and carers who have child protection concerns using BTT recording procedures.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Consult initially with the statutory child protection agencies (children’s social care, police or the NSPCC help line) to test out doubts or uncertainty as soon as possible.
- Make a formal referral to a children’s social care or the police without delay (this will be normally be carried out via a school’s DSPCP). The BTT DCPP is responsible for informing the DSPCP and providing all necessary information, help and support.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.
- Liaise with schools, Children’s Social Care and other agencies as appropriate.
- Keep relevant people within the BTT informed about any action taken and any further action required; for example disciplinary action against a member of staff.
- Ensure that a proper record is kept of concerns, referrals and actions taken, and that this is kept safely and in confidence in accordance with data protection legislation and guidance.
- Provide the BTT with information and advice on child protection.
- Advise BTT of child protection training needs
- Ensure all BTT staff CRB disclosures are renewed every 2 years. (This will change with the introduction of the Independent Safeguarding Authority in 2009).
- Work with the CEO and administrator to risk assess positive CRB disclosures.
- Deal with the aftermath of a child protection incident within BTT.

Declaration (see note below)*

Private and Confidential

1. Have you any conviction or outstanding court action related to crimes against children?

YES

NO

(Please tick)

If yes, please give details including nature of offence below or on a separate sheet of paper

*For the purposes of the Rehabilitation of Offenders Act (1974), the age range you will be working with is a vulnerable group and this means that you are exempt from the Act.

Therefore, you can be asked and must declare any previous criminal convictions including spent convictions. This information can then be used as a basis for deciding whether you are suitable to work with the age range group.

2. Do you suffer or have you suffered from any illness that may affect your work with children?

YES

NO

(Please tick)

If yes, please give details below or on a separate sheet of paper.

3. Under the Disqualification for Caring for Children’s Regulations 1991, have you ever had a child removed from you or placed under supervision by the Local Authority or been disqualified from Registration under Schedule 9 of the Children’s Act?

YES

NO

(Please tick)

If yes, please give detail below or on a separate sheet of paper.

I understand that failure to disclose information under 1, 2 and 3 may result in the termination of my services.

Signed

Date

**BARTON TRAINING TRUST
CHILD CONCERN FORM**

Event dates and location:

Name of child:

Day, time, location and date of concern, others present (children and adults):

Nature of concern:

Action taken and by whom:

Further action necessary:

Referral to be made? (if yes use checklist for referral to ensure you have all the necessary information now If not why not)	Who to?	When?
Report written by: (Sign and print)		
Report received by: (Sign and print)		
Date completed:		

Checklist for referral of a concern/incident to other agencies

If you need to refer to any other agency regarding a child protection concern/incident ensure you have the following information to hand

- Name of Child
- Age and DOB
- Ethnicity
- Religion
- First Language
- Disability
- Special Factors
- Parents/carers name
- Home address and phone number
- Are you reporting your own concerns or passing on those of somebody else?
Give details
- Brief description of what has prompted the concerns: include dates, times etc.
of any specific incidents along with Critical incident form if applicable
- Any physical signs? Behavioural signs? Indirect signs?
- Have you spoken to the child? If so what was said?
- Have you spoken to the parents? If so what was said?
- Has anybody been alleged to be the abuser? If so give details
- Have you consulted with anybody else? Give details
- Your name and position
- To whom you reported and the date of reporting
- Signature
- Today's date

Definitions and Indicators of Abuse

The indicator lists are not meant to be definitive but are a guide to assist – it is important to remember that many children will exhibit some of the indicators at some time and the presence of one or more should not be taken as proof that abuse is occurring

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical Harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child

Signs –

- Bruising on children that are not independently mobile
- Bruises that are seen away from bony prominences
- Bruises to the face, back, stomach, arms, buttocks, ears and hands
- Multiple bruises in clusters or in a uniform shape
- Bruises showing the imprint of an implement, hand or fingertips
- Any child who has unexplained signs of pain or illness should be seen by a doctor – non-accidental head injury and fractures can occur without bruising
- Cigarette burns, adult bite marks, broken bones, scalds
- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed e.g. long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of the other person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs –

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances
- Sudden speech disorders
- Developmental delay either in physical or emotional terms

- Neurotic behaviour, e.g., sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm
- Fear of a parent being approached about their behaviour

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts (oral sex). They may include non-contact activities, such as involving children in looking at, or the production of, sexual online images, watching sexual activities or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and by other young people.

Signs –

- Pain or itching in the genital/anal area
- Bruising or bleeding near genital/anal areas
- STD
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting
- Pregnancy
- Sudden or unexplained changes in behaviour – becoming aggressive or withdrawn
- Fear of being left with a specific person or group
- Having nightmares
- Running away
- Sexual knowledge, drawings or language beyond their age or developmental stage
- Bedwetting
- Eating problems
- Self harm, mutilation, suicide attempts
- Saying they have secrets
- Substance abuse
- Unexplained sources of money
- Not allowed to have friends
- Acting in a sexually explicit way towards adults

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs –

- Constant hunger, sometimes stealing food from others
- Constantly dirty or smelly
- Loss of weight, or being constantly underweight
- Inappropriate dress for conditions
- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised

Historical Abuse

Historical abuse is the disclosure by an adult of some form of abuse that took place when they were a child. The abuse may or may not have been previously reported or investigated.

REFERENCE FORM

PRIVATE AND CONFIDENTIAL

Dear

The person named above has applied to become a worker/volunteer with this organisation, involving regular contact with and access to children. S/he has given your name as someone who can comment on his or her suitability for this work.

Please complete the questionnaire attached. Your information will be treated in strict confidence.

In replying please bear in mind that it is the organisations duty to protect children/adults from harm of a physical, emotional or sexual nature. Please also bear in mind when writing this reference that everyone has a duty of care towards children and vulnerable people.

As a referee, may I please ask you to provide full information about this candidate?

Yours sincerely

Barton Training Trust

Volunteers/workers name:

Address

.....

1. How long have you known the applicant?

2. What is your relationship to the applicant?

3. With your knowledge and experience of the applicant, please comment on their suitability for working with children. Please include comments on character, honesty, reliability, ability to form appropriate relationships, health and experience of working with children.

4. Are you aware of any concerns or complaints about the applicant in relation to children?

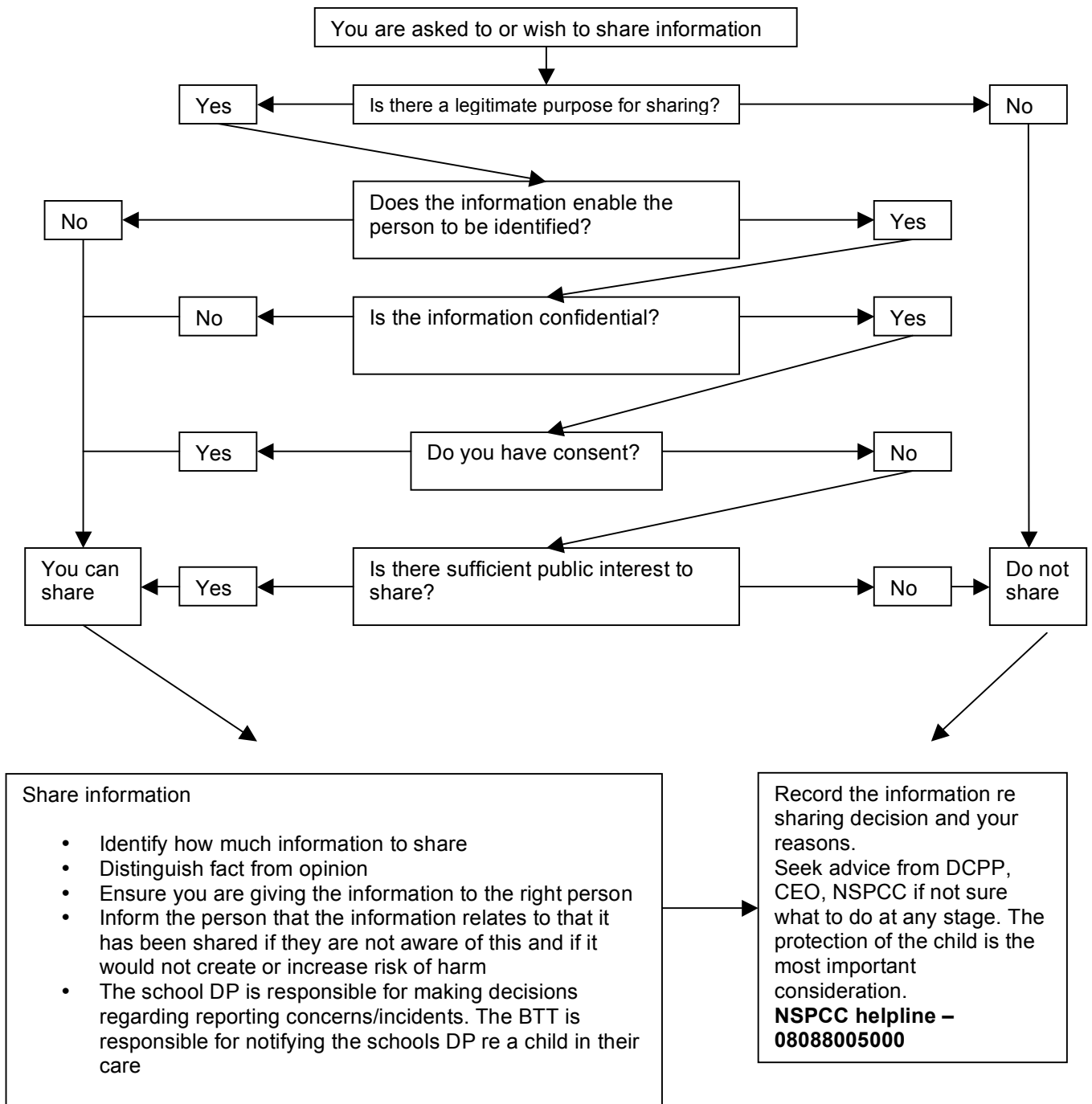
5. Are there any other comments you would like to make about the applicant?

Name: Phone Number:

Signed: Date:

Occupation:

The protection of the child is the primary consideration



Confidentiality and Information Sharing - summary

Always seek advice from the BTT DCP, CEO, NSPCC, LADO if not sure what to do at any stage, the protection of the child is the most important consideration.

NSPCC helpline – 0808 800 5000

Where possible and appropriate the relevant parties consent to share information should be sought and obtained.

Information about CP concerns should only be shared with other agencies and parents/carers/children for the purpose of protecting a child from harm or reporting a concern that a child may be suffering or at risk of significant harm or of causing serious harm to others – information will not be shared with parents/carers, staff members, volunteers or delegates if that would increase the risk of harm to the child. The only information to be shared should be relevant to the concern and only shared with those who need to know. The school DP is responsible for making decisions regarding reporting concerns/incidents. The BTT is responsible for notifying the school DP regarding a child in their care.

Childcare Briefing for all attending Adults**RULES FOR
WORKING SAFELY WITH CHILDREN**

- This session looks at working safely with children.
- The rules are **NON-NEGOTIABLE**.
- Below, we outline all that you **MUST** do to maintain an acceptable standard of childcare.
- The Childcare Team, and ultimately the Course Director, acts as regulators.

Code of Practice

We are mindful of our duty of care to everyone on the camp and have developed the following code of practice for the protection of all.

The relationship is professional; each adult has a duty of care to all children on site. Each Member of staff, volunteer and delegate is deemed to be “in loco parentis”, this defines the duty of care.

It is the responsibility of all adults and children involved with the BTT to treat one another with dignity, respect, sensitivity and fairness, acts of discrimination, offensive or violent behaviour are unacceptable and complaints will be acted upon.

To protect both adults and children the following will apply:-

- Adults are not to do anything of a personal nature that a child is capable of doing for itself.
- Adults are to avoid close contact with one particular child.
- It is OK to touch or cuddle a child in a way which is not intrusive or disturbing to the child, or any observers, in order to comfort or reassure.
- Washing, dormitory duties and medical problems of an intimate nature for girls must be dealt with by a female staff member or the Child Care Manager.
- No adult is to be alone with a child either in a room with a closed door or removed from view of others in a remote situation.
- No form of corporal punishment is permitted.

- All medical procedures will be administered by a competent named individual (normally a member of Childcare).
- All accidents and treatments will be entered in the Accident Book.
- No adult may travel alone with a child in a vehicle unless express permission has been given by the child's parent or guardian.
- The BTT will not permit any form of bullying or discrimination, all incidents are to be recorded as a 'Critical Incident' on Child Concern form.
- Off site on delegate events, all mixed gender groups must have both male and female adult supervision.
- Adults must not engage in, or encourage, rough physical games or 'horseplay'.
- Adults must not make suggestive comments to a child or in their presence – even as a joke.
- No male shall enter an all female area and where possible visa versa – except in the event of an emergency

! Should you end up in a room alone with a child by accident (i.e. because someone leaves the room and closes the door), it is vital that you (a) leave the room immediately / ensure another adult is present, and (b) ensure you inform a member of the Childcare team and note it in the Care Diary Tape (see later)

1. Regulatory Environment

(a) General

- You are to provide daytime (from when they get up to when they go to bed) care for your children. It is a requirement that each member of staff remains in a fit state to provide the appropriate care. To this end:
 - Any staff member who becomes ill must tell the Course Director and receive immediate appropriate treatment
 - Whilst the children are on site, no alcohol, illegal drugs or banned substances are permitted on site or any person under the influence of these.

(b) Pastoral Care

- Each child must have a named pastoral leader who takes pastoral responsibility for the child.
- Children's property is to be safeguarded by the following means:
 - All cash to be taken from the children at the beginning of the camp and a record kept of all transactions. Any remaining balance must be returned to the children at the end of the camp.
 - Any valuables such as cameras and CD players are to be looked after by the staff until required for specific occasions.
- Food and sweets must be confiscated at the beginning of the course and returned if appropriate at the end.

! In your planning, devise a simple system to administer each child's belongings
--

(c) Cleanliness and Physical Care

- Teeth are to be cleaned twice a day.
- Appropriate clothing must be worn for each activity.
- The bedrooms must be kept clean, tidy, and free of any obstructions on the floor e.g. clothing.
- Children are to have a minimum of 2 showers during their stay

(d) Fire Drill

- There must be a fire drill as part of the introduction on Day 1. Speak to the Childcare Tutor about how this is to be set up

(e) Medical Needs

- All medical needs will be dealt with by the Childcare Team.

(f) Discipline

- You are required to maintain a safe environment for the children and to have a code of practice for discipline, which has regard for the welfare of all the children.
- Your punishments must be appropriate for your children and not be humiliating or degrading.

? Have you thought about how comfortable you feel in disciplining children? Have you considered what methods you might use to enable a child to understand what behaviour is acceptable and what is not? Perhaps make some initial notes here.....

(g) Homesickness

- You are required to have a procedure for dealing with homesickness. All cases to be recorded on the care diary and severe cases to be reported to the Childcare Manager immediately.
- Children are not allowed to use the telephone as we have found in the past that this can cause or exacerbate homesickness, nor are they allowed to take calls from home for the same reason, unless agreed by the Childcare Manager

(h) Care Diary Tape

- The camp/day leader is required to consult with all colleagues each evening and to record any concerns about particular children on the care diary daily tape, following the format laid out in the CSR.
- The tape is to be handed to the Childcare Tutor at the morning meeting.

! All incidents or concerns, however trivial they may seem, should be recorded on the Care Diary Tape. Take a moment to think about the types of things you might record on the tape

(i) Meal Times

Meal times can be a session in their own right, from a safety point of view. With hot food being carried around we have to ensure that

- Children enter and exit the dining room under control in an orderly fashion.
- During meals, all children must remain seated unless they have adult permission to move.

! Mealtimes are an excellent opportunity for (a) direct one to one attention for a child, and (b) enabling children to develop key life skills such as manners and conversation

(j) Language Standards

- You are required to maintain the same language standards as those in the children's school (see Childcare team for further details)

(k) Anti Bullying

- You are required to have procedures for dealing with instances of bullying, including a hierarchy of sanctions and support for the victims.
- Bullying must be recorded as a critical incident on a Child Concern Form

(l) Anti Racism

- You are required to record any racist acts, insults or comments and insist that it does not happen again.
- Racism must be recorded as a critical incident on a Child Concern Form.

(m) Daily Meeting

Before breakfast, the Leader for the day is required to attend a meeting with the Course Director and the Childcare Tutor. At this meeting the care diary tape will be handed over, the programme for the day will be discussed and the course leader will give the Course Director an account of the group's progress after the training meeting of the previous evening.

(n) Child Concern Forms

Child Concern forms (see Appendix 3) must be filled in by any adult on site who has a major concern about a child, or member of staff, volunteer or delegate, or who is involved in or witnesses a serious incident or an incident that could lead to an allegation of abuse

In the event of a concern completion of a 'Child Concern Form' is required and consultation with BTT staff and possibly outside agencies as necessary, a 'concern' could include:

- Bullying
- Discriminatory acts or insults
- Psychosomatic illness
- Allegations of unfair treatment
- Accidental 'injury to' or 'intimate contact with' a child by an adult
- Serious reprimands which are badly received
- A child disclosing abuse

- Another adult reporting that a child has disclosed abuse
- Direct observation of one child abusing another or if a child reports this has happened
- Conduct of another adult
- Bruising or evidence of physical hurt; which may or may not be accompanied by the unusual behaviour of a child
- The unusual behaviour of a child

(o) Supervision

- There must be adequate supervision of the children at all times. The absolute minimum off site ratio of staff to children is 1:8 whilst maintaining a minimum of 2 adults to any group. Other ratios can be negotiated with the Course Director / Childcare Manager once the nature of the children is known
- There must be a named leader when the children are present. If a group of children goes off site, there must be a named leader of this group.
- Out of bounds areas must be enforced.
- Road drills to be enforced.
- Travel drills (if a minibus is involved) to be enforced.

! Supervision ratios should be one of the initial considerations the team makes when planning activities. It is vital both for safety (the primary reason) and for enhancing the child's experience through adult attention and input

(p) Responding appropriately to children

Staff, delegates and volunteers are not responsible for diagnosing abuse but all have a responsibility to be aware and alert to signs of possible abuse. With this in mind the following are to be adhered to

Responding appropriately to a child making an allegation of abuse

- Stay calm
- Listen carefully to what is said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Tell the child the matter will only be disclosed to those who need to know about it
- Allow the child to continue at his/her own pace
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the child they have done the right thing in telling you
- Tell them what you will do and with whom the information will be shared
- Record in writing what was said, using the child's own words, as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Speak to the BTT DCPD as soon as possible to discuss next steps

- It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child care agencies

Noticing marks and injuries

- Note the appearance of the marks or injury with an approximation of size
- Use a body map to show position and size of marks – do this as soon as you can but not in front of the child
- Notify the DCPD as soon as possible and pass on your notes and records

(q) Secrets

There must be no secrets on camp, any accidental swearing, touch or knock must be reported.

Disclosure

If a child says 'can I tell you a secret' or any version of that sentiment your response must be – of course you can tell me anything but I may not be able to keep it a secret. Do not question, react in horror, or get angry!

(r) Strangers/unknown adults on site

If you see or hear anyone on site that you do not recognise you must challenge them and then escort them to the CCM or site office

SPECIFIC CHILDCARE SAFETY REQUIREMENTS

To protect both adults and the children in their care we have to meet the basic criteria detailed below. Some of these CSR's may not be understandable; however all will be explained during the preparation period before the children arrive.

Note – this is not an exhaustive list. Any activity must have a CSR before the activity begins. If you do not have one, make sure that you ask the Childcare Tutor for one well in advance of the activity.

General

All adults present at an activity must be aware of and enforce the CSR's.

Care Diary

All entries to include: -

- Day and date
- Adults name
- Child's name
- Child protection or other concern/incident/"telling off"
- Name key witnesses to event (adults and children)
- Note action taken
- Note subsequent actions to be taken

Radio Communication

- Any group using the pool, adventure playground, sports pitch or grounds must have a radio in their possession turned on and with sufficient volume to hear a message over any noise.

Accidents and Emergencies

- There will always be a BTT first aider in the vicinity of, or in radio contact with, any group including children
- In any group the person deemed 'in charge' will be the BTT representative
- All medical emergencies and/or accidents will be dealt with by a BTT first aider.
Note: In the event of a life threatening situation any adult present will deal with the immediate danger and summon a BTT first aider at the earliest opportunity.

Photographs

- Parents/carers permission is necessary before any photographs can be taken
- On site a child's permission must be obtained before their photograph is taken
- With permission photographs may be taken only for use on the course – individual, group and/or activity
- All photographs of children are to be destroyed and discs wiped, at the end of the course – CCM/Course Director to ensure.
- Only photographs of activities where children can not be identified can be kept after a course has finished providing specific permission has been given for this

- No photographs are to be used in advertising/reporting unless permission is given by the CCM, school and parents

Weather

- Children to be dressed appropriately for weather conditions and likely changes
- Hats and tops to be kept on in sunny or hazy conditions
- Sun cream to be applied by childcare prior to exposure

Themes of Monsters, Witches, Ghosts etc

- Stories should not be based in or around where we are staying
- The aim is to enchant (promote the magic and mystery) not to scare

Mealtimes

- All are to remain seated throughout
- Any table with children on must also have one or more adults
- Adults to serve the food
- No food is to be saved for later
- Children must have finished eating before leaving the table
- Adults to manage food intake :- no overeating to be allowed, under eating to be noted - see childcare

Picnics

- All children to be closely supervised whilst eating
- Children to remain seated until all have finished
- No food to be kept for later by a child or for a child

Tuck

- Any food purchased to be consumed at time or returned to the shop
- Tuck time to be a calm controlled session – no running

Barbecue/Camp Fire

- Water or sand is to be readily available
- Minimum of 1 metre child free zone around bbq/fire
- Adults only to cook or feed fire
- Any activity around or near fire is to be a seated activity

Bedrooms

- Children to be supervised during bedtime and get up routines
- Bedroom doors to be kept open – unless children are asleep – childcare will close doors
- No boys in girls rooms and visa versa
- No adult to be alone with a child in a bedroom
- No male to be on his own with children in a darkened bedroom
- Any change to sleeping arrangements to be notified at handover so bed maps/lists can be adjusted

Showering

- Shower room door to remain ajar and an adult present in the area to maintain safety and behaviour
- No teasing or taunting to be allowed
- Other adult/s to manage children getting ready to shower or dressing
- No adult to be alone with a child

Disco/show/party

- It is a requirement that the needs of the children are always paramount over the needs of the adults
- At all times adults must be seen to be in charge of the event, one adult must have primary responsibility for behaviour
- The level of control must be appropriate to the activity
- Games that structurally can lead to injury are not allowed (e.g. musical bumps, musical chairs)
- Any floor wires to be taped
- Only adults to operate electrical equipment, unless express permission from Childcare Manager is given and appropriate training and supervision undertaken
- 1 metre exclusion zone around equipment

Art and craft

- Any spillage must be immediately cleared up
- Scissors are to be carried in the proper manner
- Movement is to be kept to a minimum

Twister

- Adults are not permitted to play on the mat at the same time as children
- The area the mat is placed in is to be clear of obstructions a player may fall into/on
- Child care are to assess the 'risk' of boys and girls playing together and rule appropriately

Swimming

- No one in swimming area unless lifeguard is present
- Swim test to take place at beginning of first session
- No adult to be alone with a child in changing room or toilet area
- If adults are to swim they are to change before or after BTT children
- Delegates to manage session/behaviour/discipline to enable lifeguard to observe safety
- Adults to maintain their own and child's personal space
- The only permitted body contact is hand holding
- No teasing/taunting to be permitted.
- Venue house rules must be adhered to

Football/Games Pitch

- Radio to be held by session leader (turned on for instant access to First aid in the event of an emergency)

- Football is to be a non-contact game, adults are to insist on this rule
- Adults only to pick teams
- All rules to be enforced including out of bounds rules
- If adults are playing they must be prepared to back off – the children won't

Adventure Playground area

- Radio to be held by session leader (turned on for instant access to First aid in the event of an emergency)
- Adults are not to encourage children to go beyond their ability
- Any games or play in this area is to be non-contact = no pushing and shoving
- In the event of any accident or injury – do not move child, summon Childcare
- Jewellery and coat cords are to be removed or securely tucked in
- Swings are to be managed by an adult and no children permitted to cross in front or behind when they are in use. No jumping from a moving swing or standing up
- Children are not permitted to use the monkey bars
- The hanging grips are only to be used by those children who can jump and reach them from the floor without aid – not accessing them from the main structure.

Recreation Hall

- Radio to be held by session leader (turned on for instant access to First aid in the event of an emergency)
- Safety boundaries and rules are to be established during first visit and enforced in any subsequent visit i.e. no children on or under stored furniture and equipment
- BTT provided kit and soft ball games only to be used

Uni-hoc

- All sticks to be kept and used below the child's waist height
- Uni-hoc is a non-contact sport – adults to insist on this
- The game is to be stopped if anyone falls or is on the floor giving them time to get up

Tag Rugby

- All tags are to be worn at the side, not front or rear
- Tag Rugby is a non-contact sport – adults to insist on this
- Adults are to strictly enforce behaviour boundaries

Treasure/Scavenger Hunts

- Boundaries for search area to be set and explained to children prior to start
- Children to be accompanied by adults at all times
- Adults must enforce road safety (e.g. car park and drive)
- Minimum of 2 adults and 1:8 ratio must be maintained at all times
- No running downhill
- Children must only pick up and collect items they have been asked to
- Children are not to be asked or allowed to collect any item that could be considered a health and safety risk i.e. animal droppings
- All children are to wash their hands ASAP after collecting

Tug of War

- The rope must not be wrapped around/attached to any part of a child
- Adults are to stop the activity immediately any child falls
- Activity is only to take place in an area clear of obstructions

Ball games and relay races

- Adults are to establish and manage rules and behaviour boundaries
- Any ball entering an out of bounds area is to be abandoned or retrieved by an adult

Outdoor playtime/sports/games

- Maintain min. 2 adults and 1:8 ratio
- Physical boundaries must be set and explained to children at start of activity, and then maintained
- Behaviour standards to be maintained
- Ensure children play safely i.e. no rough play, no traffic in swings area
- A radio must be held by the session leader (or a mobile phone with childcare's number on speed-dial) to summon childcare in the event of an emergency

Walks

- Children may only be taken on a BTT approved walk
- Minimum of 2 adults to any group maintaining 'off site' ratios
- Adult leading walk to have previously checked out route
- No child in front of lead adult
- Adult to bring up rear of party – no child behind rear adult
- Front and back of group to be close enough to maintain visual and vocal contact
- Road drills to be enforced
- Children with Asthma – child to be carrying own inhaler, leader to check before leaving site (“Do you have your inhaler? Show me”)
- BTT staff are to accompany

Road Drills

- BTT staff to accompany
- Minimum of 2 adults to any group maintaining 'off site' ratios
- Children to walk on the safest side of the road
- No child in front of lead adult
- Adult to bring up rear of party – no child behind rear adult
- If there is no pavement - when a vehicle comes the group is to stop in a safe place allowing vehicle to pass
- Any road crossing is done en mass at the same time with adults stopping traffic to facilitate this
- Group to stay close together

Offsite visits and shopping trips

- Children to stay with adults
- Minimum of 2 adults to each group – maintaining off site ratio
- No name labels/badges to be worn
- Children to be instructed what to do if lost prior to arrival at venue
- Children to be escorted to and from toilets – no BTT adult to use toilets at same time as BTT child
- In shops – one adult to stay by door

Additional/replacement CSR's for Killary and Carlingford

Showering

- Children to be encouraged to shower naked but permitted a bathing costume if adamant
- Shower room door to be closed but not locked and an adult present in the area to maintain safety and behaviour
- No teasing or taunting to be allowed
- Other adult/s to manage children getting ready to shower or dressing
- Adults to maintain visual contact during shower time, in the case of too few adults – discuss procedure with childcare
- No adult to be alone with a child

Beach visit

- Childcare to accompany
- Road drills to be enforced
- Boundaries to be set and explained on arrival
- Children to stay in sight of adults at all times
- Swimming is only permitted with adults in the water marking out the area that can be used and a 2:6 ratio

Off site instructor lead activities (childcare do not have to accompany)

- BTT and Centre ratios to be maintained
- Delegates to run session (Instructors will lead actual activity)

Instructors will organise and lead the actual activity, maintaining a group's safety during the activity.

They will not lead the session, occupy ch. not actively engaged in the activity or manage ch. behaviour unless it compromises the safety of the activity.

**INFORMATION FOR CHILDREN (and their parents/carers)
ATTENDING A BTT HOLIDAY**

Venue: Harlyn Sands Caravan Park
St Merryn
Cornwall
Tel No: 07884074419 - limited service but messages will be checked 2 x daily

Child Protection

The BTT have a strict code of practice and child protection policy (which is available via your head teacher should you wish to read it) Our Designated Child Protection Person is our Child Care Manager - Jude Pollard and she is the person to speak to if you have any child protection concerns or problems before, during or after this holiday. You can contact her via the BTT office on 0117 963 3418. Her Deputy is Jan Swann also contactable via the office.

Behaviour

A reasonable standard of behaviour is expected based along the lines of what is acceptable at school i.e. respecting other people and their property, keeping your hands and feet to yourself.

Medicines

An adult will collect all medication (except treatment inhalers) when the children arrive on site and will be responsible for ensuring it is correctly taken. All medications should be marked with the Childs name, the dosage and when the medicine is to be taken. Please check that there are sufficient supplies to last the duration of the holiday. If you have spare asthma inhalers, please send them. If your child regularly suffers from headaches, aches or pains please note this on the Essential Information form along with how you usually treat it.

Telephones

We ask that parents do not call to speak to their child as we have found in the past that this can lead to homesickness. Children are not allowed to call home for the same reason. Please do call the childcare team in the event of an emergency or if you are worried. Children are not allowed to bring mobile phones.

Valuables

An adult will collect all personal stereos and cameras for safekeeping. Do not bring/send other items precious to you, as they may get lost. No mobile phones, cyberpets or electronic games are allowed.

Food and Sweets

Please do not send/bring any food or sweets with you (unless you have been requested to send a packed lunch or tea), they are not allowed to be consumed on the coach and the venue provides a good balanced diet with occasional use of a tuck shop.

Pocket Money

No more than £8.00 please, there is very little chance to spend it.

ESSENTIAL INFORMATION & CONSENT

Please complete this form in full for each child attending

Name of child

(To be printed on
Headed paper)

Date of birth

Address

.....

Home Tel No

Emergency Contact No

Emergency Contact Name

Relationship of emergency contact to child

Medical Information

Name & Address of Doctor

Medical Card Number (if known)

Date of last Tetanus injection

Any allergies

Any special medical treatment
(written medical instructions must be provided if your child needs medication)

Any significant Medical/Personal information (including any special dietary requirements)

.....
(If you wish to discuss a medical matter privately please make arrangements via the
Head teacher)

Declaration

1. I understand and accept that this holiday is not organised or run by my child's school and that no member of school staff will be accompanying the children (if concerned in anyway please contact your head teacher)
2. My child can/cannot swim. My child can swim a width/length (please delete as necessary)
3. I agree that my child is fit to participate in the sports and games activities to be undertaken (e.g. swimming, walking)
4. I give permission for any dental or medical treatment which may be necessary in an emergency whilst my child is away from home.
5. I give permission for sun cream and insect repellent to be used on my child, also for any medical aid such as Calpol 6+ sugar/colour free, Anthisan, Aftersun, wound dressings etc to be used as necessary.

Signed

(Parent/Guardian)

Date

ESSENTIAL INFORMATION & CONSENT

Please complete this form in full for each child attending

Name of child

(To be printed on headed paper)

Date of birth

Address

.....

Home Tel No

Emergency Contact No

Emergency Contact Name

Relationship of emergency contact to child

Medical Information

Name of Doctor

Medical Card Number (if known)

Date of last Tetanus injection

Any allergies

Any special medical treatment

(written medical instructions must be provided if your child needs medication)

Any significant Medical/Personal information (including any special dietary requirements)

.....
(If you wish to discuss a medical matter privately please make arrangements via the Head teacher)

Declaration

1. I understand and accept that this holiday is not organised or run by my child's school but that there will be a member of school staff accompanying the children.
2. My child can/cannot swim, my child can swim a width/length (please delete as necessary)
3. I agree that my child is fit to participate in the sports and games activities to be undertaken (e.g. swimming, walking)
4. I give permission for any dental or medical treatment which may be necessary in an emergency whilst my child is away from home.
5. I give permission for sun cream and insect repellent to be used on my child, also for any medical aid such as Calpol 6 plus sugar/colour free, Anthisan, Aftersun, wound dressings etc to be used as necessary.

Signed

(Parent/Guardian)

Date

BTT School Liaison Protocol

The BTT CCM will meet with every school that takes advantage of an offer of places on a BTT event. At this meeting she will

- Discuss the detail of the event, which adults and children will be attending and agree emergency arrangements
- Discuss and agree responsibilities in the event of a child protection concern. BTT will ensure the school is aware that it is BTT's policy that it is the responsibility of the schools DSPCP to make any referral to children's social care and that it is the BTT's responsibility to inform the school DSPCP of any concern immediately it arises. Also that if the school DSPCP does not agree to make a referral to children's social care, or is unavailable to discuss possible referral, the BTT LCC/DCPP will determine whether or not to take any further action independently of the school and may seek advice from a child protection agency about this. In this case the BTT will keep the school fully informed at all times.
- Provide all policy and procedure documentation
- Discuss transport arrangements and supervision ratios
- Provide detail of the accommodation and activities to be provided, including any safety information necessary i.e. staff qualifications to lead an activity, a buildings safety features, who is housed where, etc
- Give a briefing to children and their parents/carers including providing them with information on
 - a child's right to feel and be safe
 - who to talk to and what to do if they feel unsafe
 - adults attending
 - activities and what to bring
 - the venues name, address, telephone, emergency arrangements
 - contact detail for the BTT DCPP and making them aware of the availability of the BTT safeguarding Children Policy
- Ensure the school provides BTT with
 - the schools DSPCP and his/her deputy's 24hour contact information,
 - the schools Safeguarding Children Policy and procedure,
 - background and confidential information as necessary, asking if any child is the subject of a child protection plan where this may be relevant to their safety and well-being whilst in BTT's care
 - parental permission, essential and medical information for each child attending, retaining a copy for their records

Transportation of Children Operating Procedures

The BTT transport children to and from a venue on residential events and also in the case of a child who needs to return to school or home or requires medical/dental attention whilst in our care.

The following operating procedure is to be adhered to by any adult working with the BTT and is in place to ensure no person is put at unnecessary or avoidable risk.

Transporting a group to and from a venue

1. Any coach company or vehicle hire company will hold/provide the necessary insurances and safety equipment.
2. Drivers will adhere to 'Driving time' law and any breaks will be taken where possible before the children are boarded
3. BTT staff will hold a grab bag containing first aid, contact detail and permissions from all parents/carers, necessary travel sickness equipment, emergency contacts for both the schools Designated Senior Person and BTT lead child care on the event.
4. Where necessary booster seats will be used.
5. The BTT will aim to keep any travel time to a minimum working to an ideal 2½ to 3 hour journey time, where necessary breaks will be programmed into a journey.
6. There will always be a minimum of two adults (this includes school staff) on any coach (plus driver) or minibus(including the BTT driver) journey who will adhere to the BTT Code of Practice and Safeguarding Children policy and procedures at all times, one of these will be appointed 'Leader' for the journey.
7. Children are not to be allowed to eat or drink or move around whilst the vehicle is in motion. Seat belts are to be worn properly at all times unless the vehicle is parked.
8. At any stop the group will maintain the 2 adults to a group ratio – toilet trips will be managed en-mass by the adults at the beginning of the stop and again at the end of the stop if deemed necessary – no child/children will be left unattended at any time.
9. Children will enter public toilets under the supervision of a BTT adult (this includes school staff) or where this is not possible - use the single disabled toilet with a BTT adult outside in sight of other service users.
10. No BTT adult is to use the toilets at the same time as BTT children; no adult is to be alone in the toilets, or out of sight of other users, with a child.

Transporting a child via car back to school or home or in the event of an emergency.

1. A parent/carer's specific permission is required before a journey of this nature is undertaken.
2. Where possible a second adult will accompany the child and driver. If this is not possible the parent/carer's specific permission is needed for an adult to be alone with the child in a vehicle. A second adult will always accompany the child and driver in the case of a possible head injury.
3. Where necessary booster seats will be used.

4. No child/children will be left unattended at any time.
5. A child will only be transported in a vehicle that is legally safe, insured and taxed as required.
6. No adult male will transport a child alone in a vehicle

These operating procedures apply to all adults working with the BTT accompanying children on journeys, trips or visits

Checklist for Appointed Leaders on Journeys

<u>Items to take/do</u>	<u>group/coach</u>	<u>minibus</u>	<u>car</u>
First Aid Supplies	X	X	X
Travel sickness Supplies	X	X	X
Essential information form	X	X	X
Medical information/medication	X	X	X
Register of all persons travelling	X	X	
Contact detail of School and CCM	X	X	X
No Id on children	X	X	X
Working cell phone	X	X	X
Specific permission to transport lone child with lone adult		X	X
Second adult necessary	X	X	in the case of a head injury
Second adult can be the driver		X	X
Driver breaks required	X	X	advised