

## Child Protection Policy

*This policy forms part of the Terms and Conditions for lettings that involve children*

The Children Act 1989 has increased general awareness of the need to ensure a safe environment for children. The Quaker Meeting House provides rooms for many activities for children, and the Meeting is committed to providing a safe environment in line with the Home Office code of practice 'Safe from Harm'. This involves taking steps to ensure that children and young people are not at risk while on our premises or attending events sponsored by us. Therefore, we will always require evidence of your Child Protection Policy before letting our rooms to groups for children's activities.

*The Home Office guidelines require all of us:*

- to shoulder responsibilities in caring for children and young people and those who work with them;
- to be committed to good practice in work with children and young people;
- to recognise that safeguarding the young is the responsibility of everyone, not just those who work with children and young people.

All paid employees and volunteers who run groups and activities for children are required to conduct their activities in a way that is consistent with the following procedures:

- Organisers keep (and regularly update) an address list and record of relevant medical details including allergies of all people in the group. This information is to be kept confidential.
- All activities will be run with at least two adults present, at least one of whom must be checked by the Criminal Records Bureau (CRB), otherwise the organisers must not permit the activity to run.
- Any activity taking children or young people off the premises or being run off the premises will require a consent form signed by parents/guardians. Activities run on the premises should be evaluated to determine whether or not a consent form is appropriate.
- CRB requirements pertain to all people accompanying children on off-site activities, and whenever possible to drivers as well.

We also recommend that the following guidelines are followed by all users of our halls:

- Ensure that all staff and volunteers receive a copy of the child protection policy and guidelines on how to deal with the disclosure or discovery of abuse.
- Reflect the gender of each group in the selection of its leaders.
- Establish safety procedures in case an emergency occurs.
- Be aware of the locations of the First Aid kits and Accident/Incident book in the upstairs foyer.
- Inform parents/guardians when photography at events/activities will be occurring and require parental consent if pictures are to be taken in which a child can be positively identified.
- Ensure that children are supervised by people older than 16 years.
- Schedule regular training sessions to inform paid staff and volunteers about the practices and procedures related to the safe caring and protection of children and young people.

Blackheath Meeting, Society of Friends (Quakers)

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