



Nottingham Climbing Company
The Old Pool
212 Noel Street
New Basford, Nottingham
NG7 6AT

Nottingham Climbing Centre Child Protection Policy & Procedures

Nottingham Climbing Centre: CHILD PROTECTION POLICY & PROCEDURES

1.0 Definitions

- 1.1. In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their 18th birthday. For the purpose of these procedures the reference to children therefore means 'children and young people' throughout. 'Staff' throughout refers to both paid and voluntary staff.

2.0 Policy Statement

- 2.1 Nottingham Climbing Centre is committed to protecting the welfare of all children as they participate in Nottingham Climbing Centre's activities. Nottingham Climbing Centre understands its responsibility to comply with legislation and will constantly monitor developments in this field. However, Nottingham Climbing Centre recognises that the best protection for children participating in our programmes is the vigilance and forethought of staff in preventing circumstances where abuse of trust could occur. To that end, Nottingham Climbing Centre will strive to create a safe and secure environment where service users and staff can work together confidently in mutual respect.
- 2.2 This policy should be read in conjunction with the British Mountaineering council (BMC) Child Protection & Vulnerable Adults Policy and Guidelines. These procedures are those of the Governing Body of British Climbing, also the Nottingham City & Nottinghamshire Child Protection Procedures (updated in November 2007). These procedures reflect and are compliant with Working Together 2006 and the following: the Education Act 2002, Every Child Matters: Change for Children Agenda, the Children Act 2004 and the National Service Framework (NSF) Children and Young People and Maternity Services.

- 2.3 Nottingham Climbing Centre staff are required to abide by the Staff Member/Volunteer Code of Conduct and, as part of that Code of Conduct, are required to notify Nottingham Climbing Centre of any police record or other factor which may make that person unsuitable to work with children.
- 2.4 Nottingham Climbing Centre will ensure that the Codes of Conduct, and the organisation's child protection procedures are continually monitored, developed and maintained and are appropriately communicated throughout the staff network. Staff throughout the organisation are responsible for ensuring that they are familiar with the Codes, Guidelines and procedures of the organisation, and that new staff and volunteers are appropriately inducted.
- 2.5 Nottingham Climbing Centre will maintain several policies and procedures geared towards abuse prevention that include, but are not limited to the following topics:
- **DBS** Disclosure and Barring Service
 - Careful selection, training and supervision of staff
 - Employee and Volunteer Disciplinary Process
 - Continuing education for staff
 - Procedure for reporting suspected abuse
 - Staff Member and Volunteer Code of Conduct
- 2.6 All staff and volunteers will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practising skills needed for the work.
- 2.7 Training on specific areas such as child protection, identifying and reporting abuse, and confidentiality of personal information will be given as a priority to new staff and will be regularly reviewed.

3 What is Abuse and Neglect?

- 3.1 Working together 2006 provides the following definitions:
- 3.2 **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.
- 3.3 **Emotional Abuse** is the persistent emotional maltreatment 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 another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development 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, both face to face and/or Cyber bullying (**Cyber bullying** is the use of **Information Technology** to harm or harass other people in a deliberate, repeated, and hostile manner. *Cyber bullying could be limited to posting rumours or gossips about a person in the internet bringing about hatred in other's minds; or it may go to the extent of personally identifying victims and publishing materials severely defaming and humiliating them.*) causing children frequently to feel frightened or in danger. Also the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment to a child, though it may occur alone.

3.4 **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. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

3.5 **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 and clothing
- 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.

3.6 **Recognising Abuse:** Child abuse occurs to children of both sexes and all ages, in all cultures, religions, and social classes and to children with and without disabilities. All staff should be alert to signs that a child may be at risk of significant harm. Some general considerations are as follows:

- Identification of child abuse may be difficult; it normally requires both medical and social assessment.
- Different types of child abuse may be present at the same time, e.g. a child who is being sexually abused may also be being physically abused. When enquiring into one type of abuse, staff need to be alert to potential signs of other abuse.
- Always listen carefully to the child – pay particular attention to any spontaneous statement. In the case of children without speech or with limited language, pay attention to their signing or other means of expression, including behavior and play.

- Any delay in seeking medical assistance or indeed none being sought at all, could be an indicator of abuse.
- Beware if explanation of an accident is vague, lacking detail, is inconsistent with the injury, or varies with each telling.
- Take note of inappropriate responses from parents or carers.
- Observe the child's interaction with the parents – particularly wariness, fear or watchfulness.
- Any history or patterns of unexplained injury/illness requires the most careful scrutiny. The fact that the parent/carer appears to be highly attentive and concerned should not divert attention from the assessment of risk.
- Beware if the child's injury is inconsistent with the child's development and mobility.
- Beware if there are indications of or a history of domestic violence. Violence towards adults may also indicate violence towards children and is itself be experienced as emotionally abusive.
- Children who are being abused often do not say and tend to perceive themselves as deserving of ill treatment. This is particularly so for children who are being emotionally abused.

4.0 Staff Member/Volunteer Code of Conduct

4.1 It is important that both Service users and Staff members can participate in Nottingham Climbing Centre activities in a safe and secure environment. This Code of Conduct has been developed for the protection of both service users and Staff members. To this end, Nottingham Climbing Centre expects all its Staff members to abide by this Code of Conduct.

4.2 Each Staff member/Volunteer:-

4.2.1 Will abide by the Guiding Principles and Programme rules of Nottingham Climbing Centre in all activities as a Nottingham Climbing Centre staff member

4.2.2 Will inform Nottingham Climbing Centre of any relevant police record or other factor, or any change in his/her circumstances, which may make him/her unsuitable either as a Nottingham Climbing Centre member of staff or for any particular Nottingham Climbing Centre activity.

4.2.3 Recognises that the role of a Nottingham Climbing Centre staff member places him/her in a position of trust with regard to all children who are service users participating in Nottingham Climbing Centre programmes, the

Nottingham Climbing Centre organisation, and to colleagues in the staff member and staff network, and undertakes to uphold that trust at all times.

- 4.2.4 Undertakes to maintain, within the organisation's procedures, the confidentiality of any information relating to other staff members, supporters or students made available to him/her in the course of the role as a Nottingham Climbing Centre staff member.
 - 4.2.5 Will not knowingly place him/herself in a situation where the Staff member is alone with a child or young person and will endeavour to ensure, as far as possible, that there is another adult in attendance at any meetings.
 - 4.2.6 Will ensure that any Nottingham Climbing Centre activities involving children outside the normal activities are agreed and approved by her/his line manager in advance.
 - 4.2.7 Will **NOT** have the **phone numbers** of any children attending the centre. If necessary, contact with juniors must be made by contacting the parents.
 - 4.2.8 Will **NOT** have the **e-mail addresses** of any children attending the centre. If necessary, contact with juniors must be made by contacting the parents.
 - 4.2.9 Will **NOT** accept "friend requests" or the like, by children on any **SOCIAL MIDEA NETWORK**, such as Facebook, Twitter, Instagram or Snapchat. (to name a few)
 - 4.2.10 Will **NOT** attempt to contact any children with "friend requests" or the like, on any **SOCIAL MIDEA NETWORK**, such as Facebook, Twitter, Instagram or Snapchat. (to name a few).
 - 4.2.11 Will not behave in any way, physically or verbally, that could be offensive.
 - 4.2.12 Remembers at all times that interactions, between him/herself and service users, must be such that no reasonable person observing that interaction could construe its nature as abusive.
- 4.3 *If you follow these simple guidelines, Nottingham Climbing Centre staff, and service users will work confidently together in mutual respect.*

5.0 Nottingham Climbing Centre's procedures for dealing with suspected abuse of trust by staff members:

- 5.1 When dealing with issues concerning abuse of trust, Executive Committee Members must remember that the welfare of the children participating in Nottingham Climbing Centre is paramount, but that we also have a responsibility to ensure that our staff are treated fairly and with respect. This procedure is designed to meet both those objectives. The Executive Committee should ensure that every member is fully aware of these procedures.

- 5.2 The term “**Child Protection Representative**” is used in the following procedure to indicate the appropriate person to represent Nottingham Climbing Centre.

Nottingham Climbing Centre’s nominated Child Protection Representative is:

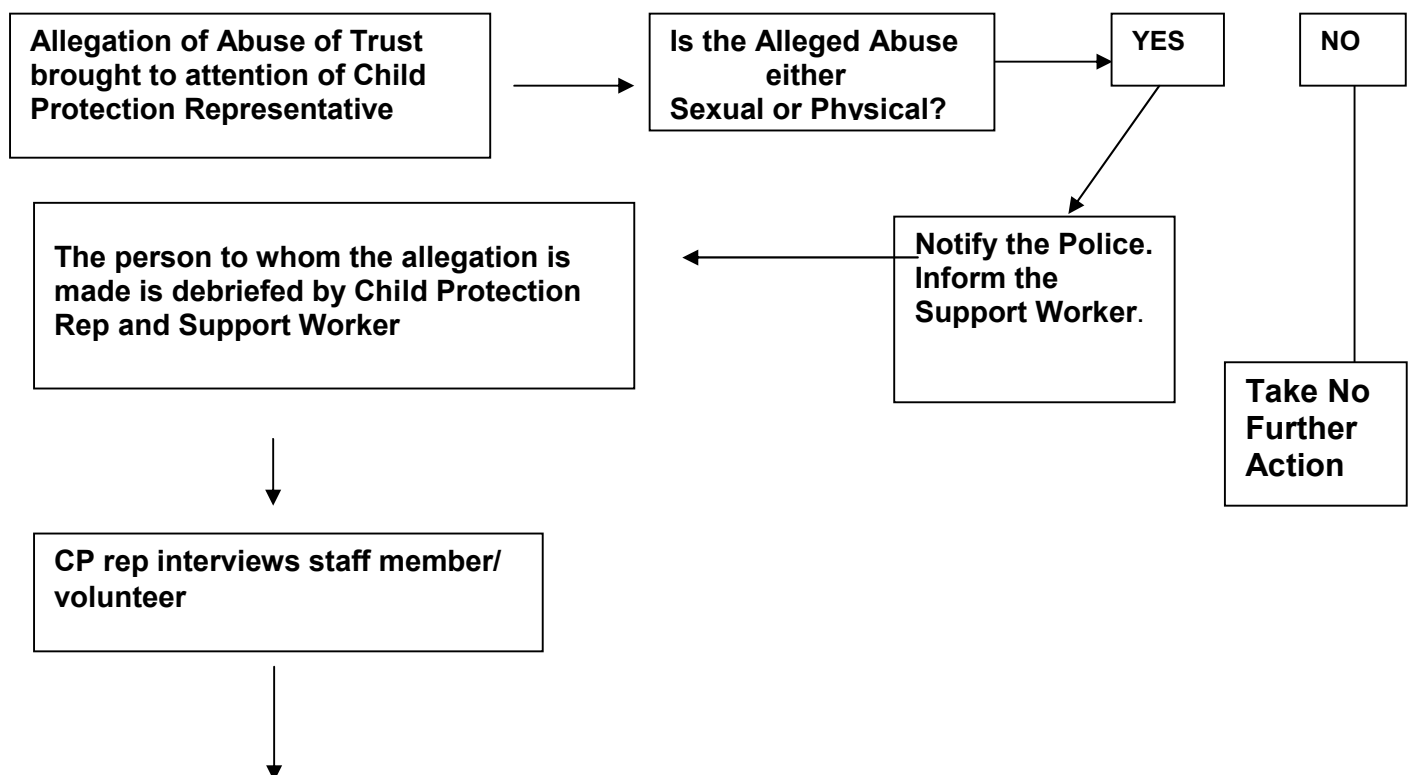
Rachel Gravett.

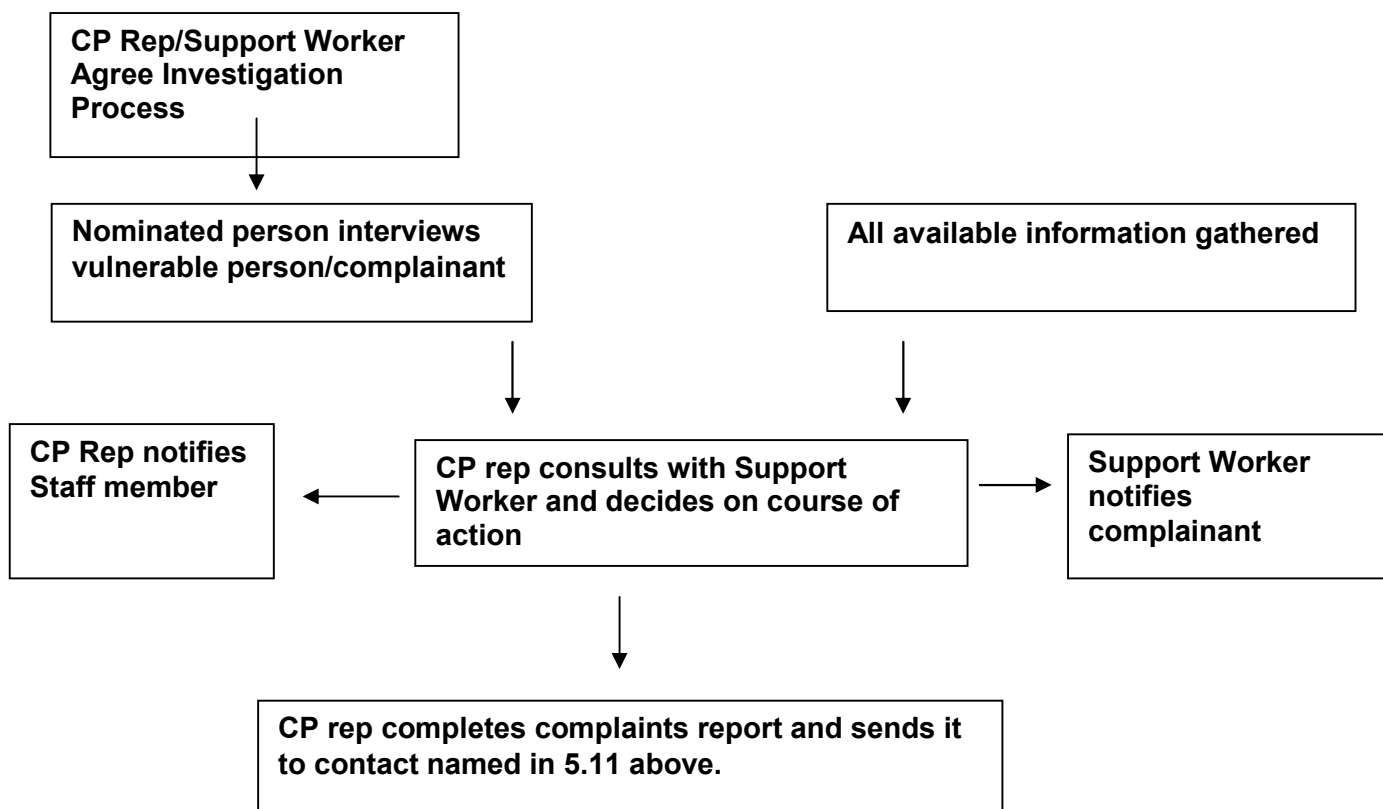
- 5.3 The term “**Support Worker**” is used in the following procedure to indicate the appropriate person responsible for the welfare of the child in question – this may be the staff member’s line manager etc.
- 5.4 **If the allegation of abuse concerns sexual or physical abuse, do not attempt to investigate. Notify the Police and inform the child’s parent/carer**
- 5.5 If the allegation does not concern sexual or physical abuse and is of a minor enough nature to be dealt with locally, a meeting must be arranged for the soonest possible time between the Child Protection Representative, the Support Worker and the individual to whom the allegation has been made. If at any time the Child Protection Representative feels their knowledge or experience is inadequate to deal with the situation or allegation, they should contact the Local Authority, the numbers listed are listed in Appendix 1.
- 5.6 At that meeting, any notes made about the child’s disclosure should be used to ensure all relevant facts are passed on. A course of action must be agreed and the decision taken as to whom will undertake further discussions with the vulnerable person. Under no circumstances must the person who made the allegation be contacted by anyone other than the nominated person, after the disclosure has been passed on.
- 5.7 The Child Protection Representative and the Support Worker will then determine the appropriate process of investigation. Once an allegation has been made the investigation should be conducted swiftly and with appropriate thoroughness. If it is deemed necessary to make enquiries of a third party, such enquiries should be conducted with discretion.
- 5.8 The staff member who is the subject of the complaint must be informed of the complaint by the Child Protection Representative - though not necessarily of the identity of the person who made the complaint - and be given an opportunity to respond to it.
- 5.9 When interviewing the staff member who is the subject of the complaint, it is important that this procedure is explained to the staff member; that he/she is told that the investigation is being undertaken to establish the facts, and that any decisions will be based on the facts identified by the investigation. Explain that you will make notes of what they say to ensure you get the facts correct, but that they can see what has been written to confirm its accuracy. The staff member must be treated with respect and allowed to state the facts as he/she knows them without interruption.

- 5.10 Having considered all the information available, and the views of the Support Worker, the Child Protection Representative must decide on an appropriate course of action. This decision should be communicated to the staff member/volunteer first and then, via the Support Worker, to the person who made the original disclosure.
- 5.11 Whatever the outcome of the investigation, the Child Protection Representative must complete a Complaints Procedure Form and return it, marked "Strictly Confidential", to:

Contact details
(name & address)

Procedure for Dealing with Allegations against a Staff member of Abuse of Trust





6.0 Guidelines for Staff member/volunteers - Action to be taken if a child or young person discloses to you abuse by someone else.

6.1 If a child who is a service user approaches you about an issue of abuse of trust, you must proceed with great caution.

6.2 The Staff Code of Conduct specifies that a Staff member should not place him/herself in a situation where he/she is alone with a service user who is a child. However, it is possible that a service user will be unwilling to make disclosures of this nature in anything but a one-to-one situation. *The Service user's needs must take priority in this situation.* Ask if the service user would like someone else to be present – an adult or a friend - but if he/she declines, proceed with the interview, taking extra care with your behaviour and body language.

6.3 Before the child goes into detail, explain the consequences of you knowing and the action you will take. Assure them that you will offer support but must pass any information to another professional who may take appropriate action. Explain that this may be the Child Protection Representative .

6.4 Keep calm and listen to the child - do not have physical contact at any time. Allow the Achiever to speak without interruption, accepting what is said.

6.5 Do not make judgements or offer opinion.

- 6.6 Explain again what will happen next. Find out when the child is next due to see the individual who is the subject of the complaint. (You will then be able to make a judgement as to the appropriate timing of your follow-up actions.)
- 6.7 If the complaint concerns a situation not related to Nottingham Climbing Centre (e.g. at home or at school), refer the complaint directly to the Support Worker. Pass on all information disclosed to you by the child and then leave. All involvement by you ceases at this point.
- 6.8 If the complaint concerns a Nottingham Climbing Centre staff member/volunteer, staff member or adult where the contact between that individual is a direct result of Nottingham Climbing Centre activity, immediately inform the Child Protection Representative who will then initiate the procedure.
- 7.0 Action to be taken if you receive an allegation about yourself.**
- 7.1 Keep calm. Do not get involved in an argument which is likely to make the situation worse.
- 7.2 Immediately inform your line manager. The quicker that action is taken to investigate the allegations, the sooner the situation will be resolved.
- 7.3 Record the facts as you understand them.
- 7.4 Ensure that no-one is placed in a position which could cause further compromise. Do not contact another agency involved with the child or young person concerned.
- 7.5 Await further contact from your line manager.
- 8.0 Action to be taken if you suspect an abuse of trust has occurred**
- 8.1 Discuss your suspicions with your line manager.
- 8.2 Record the facts which support your suspicions
- 8.3 You may be asked to attend a meeting of the Child Protection Representative and the Support Worker who has regular contact with the child or young person involved.
- 8.4 Once your suspicions have been passed on to the appropriate person, you should have no further involvement.
- 8.5 Whatever the nature of the complaint, it must be kept confidential. You must not discuss the disclosure with any individual or party other than those identified in the above procedure.**



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Complaints Procedure Form

Date:

Nature of Complaint: *(please give brief description of complaint)*

Name and contact number of Child Protection Representative

Staff member/volunteer against whom complaint has been made:

Job role:

Name and Address of school/organisation/centre involved

Name and contact number of Support Worker involved:

Name and contact number of investigating Board Member/Staff Member:

Job role

As a result of the investigation, was the complaint upheld?

Action(s) taken:-

Signed _____ Job Role (e.g. Board Chair)

In the event of a complaint of abuse of trust, this form must be completed and returned regardless of whether or not the complaint is upheld.