

CHILD PROTECTION POLICY AND PROCEDURE

June 2009

Although the majority of Common Purpose courses are aimed at adults, the organisation runs some courses for younger participants. From time to time, young people may be invited onto adult course days. Common Purpose is committed to ensuring the safety and well being of young people participating on its courses.

For the purposes of this policy the term:

- **'Young Person'** refers to those under the age of 18.
- **'Member of Staff'** refers to a paid member of Common Purpose staff.
- **'Volunteer'** refers to an individual who takes on the role of a Common Purpose member of staff during a course day, but who is not paid for their time and is not employed by Common Purpose.
- **'Advisor', 'Speaker' or 'Contributor'** refers to an individual in an Advisory Capacity. This person is NOT responsible for the welfare of young people on the course, should not be left unsupervised with young people and must not be included in young person to adult ratios. They need not possess a Criminal Records Bureau (CRB) check.

In order to fulfil this commitment, Common Purpose will

- ensure that the Child Protection Policy remains up-to-date and relevant to the development of any course or activity involving young people.
- develop and maintain procedures to address
 - **development of courses/activities** involving young people
 - **recruitment** and training of staff working with young people
 - **conduct** when working with young people
 - **complaints**
 - **the health, safety and well-being of young people** on Common Purpose courses
 - **monitoring** of policies and procedures
- ensure that all staff are made aware of the policy and are familiar with the concept of the specific duty of care to young people who participate on a Common Purpose course, even if staff do not work directly with young people or run a Your Turn course in their area.
- ensure that all Common Purpose staff working with young people have signed and understood the Staff Code of Conduct for Working with Young People.

3 DEVELOPMENT OF COURSES OR ACTIVITIES INVOLVING YOUNG PEOPLE

Any new course or variation to the existing Your Turn course should be checked for compliance with the Child Protection policy and formally agreed by the member of staff responsible for Youth courses before any formal proposal is created on behalf of Common Purpose.

Where activities are likely to involve use of social media as part of the course, then young people will receive personal safety guidance about use of online media.

4 RECRUITMENT AND TRAINING OF STAFF WORKING WITH YOUNG PEOPLE

4.1 Recruitment:

- a Common Purpose's recruitment procedure will be followed.
- b Person Specification: 'An awareness of current child protection legislation and good practice when working with children' will be included as essential criteria.
- c References: will be taken up covering the last three years in employment.
- d Specific questions will be asked regarding the applicant's suitability to work with children and young people.
- e A Criminal Record Bureau (CRB) check
 - must be carried out for all staff who front or support courses or events (i.e. who are present on the course day) for young people. This check must be renewed every three years.
 - This includes line managers who might have to cover for course managers/directors and co-ordinators who attend course days. Any member of staff in this situation who has not had a criminal record check should contact the HR Director to arrange for this to be done
 - All Common Purpose staff who wish to attend courses for young people must have a current criminal record check carried out.
 - Staff new to Common Purpose who have proof of recent criminal records office clearance (i.e. within one year of appointment) will require a check to be carried out by Common Purpose, but can participate in on a course/ event while awaiting clearance.
 - Where young people are invited along as guests to a Common Purpose event for adults, either a CRB checked member of Common Purpose staff should be present, or the young person should be accompanied by their parent, guardian, teacher or other adult in loco parentis. Where the adult accompanying a young person is not the child's parent or guardian, they must collect written consent for the young person to be present at the event and must hold a current enhanced CRB check, which should be shown to a Common Purpose member of staff ahead of the event.

4.2 Volunteers:

- a Where volunteers help with the delivery of a course day, they must hold a satisfactory enhanced CRB disclosure, issued within the last 3 years. Where the CRB has been issued to an organisation other than Common Purpose, this may be accepted, so long as the disclosure is less than three years old and the Common Purpose member of staff has seen a copy of it.

4.3 Training

- a Induction; all staff should be referred to this policy as a part of their induction; it is listed in the personal induction plan issued to staff and staff should confirm they have read it.
- b Your Turn Course Managers should be specifically referred to this policy and its practical application as a part of their individual and (where applicable) group induction.
- c Common Purpose makes First Aid Training available to all Your Turn members of staff and encourages them to take it up. A First Aider, either from Common Purpose or at the venue must be available during all course events.
- d All Common Purpose staff who work with young people should take part in a Child Protection Basics conference call
- e The Your Turn Lead Person in Common Purpose will undertake training and/or development as required in order to enable them to fulfil this role.

5 CONDUCT OF ADULTS WHEN WORKING WITH YOUNG PEOPLE

- 5.1 Common Purpose courses and activities are designed to encourage leadership qualities and participation in society. As a rule, Common Purpose courses set out to challenge participants' perceptions of how society works. However, courses aimed at young people must operate within the context of adults having an additional duty of care towards participants under 18.
- 5.2 Staff are bound by all Common Purpose policies on conduct, and also need to ensure that children and young people on the course adhere to the Code of Conduct for Young People.
- 5.3 Young people should be treated with the same courtesy and respect staff would accord participants on adult courses. They should be listened to, and the group should be structured to provide as much space for participation by as many young people as possible.
- 5.4 Contact with children and young people Working with young participants puts Common Purpose staff and advisors in a relationship of trust. Given that courses are structured around working with sometimes quite large groups, there is in general no reason for individual contact with participants
 - a Common Purpose staff should not have any contact with young people who participate on the course except through the school, and no contact with individuals outside the course unless contact has been organised through the school.
 - b Physical contact between adults and young people should be kept to a minimum. It should only take place where it is appropriate given the nature of the activity.
- 5.5 External Volunteers and Contributors to courses involving young people; Volunteers on courses must read, sign and return a copy of the Volunteer's Agreement. This document should be kept on file by the course team. In addition to this, volunteers should be given copies of the Staff Code of Conduct for Working with Young People and this Child Protection Policy. CRB checked members of staff/volunteers should be present, and supervising all Common Purpose events for young people. Non-CRB

checked adults attending course days should avoid being left in one on one situations with young people.

An advisor, speaker, contributor or other visitor should never be left alone with a young person; an adult who has received CRB clearance should always be present.

6 YOUNG PEOPLE ATTENDING COMMON PURPOSE EVENTS

6.1 The school or referring organisation is responsible for deciding which young people will attend the event, based on the guidelines for the type of participant who would best contribute to the course.

6.2 The school or referring organisation is responsible for letting Common Purpose know about any relevant behavioural or pastoral issues that may affect the young person during the course.

6.3 If staff have serious concerns about the suitability of a young person to attend a course they should discuss this in the first instance with their line manager.

6.4 Once chosen, a consent form must be obtained from each young person's parent or guardian.

6.5 Data Protection: no data relating to a young person may be used for purposes other than that specifically agreed on the consent form. No information given for one purpose (eg emergency contact information collected for use during a course day) should be used for other purposes or passed on to a third party.

7 COMPLAINTS

7.1 Complaints alleging serious misconduct by Common Purpose staff involving a young person: the member of staff's Senior Management Team line manager should be notified immediately if such a complaint arises, and the lead person for Your Turn should be involved in the process. Depending on the nature of the allegation the member of staff may be immediately suspended, or stopped from having any contact with courses involving young people until the complaint has been investigated and the outcome determined. The complaint should be processed through Common Purpose's usual complaints procedure.

7.2 General Complaints from a young person or their representative should be investigated through the normal Common Purpose complaints procedure. However, if a young person complains on their own they should be asked if they would like an adult to support them.

7.3 Staff concern about the welfare of a child: if staff observe anything relating to a child or young person which raises child protection concerns (e.g. relating to physical, emotional, sexual abuse or neglect), the staff member should raise this with their line manager who should support them in contacting the school about their concerns, or social services if the complaint relates to the school.

8 HEALTH AND SAFETY FOR CHILDREN AND YOUNG PEOPLE

8.1 Risk Assessments; A risk assessment should be completed for each course involving young people. Line managers must ensure that staff have acquainted themselves with the risk assessments relevant to working with children and young people and Your Turn courses before undertaking any direct work with young people. No staff should manage a Your Turn event without having received guidance on risk assessments.

8.2 Ratios: In line with Department for Children Schools & Families guidance, a minimum ratio of one CRB checked member of staff or volunteer per 15 children should be adhered to on all course days. For specific sessions involving transportation of young people between venues, this ratio should be increased to 1:10.

Young people should not be allowed to leave the venue during courses, unless accompanied by an adult or with explicit permission from their teacher, parent or guardian.

8.3 Parent/Guardian Consent Form must be completed for all young people attending the course.

- a Staff should check details of any disability a young person may have where additional or specific assistance may be required, and plan how this is to be managed on the course/activity; ditto any medical conditions/allergies.
- b A list of emergency contact numbers should be held for every course day/event, and should be accessible to another member of Common Purpose staff who is not on the course day.
- c A mobile phone should be available for each course day/activity to deal with contact and emergency issues.

8.4 Venue Checks;

- a if the course/activity is **taking place at a school**, the school is responsible for ensuring that health and safety requirements have been met. Staff should check if there are any issues specific to the venue of which they need to be aware
- b **Non-school venue**; staff should implement the venue check schedule, ensuring for each question that the answer relates to school children.

8.5 Transport to a venue/on visits:

- a this should be arranged by the school.
- b **Use of taxis** (for visits) should involve firms recommended by the schools (i.e. meet insurance criteria etc)
- c Walking between venues - a specific risk assessment exists to deal with this scenario. There should be at least one adult to every 10 children.

9 MONITORING

This policy will be reviewed in the event of any new courses being developed involving children and young people, changes in legislation or good practice, or at least every 2 years from the date of publication. The person leading Your Turn courses for Common Purpose will be responsible for the monitoring of this policy.