



SAFEGUARDING – CHILD PROTECTION POLICY FOR FRIENDS – PLAY FOR DISABLED CHILDREN

Introduction

The safety and wellbeing of children & young adults is a top priority for all members of Friends. This policy outlines our commitment to the responsibility of safeguard & the protection of those who access our services.

The Purpose of the Policy

Although the group is parent lead we acknowledge the need for a protection policy. The policy provides protection for the children & young adults whom are particularly vulnerable on account of their disability for example if non-verbal they will be unable to communicate comprehensively.

It will also provide parents & carers with guidance on good practice & procedures if they come into contact with any other members of the group & will encourage a safeguarding culture.

Application

The groups aim is to have fun as a family & as a group whilst offering support to each other & keeping safe.

We will endeavour to safeguard those accessing our services by:-

- Valuing them, listening to them & respect them
- Encourage a culture of awareness amongst all attendees
- Ensure Parents/Carers attend events with their child/young adult, parents assume responsibility for their own children at all times & should not be left unattended or allowed to wander out of sight.
- If a Parent cannot attend an event & a carer attends in their place, the carer should either be a close family member, or an employed carer (an employed carer in this instance will be a person employed through the direct payments scheme ran by the Local Authority, & therefore these individuals will already hold a relevant DBS check.)
- Friends does not currently have any volunteers outside of the trustee's family members. However, if the group should gain volunteers in the future an enhanced DBS check will need to be carried out & reviewed every 3 years in line with current legislation.
- Confidentiality is a key issue, particularly where children/young adults are concerned. Whilst parents offer details of their child's disability within the group, this information must not be passed

on by anybody other than the parent carer. (The only exception to this would be outside agencies where necessary i.e. in an emergency situation).

- Addresses & telephone numbers should not be given out without prior permission.
- Consent forms have been signed authorising group to take photos for onward use to our sponsors/funders these forms are contained within the registration form.
- Friends have an appointed Safety Officer, who has the appropriate training in child protection issues. Any concerns regarding an individual's safety must be reported to the Safety Officer.
- Member of the club should not promise that any allegations will remain a secret.
- In the event of a concern received the Safety Officer should:-
 1. Listen to the individual
 2. Offer reassurance
 3. Don't interrupt
 4. Don't overreact
 5. Explain clearly what you have to do & whom you have to tell
 6. Do not question or interrogate the individual
 7. Record the discussion as accurately as possible, this should be dated & signed by the Safety Officer.
 8. The information should be passed onto the relevant bodies in the strictest of confidence.
- Children should travel safely in cars, using seat belts & car seats at all times.
- In the instance of a coach/mini bus being used for transport a reputable Company should be used & for longer journeys the coach must contain a toilet, to maintain comfort & dignity of all those on board – this is particularly important as some members have continence issues.
- Any equipment such as wheel chairs and buggies must be secured when travelling, either in the boot of the car or in the hold of the coach.
- When on the coach a trustee or family member will assume responsibility for headcounts to & from the journey's destination
- Parents should not take other young children/young adults on car journeys unless parental consent is given.
- All venues/coach companies we attend/use for events have appointed first aiders, and a first aid kit available which are maintained by the venue/coach company. Any other forms of medication provided should be given to the child by the Parent/Carer all medication will be kept out of the reach.
- Any person's that needs lifting & handling should only be moved by Parent/Carer whom have received the appropriate training. This is to maintain safety, comfort & dignity of the individual as well as the safety of the adult.
- Friends currently hold Public Liability Insurance, which is to be renewed on an annual basis.
- This policy should be reviewed annually, prior to the AGM & revised accordingly including any updates to legislation.