

Oxen Park Cinema Club

Child Protection Policy

Review February 2012 – CM & JC

This document is written for all volunteers, club members and those in the community who wish to become involved in showing films and film making activities to young people on behalf of the Oxen Park Cinema Club.

It seeks to lay down and make clear the responsibilities we have in order to maintain the highest standards of welfare of the young people in our care. It provides guidance on child in need and child protection issues and states the action required by individuals where there are concerns of a child in need/protection nature. It sets out principles and practical procedures which will underpin our ethic of care which permeates all our activities.

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1. The Child Protection Policy

Organisation: The Oxen Park Cinema Club (OPCC)

Date of Policy : 1st September 2003 (Policy to be reviewed annually)

Latest review – 24th February 2012

This document applies to all those who work for OPCC in a voluntary or paid capacity.

OPCC = all committee members and volunteers helping to run film shows and film making activities for Under 16's.

Child = the children, under 16 who come to the film shows, film making workshops and linked activities.

Policy Statement

The Oxen Park Cinema Club (OPCC) aims to advance the education of all sectors of the community in the knowledge, understanding and appreciation of the art of film. Through film shows, film making activities and linked events OPCC aims to bring young people together promoting social and leisure activity in our rural situation.

The OPCC Committee want to make sure that children are protected while they use the facilities provided and while they are participating in events run by appointed volunteers.

We do this primarily by:

- ❖ Giving parents, children, OPCC members and the general public, information about what we do and what is expected from us.
- ❖ Making sure that our members and volunteers understand our child protection policy.
- ❖ Making it clear how concerns can be voiced by adults and children.
- ❖ Applying and incorporating the above points in the OPCC Child Protection Policy

Aims and Objectives related to Child Protection

- ❖ OPCC is committed to showing films especially selected for children Under 16.
- ❖ OPCC aims to show at least one film a school term to an audience of Under 16 year olds. These films will be shown in village or school halls. The films will be advertised within the target area of six parishes through community newsletters and the three Primary schools.
- ❖ Children may attend the main monthly film shows as guests of an adult when there is an appropriate age rating certificate.
- ❖ OPCC promotes film making activity for local young people through workshops.

Oxen Park is the centre of a sparsely populated rural community. The membership and volunteer committee are generally known to each other. Families are also known well and have support from the community as well as the schools. Children attending OPCC activities will be supervised with a continuing responsibility for their physical, social and emotional welfare. Films for children will always be shown by at least one adult who has been CRB checked.

OPCC recognises that it has responsibility for safeguarding and protecting children in its care and for reporting concerns about children in need.

OPCC recognises that it needs to have clear guidance and procedures in place to ensure appropriate referrals and co-operation with local ACPC procedures.

Any OPCC volunteers helping to show films or run workshops for Under 16's will be trained to be aware of the risks to, and the needs of, children with whom they have contact. All committee members will be made aware of these Child Protection Procedures.

Our approach to Child Protection has three elements:

a) Prevention.

Our primary concern is the welfare and safety of all children, especially those who are under our care.

At all times we will work with children and others in a non discriminatory way. We will try to ensure that the way in which we work with children actively demonstrates our commitment to allowing children to have positive and safe experiences.

All adults and children within our organisation have the right to:

Respect
Tolerance
Understanding
Be listened to

- ❖ Children under 12 are expected to attend film shows accompanied by a parent/adult.
- ❖ Parents leaving any of their child/children who are Under 12 for the duration of a film should appoint another adult who is willing to act 'in loco parentis'.
- ❖ Activities may be organised for young people where it is not necessary for parents to be present. An information sheet including the activity and people responsible for it will be produced for these activities.
- ❖ All workshops will be managed by at least two adults, at least one of whom will be CRB checked.
- ❖ For any activity where children under 12 are unaccompanied then at least one supervising adult for that activity will have a CRB check.

❖ **School based Film Shows:**

It is the school's responsibility to provide appropriate child care/supervision for any children unaccompanied by an adult. OPCC undertakes to ensure that this arrangement is in place.

b) Protection

We will ensure this by following these agreed procedures, ensuring volunteers are trained to have an awareness of child protection issues and have a clear understanding of these procedures. A copy of this document will be given to new volunteers. They should read the information and ensure they understand and agree to adhere to the procedures.

c) Support

In our dealings with children we will be mindful that they are unique individuals who have different experiences and different needs.

2. Roles and responsibilities

- ❖ The sub-committee responsible for organising films for Under 16's includes: Carol McNeill, Secretary (861507), Fiona Baxter, Membership Secretary, (860267). Jane Chaloner, committee member (861283).
- ❖ The sub-committee responsible for organising film making workshops for under 16's includes Carol McNeill (see above) and Roger Layfield, (015395 30092)
- ❖ The named person for child protection in OPCC is Jane Chaloner. Jane is a Family Play Worker for Banardos and can be contacted by phone at 01229 861283 or by mail at High Hay Bridge, Bouth, Ulverston, LA12 8JG
- ❖ Any queries with regard to this document should initially be discussed with Jane Chaloner.
- ❖ Any volunteer who may have concerns for a child in need or a child in need of protection should contact Jane Chaloner.
- ❖ The area contact for general Child Protection information is Barrow Children's Services (01229 407894/5)
- ❖ Children's Services have the statutory duty for child protection enquiries and investigations.

Responsibilities for volunteers working with OPCC children's film shows and related activities.

All volunteers should:

1. Be clear about responsibilities regarding child protection
2. Be trained in the CP procedures contained in this document.
3. Have an up to date CRB Disclosure Certificate if required.
4. Keep up to date with this CP policy and attend update meetings organised by OPCC.
5. Be aware of arrangements for reporting and accountability. Any **accidents or injuries** should be recorded in the accident page at the back of the film show signing in book. **All incidents** involving children or volunteer workers should be recorded in the incident book which will be kept by Jane Chaloner for reasons of confidentiality
6. Acknowledge their 'duty of care' towards the group.
7. Always behave appropriately when working with any children coming to OPCC activities.
8. Be alert for signs which cause rise for concern regarding CP.
9. Avoid being left alone with a child outside their own family group.
10. Know that children left by their parent (unaccompanied) will not be left with only one adult unless it is in unavoidable circumstances. All film shows for under 16's will always be shown by a minimum of two adults; at least one of whom will be CRB checked.
11. Be prepared to ask for assistance when a child needs or asks for support.
12. Always maintain confidentiality with any CP related concerns.
13. Know that Jane Chaloner is the first point of contact for CP issues and support.

3. Recruitment, Training and Support

Recruitment

OPCC, as a volunteer community based organisation, does not have a formal recruitment policy. All new and existing volunteers who offer to help with showing films, film making and related activities to young people will be made aware of the procedures for dealing with child protection issues.

OPCC seeks to ensure the optimum safety for children when recruiting volunteers. They will be asked to complete an Application/declaration Form (Appendix 5).

Volunteers who may have unsupervised access to unaccompanied children will be asked to have a CRB check

Training

The policy and supporting documentation will be made available to all new volunteers (members assisting with activities for young people) and an induction/re-training session will be held once a year to update these members on the Child Protection Policy.

Support

Sometimes dealing with issues of a child in need or child in need of protection can be upsetting or confusing. In recognition of this support will be offered by Jane Chaloner, the OPCC child protection officer.

3. Confidentiality

- ❖ All young people in our care will be treated with respect. Adults with any concerns linked to children in need/protection issues should share these with Jane Chaloner in the first instance. Volunteers should never agree total confidentiality to children under 16.
- ❖ Where there are concerns about a child, this information should only be shared on a “need to know basis and should not be widely shared.

4. Recording and Storage of Information

- ❖ General Membership records kept by OPCC will only include details of adults
- ❖ Photographs will only be taken and used with parental consent.

Film Making:

- ❖ Details of young people taking part in film making activities will include: Name, address, phone number, details of parents and emergency contact numbers. Any special medical information which is necessary to know. This information will be kept on paper and secure.
- ❖ All these details can be seen by the young person and their parents/carer if requested.
- ❖ Any child protection information will be stored in a separate secure place accessible only to Jane Chaloner or Barrow Children’s Services

Appendix 1.

The Children’s Act 1989 and the two types of children in need

The Children Act 1989 describes two types of ‘child in need’.

1. **Children who are at risk of significant harm – Section 47**
2. **Children who are ‘in need’ of assistance – Section 17**

Section 47 of the Act refers to children who are at risk of significant harm and need immediate protection. The section gives the statutory power to a Local Authority (Social Services department) to intervene in the life of the family by making enquiries if there is reasonable cause for suspicion of, or actual risk that a child may suffer significant harm.

In Cumbria the categories that may lead to a child being registered as being at risk of significant harm are:

Physical Abuse

Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

When a parent or carer feign the symptoms of, or deliberately causes ill health to a child whom they are looking after, factitious illness by proxy or Munchausen syndrome by proxy.

Emotional Abuse

The persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse

Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts.

Non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development.

Appendix 2**OPCC Procedures for concerns that a child is at significant risk – Section 47 or a child in need – Section 17**

1. If you become aware of a child who may be at significant risk it is important to alert **Jane Chaloner** as soon as possible. Jane will make a decision on how to proceed.
2. Never choose to deal with concerns of a significant risk by either handling the situation yourself or by doing nothing.
3. Section 17 – if you have concerns about a child or family who appear to be in need of assistance to help them steer away from becoming a child in need of protection contact and discuss this with Jane Chaloner. Jane will make decisions on how to proceed.

Appendix 3**Sexually Inappropriate or Sexually Aggressive Behaviours**

On occasions there may be a child who you become aware is dealing with his/her peers in a sexually inappropriate or sexually aggressive manner.

There are several reasons for such behaviours. It can be distressing to other young people and to the adult volunteers.

1. Inform one of the child protection sub-committee if they are present. If not:
2. Make it clear to the child that such behaviour is not acceptable and should stop immediately.
3. Inform Jane Chaloner who will decide the best action to proceed with.

Appendix 4**Contact Numbers****First Contact for OPCC Child protection concerns and issues.**

Jane Chaloner, High Hay Bridge, Bouth, Ulverston LA12 8JG 01229 861283

OPCC Child Protection sub-committee

Carol McNeill Manor Cottage, Oxen Park, ULVERSTON, LA12 8HG. 01229 861507

Fiona Baxter 2, Danes How, Rusland, ULVERSTON, LA12 8LB 01229 860267

Jane Chaloner High Hay Bridge, Bouth, ULVERSTON LA12 8JG 01229 861283

Children's Services

Barrow Children's Services: 01229 407894/5. 'Out of hours' number is 01229 526690 (for after 5pm, weekends and bank holidays).

Police – Child and Adult Protection Units

0845 3300 247

Appendix 5

Oxen Park Cinema Club**Application/Declaration Form for Volunteers working with Young People**

Oxen Park Cinema Club is a membership only club run by volunteers. To protect the children who come to film related activities without a parent and to whom we owe an ethic of care we would like to have the following information. This is part of our Child Protection Policy.

1. **Name**
2. **Address**
3. **Telephone Number**
4. **Please give other names by which you are known**
5. **Please give a brief summary of any work you have done with young people.**

This information will be retained in a secure place and remain confidential material

Appendix 6

Names of OPCC members and people who have undergone a CRB Check and have a Disclosure Certificate. (2012)

Name	OPCC member	Date of Disclosure Cert	OPCC activity	Notes
Carol McNeill	Committee	2010	Film-making workshops	
Roger Layfield	Committee	2008	Film-making workshops	
Jane Chaloner	Committee	2009	Children's film shows	