

GREY POINT FORT AMATEUR RADIO SOCIETY-CHILD PROTECTION POLICY

Revised on Sunday 10th February 2013

SECTION 1

Child Protection Policy Statement

Grey Point Fort Amateur Radio Society accepts that the welfare of children visiting Grey Point Fort is paramount and all possible measures shall be put in place to ensure that this is a safe place for children to be. We recognize that our duty is to take such care as is in all the circumstances reasonable to ensure that they will be safe and enjoy their visit to Grey Point Fort.

We are also aware that the standard of care expected in relation to children is higher than in relation to adults because all staff/volunteers must expect children to be less careful than adults.

The child's welfare refers to protection from accidents, alarm and abuse. To this end, guidelines as to good practice when dealing with children have been defined (see section 2) and risk assessments for on-site activities have been completed.

Appropriate procedures for dealing with situations and/or incidents have been defined and are available for staff and volunteers to consult. This includes telephone numbers for the appropriate agency (ies) to be contacted.

Volunteers are aware of this policy and expected to abide by it.

No member/volunteer will have pre – arranged, unsupervised access to groups of children or individuals.

Children will not be allowed access to any part of Grey Point Fort unless accompanied by a parent or guardian.

Accompanying adults are expected to stay with their children/vulnerable adults at all times.

Procedures (see section 3) have been identified to deal with:

An emergency or unforeseen situation where unsupervised access occurs.

Any incident occurring that causes harm or distress to a child on the site.

In the event of a child coming onto the site to seek assistance due to an occurrence off the site. Any identified member/volunteer training needs in matters of child protection guidelines or procedures will be implemented.

Any breaches of the policy will be dealt with immediately and responded to appropriately in accordance with legislation and with regard to policies and procedures of the local authority.

SECTION 2

Good Practice Guidelines for Group Visits

Ensure adequate and regularly up-dated risk assessments for all activities done with children on-site.

Ensure that all members/volunteers is informed when a group of children are due on site so adequate cover is available. This ensures that there is always the option of calling for an independent adult if necessary.

Inform all supervising adults (and/or children if required) of fire exits.

Supervising adults should be made aware of the requirements of them when they arrive, e.g. accompanying children to toilets, leading group work in public spaces, staying with the group at all times while on the premises.

Children should be given basic safety information as soon as they arrive, for example, no running, staying with an adult at all times, who the responsible adults are, etc

Avoid being alone with a child. Never organise activities where this could be a possibility. Ensure there are always parents, school staff, colleagues or other responsible adults with the group/child. Avoid physical contact with a child.

Where an activity requires some sort of physical interaction – you may need to guide a child's hands etc – always ensure another independent adult is with you.

In a case where a child is distressed, always ensure that the parent or the adult in loco parentis (normally the teacher) deals with the situation.

Never leave a child alone and unaccompanied in an activity – be aware of possible dangers from other members of the public.

Never allow a child to leave a group activity on their own e.g. visiting the toilet – always ensure they are accompanied by a supervising adult – either a parent or school staff.

Make sure a member of staff stays with the group at all times when using outside speakers/entertainers.

Ensure First Aid arrangements are adequate. All members/volunteers will be aware of the whereabouts of first aid boxes and equipment and the identity of First Aiders. All first aid equipment is suitable, well maintained and in its designated place.

Only administer first aid in emergency situations, and always ensure another adult is present.

Always enter accidents or the administering of first aid into the Accident Book.

Members/Volunteers should be aware that in law they are only entitled to use reasonable force in order to:

Remove a trespasser

To prevent accident or injury

In self defence

Where one of these situations arises (and they may) get the names of witnesses to the event and write an immediate account of the event.

Inform the police service immediately if anything serious of this nature occurs;

In the event of a minor incident – e.g. grabbing a child's hand and pulling them back from a potential accident – it may not be necessary to inform the police as long as a supervising adult is present and able to witness the incident. It is still advisable to write and keep an account of the incident with witness names in case of later come-back.

Reports should be kept in an Incident Book which will be held in the Office.

SECTION 3

Procedures (dealing with a lone child).

In the event of an emergency or unforeseen circumstances, it is possible that a member/volunteer will find themselves alone with a child– possibly in a distressed state. For example, this may occur if a child has lost a parent or wandered away from a group, during a fire drill or a child wandering unaccompanied into the Hall from outside.

If this happens the following procedure should be followed.

If possible tell someone else where you are going, what you are doing and why.

Direct the child (verbally) and supervise them back to their group if nearby. do not guide the child physically.

If the child is seriously distressed or hysterical you may have to make physical contact so make sure that you take the child directly to a place where there are other independent adults around – preferably their parents or from the school party.

If you cannot identify to which group or family the child belongs and you need to find out information from a child – their name, phone number or address – always try to ensure that another known adult is present.

In the case of a child who comes into the premises alone looking for assistance, always ensure that you remain in public areas preferably with another independent adult.

SECTION 4

Procedures (in the event of an incident or disclosure).

If a child hurts themselves it should always be entered into the accident book, no-matter how minor it is.

Remember that it is the responsibility of the parent or person in loco parentis to decide what should happen to the child if they are hurt.

In a serious case where a parent or in loco parentis supervising adult cannot be found, phone the emergency services for medical advice. Inform the Social Services Childcare Team

If a child comes in to the museum from outside, alone and in distress, immediately contact Social Services Childcare Team to ask their advice before trying to deal with the situation. Do not allow them to leave the Hall alone again. You have a moral obligation to care for them once they have approached you for help. Only ask for information about name, address and phone number in

the presence of another adult.

In the event of a child making an accusation of abuse against someone (whether part of your organisation or not) the Social Services Childcare Team and/or the Police HAVE to be informed immediately

If an accusation against anyone is made – whether from Grey Point Fort Amateur Radio Society, a member of the public or any other person – DO NOT START TRYING TO FIND OUT WHAT HAPPENED UNTIL YOU HAVE CONTACTED THE SOCIAL SERVICES CHILDCARE TEAM since asking the wrong questions could jeopardise the accuracy of the information, make the truth difficult to ascertain and ultimately lead to either a wrong conviction of an innocent person, or prevent the conviction of a guilty one.

You should note down any information volunteered by the child along with witness names, time, date, evidence of distress etc in the Incident Book.

Do not interrupt, prompt or ask questions.

Do not promise to keep the information secret. You must be able to pass the information on to the authorities. You cannot protect a child if you do not pass on the information. So remember that if you promise a child something and break their trust this could affect their willingness to disclose abuse again, and inhibit investigations.

In the event of any suspicion falling on a member or volunteer, inform the appropriate authorities and follow accepted guidelines.

SECTION 5 Contact Numbers

Gateway Team (North Down) – South Eastern Trust

Contact Information

Address: Family Resource Centre,
James Street,
Newtownards,
BT23 4DY

Contact Person Siobhan Rooney

Telephone Number 028 9181 8518

Neighbourhood Policing Team

Constable McCormick

Contact Number 07585979071

Covering area – Holywood, Helens Bay and Crawfordsburn

Welfare Assistance

Sara McCartan Qualified Social Worker

Location: On-site

Member of Grey Point Fort Amateur Radio Society

Medical Assistance

Eddie Stanford (Northern Ireland Ambulance Service)

Location: On-site

Member of Grey Point Fort Amateur Radio Society

Due to the size of Grey Point Fort, Welfare and Medical Assistance carry 2-way VHF radios in direct communications with either the Command Post (Radio Museum) or the Battery Observation Post of the Fort. (Radio Room)