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Child protection policy

The Parachute Club's child protection procedures comply with all relevant legislation and other guidance or advice as detailed by the local areas child protection committee, (ACPC) and the following publication 'what to do if you are worried about a child being abused' which is available at the club.

A child protection officer will be appointed within the club and will have experience and training and will be responsible for liaising with social services, the area child protection committee and Ofsted in any child protection matter.

When changes are observed in a child's behaviour or signs and evidence of physical, sexual and/ or emotional abuse or neglect, confidential records will be kept and logged. These records will include name, address and age of child, time and dates of observations, description of behaviour, changes in appearance, without comment or interpretation, where possible. The exact words spoken by the child, the name and signature of the recorder, all such suspicions, findings and investigations will be kept confidential, shared only on a need to know basis. Parents will be the first point of reference, although suspicions will be referred to the social services department.

Staff will ensure that all concerns and allegations are treated sensitively and confidentially.

Any children involved in alleged incidents will be confronted and reassured. In circumstances, where a child makes an allegation or a disclosure, a staff member will:-

1. Listen carefully to all the child has to say
2. Make no observable judgement
3. Ask open questions that encourage the child to speak in their own words
4. Ensure the child is safe, comfortable and not left alone
5. Make no promise that cannot be kept.

The Parachute Club is committed to ensuring that it meets its responsibility in respect of child protection through the support training staff. All staff will be carefully recruited, have verified reference and have a full up to date criminal records and bureau checks. Staff will be given a copy of the child protection policy during their introduction and management will ensure this is carefully understood.

All staff will be made aware of the main indicators of child abuse and be provided with supervision with their responsibilities in relation to child protection.

The club will take action in relation the findings or any investigation into allegations of abuse. An allegation made against a member of staff would result in immediate suspension pending investigation. The club will liaison with a child's school, parents and social services when necessary without parents' permission.

Useful contact numbers

Bolton Multi-agency screening and safe guarding service 01204 331500

Bolton emergency duty team (emergency out of hours) 01204 337777

Police 999 (emergency only) 101 (non-emergency)

NSPCC 0800 800 5000

Child line 0800 1111

Updated and reviewed: 25/02/2008 – 16/05/2011 – 21/03/2015, 01/08/2018