

METAL CULTURE LTD

CHILD PROTECTION POLICY

Policy Statement

Metal believes that every child regardless of age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity has at all times in all situations a right to feel safe and protected from any situation or practice which results in that child being physically or psychologically damaged.

It is the duty of all Metal staff, freelancers and volunteers to prevent the physical or emotional abuse of children with whom they come into contact.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Definition

For the purpose of these policies and procedure children are any person under the age of 18 years, or those whom are considered vulnerable.

Metal will meet their commitment to safeguard children through the following means:-

Awareness	Ensuring that all staff, freelancers and volunteers are aware of the problem of child abuse and risks to children
Prevention	Ensuring, through awareness and good practice, that staff and others minimise the risk to children
Reporting	Ensuring that staff and volunteers are clear what steps to take where concerns arise regarding the safety of children
Responding	Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse

We will endeavour to safeguard children by:-

- Adopting child protection policies and guidelines through a code of behaviour for staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Ensuring that the Criminal Record Bureau, in accordance with their guidelines checks all staff and volunteers with responsibility for children
- Making all new staff and volunteers aware of our child protection procedures and policies

- Appointing a designated person to enable any concerns to be reported in accordance with our procedures
- We are also committed to reviewing our policy and good practice at regular intervals

In order that the above standards of reporting and responding are met, Metal will ensure that they:-

- Take seriously any concerns raised
- Take positive steps to ensure the protection of children who are the subject of any concerns
- Support children, staff or other adults who raise concerns or who are the subject of concern
- Act appropriately and effectively in instigating or co-operating with any subsequent process of investigation
- Listen to and take seriously the views and wishes of children
- Work in partnership with parents/carers and/or other professionals to ensure the protection of children

All staff, freelancers and volunteers working with children for Metal will be given a copy of the Metal Child Protection Policy and procedures.

Code of Behaviour – for all Staff and Volunteers

You must not:-

1. Staff and volunteers should not spend excessive amounts of time alone with children, away from others. Meetings with individual children should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting.
2. Staff and volunteers are advised not to make unnecessary physical contact with children.
3. It is not good practice to take children alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents/carers and the designated person in charge.
4. Staff and volunteers should not meet children outside of organised activities.
5. Staff and volunteers should not start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to the designated person.
6. Staff and volunteers should never (even in fun):-
 - Initiate or engage in sexually provocative conversations or activity
 - Allow the use of inappropriate language to go unchallenged
 - Do things of a personal nature for children that they can do themselves
 - Allow any allegations made by a child to go without being reported and addressed, or either trivialise or exaggerate child abuse issues.
 - Make promises to keep any disclosure confidential from relevant authorities.
7. Staff or volunteers should not show favouritism to any one child, nor should they issue or threaten any form of physical punishment.

You Must:-

8. Staff and volunteers must respect the children's right to privacy and encourage children and adults to feel comfortable enough to report attitudes or behaviour they do not like.
9. Staff and volunteers at Metal events will be expected to act with discretion with regards to their personal relationships. They should ensure their personal relationships do not affect their leadership role within the organisation. All pre-existing relationships between staff/volunteers and/or participants of any Metal event must be declared.
10. Staff and volunteers must refrain from consuming alcohol for a period of at least 12 hours prior to assuming responsibility for any child or children.
11. All staff and volunteers should be aware of the procedures for reporting concerns or incidents and should familiarise themselves with the contact details of designated persons.
12. If a member of staff or volunteer finds himself or herself the subject of inappropriate affection or attention from a child, they should make others aware of this.
13. If a member of staff or volunteer has any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviours of another staff member or volunteer or concerns based on any conversation with a child; particularly where the child makes an allegation, they should report this to a designated person.
14. All staff and volunteers should endeavour to be an excellent role model. This includes not smoking, drinking alcohol, taking illegal drugs or swearing in the company of children.