



CHILD & VULNERABLE ADULT PROTECTION POLICY

Revised June 2009

For further review in September 09, in line with the
Safeguarding Vulnerable Groups (NI) Order 2007

TERMS USED IN THIS POLICY

Throughout this document, the following applies when reference is made to:

Child/children – to promote best practice, the definition adopted is a person under 18 years of age, as defined in The Children (NI) Order 1995 and the United Nations Convention on the Rights of the Child.

Disability - the Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities”.

Parent/Guardian - individuals who have parental responsibility for children, as defined by The Children (NI) Order 1995.

Parental responsibility (defined by The Children (NI) Order 1995) - a mother always has parental responsibility (except when an adoption order is made) as do parents who were married at the time of the child’s birth. Where parents were not married at the time of the child’s birth, the mother automatically has parental responsibility. In relation to children born after the 15th April 2002, the father has automatic responsibility when his name is registered on the birth certificate. If his name is not on the birth certificate he can apply to court for parental responsibility or sign a parental responsibility agreement. Since the 15th April 2002 a step-parent can also now apply for parental responsibility.

Regulated position (defined by The Protection of Children and Vulnerable Adults (NI) Order 2003) - those who, in the course of their normal duties, care for, train, advise, counsel or supervise, or are in sole charge of children as well as the supervisors/managers of individuals in regulated positions. Management Boards and Governing Bodies of organisations involved with children are also included.

Worker(s) – anyone who is engaged in work or voluntary activity with children, whether as a paid employee or as a volunteer.

Happenstance Theatre Company recognises its duty of care under:

A UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC)

The UK Government ratified the **UN Convention on the Rights of the Child** on 16 December 1991. The Convention consists of fifty-four articles setting out the rights that all children and young people up to the age of eighteen have, no matter where they live or what their circumstances. In relation to this policy document, children's rights that need to be considered are:

- Article 12 The right to express views freely in matters affecting him/her.
- Article 13 The right to freedom of expression, to seek, receive and impart information and ideas of all kinds.
- Article 16 The right to privacy, family, home or correspondence and to no unlawful attacks on his/her reputation.
- Article 19 The right to protection from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse.
- Article 32 The right to protection from economic exploitation.
- Article 33 The right to protection from sexual exploitation.
- Article 35 The right to protection from all forms of exploitation.

The ratification of a UN Convention is in itself not a legal statute, however, recognition of children's convention rights were adopted as part of the underpinning value base of the **Children (NI) Order 1995**.

B THE CHILDREN (NI) ORDER 1995

The **Children (NI) Order 1995** came into force in Northern Ireland on 4 November 1996 and states that the welfare of the child must be the paramount consideration. Within this legislation a child is a person **under the age of 18 years**.

http://www.hms0.gov.uk/si/si1995/Uksi_19950755_en_1.htm

C THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS (NI) ORDER 2003

The order is there to prevent unsuitable people from working with vulnerable groups. The Order strengthens the existing system for checking people seeking work with children and vulnerable adults against lists maintained by the Department of Health, Social Services and Public Safety and by the Department of Education.

PART ONE: COMPANY POLICY & GUIDANCE

The Company is committed to practice, which protects children and vulnerable adults from harm, and to that end:

- all members of the Company accept and recognise their responsibilities to develop awareness of the issues which cause children and vulnerable adults harm.
- will keep up-to-date with health & safety legislation.
- will keep informed of changes in legislation and policies for the protection of children and vulnerable adults.
- will undertake relevant development and training to ensure that all members and employees of the company should be clear on how to respond appropriately.
- will review this Child & Vulnerable Adult Protection Policy annually.
- will ensure that all persons employed by the company in a regulated position, will be provided with a copy of this document and required to complete the Access NI application form for a Standard or Enhanced Disclosure Certificate.
(NB: The Basic Disclosure is not appropriate for working those with children.)

From October 2009, the company will check whether an individual working with vulnerable groups is registered with the Vetting and Barring Scheme (VBS) prior to employing them in a paid or unpaid capacity.

See **APPENDIX 1** for more details on ACCESS NI and POCVA.

1. DESIGNATED OFFICERS

The company will appoint a designated officer who will receive specialist training to deal with child protection concerns, disclosures and allegations. In the event of this person being the source of the problem, a nominated Board member will take responsibility for the issue.

Their role will be:

- Provide information and advice on training requirements in relation to child protection.
- Ensure that child protection policy and procedures are being followed.
- Contact local statutory organisations about concerns and make a formal referral, if applicable, by phone and followed up in writing.

Designated Officer: **PHILIP CRAWFORD** Telephone **028 4372 7571** or **079 0177 1921**
 Board Member: **CATHERINE KELLY** Telephone **028 4461 7347** or **077 6291 1118**

2. CONFIDENTIALITY

The Company will ensure confidentiality in order to protect the rights of its employees and members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

3. TAKING, STORAGE AND PUBLICATION OF PHOTOGRAPHIC IMAGES

The Company will ensure that parents, guardians or young people have granted their written, signed consent for the taking and publication of photographs. Photography should focus on the activity rather than a particular person. Any personal details which could make the person vulnerable (eg their exact address, email address etc. should be withheld). Anyone taking photographs or a recording at any of the company's events must have permission from a representative of **Happenstance Theatre Company**.

4. DISABILITY AND ADDITIONAL NEEDS

The Company will equally welcome children with and without a disability to participate in activities. It will consult with parents/guardians, the child and workers to identify and assess additional needs on an individual basis to provide appropriate learning opportunities for all children.

The Company will try to maximise inclusion by:

- Planning for inclusion in advance, with regards to accessibility of activities, venue, equipment, transport and sanitary/changing and catering facilities.
- Involving the child, parents/guardians, workers and support organisations with regards gathering information, planning and reviewing.
- Minimising fuss when including a child with additional needs and taking care to avoid singling them out.
- Ensuring appropriate supervision ratios are maintained at all times.
- Asking parents/guardians to provide detailed information about medical, dietary and intimate care needs to ensure the comfort, safety and privacy of their child.
- Only giving out information on a need to know basis and with strictest confidentiality.

In all instances, it is important that organisations remember that a child with additional needs is a child first.

5. CONCERNS AND ALLEGATIONS

Inappropriate or unacceptable behaviour or communication, favouritism or negligence, or a breach in the code of behaviour may constitute a **concern** about the conduct of a worker.

An **allegation** about a worker occurs when a child, parent/guardian or another worker reports specific unacceptable behaviour where a child has been harmed or abused in some way.

An allegation about a worker must be referred to the Designated Officer, who should then pass it onto the head of the organisation.

The reporting procedure is laid out in **APPENDIX 3**.

If a serious allegation is made against any member or employee of the Company, that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children or vulnerable adults.

6. REFERRAL TO DISQUALIFICATION TO WORKING WITH CHILDREN (NI) LIST

If a worker in a regulated position has harmed a child or placed a child at risk of harm as a result of misconduct, organisations should make a referral to the Department of Health, Social Services and Public Safety (the Department). The Department will consider the worker for inclusion on the Disqualification from Working with Children (DWC) (NI) List if the worker:

- has been dismissed.
- has resigned, retired or been made redundant before an organisation could have dismissed them.
- has been transferred to a position which is not regulated.
- has been suspended or provisionally transferred to a non-regulated position, pending a decision by an organisation on whether or not to dismiss them or to confirm the transfer.

In some instances, information about a worker's misconduct may only come to light after the worker has left an organisation. An organisation should make a referral if it receives information about the misconduct of a worker who has since left and, if that information had been available at the time, the organisation would have or would have considered dismissing the worker on the grounds of misconduct. Organisations should not make a referral in circumstances where dismissal was not a serious option.

Organisations should be aware that the referral of a worker to the Department does not lead to automatic inclusion on the DWC (NI) List. Referrals should be made using the POCVA (NI) 7 form (Choosing To Protect) and sent to the Department with a full report (Section 6, Choosing To Protect). The worker should also be given a copy of the POCVA (NI) 7 form and the accompanying report.

However, if the Department does fully include a worker on the DWC (NI) List, that worker will be prohibited from remaining in, applying for, offering to do or undertaking work in a regulated position. If a disqualified individual does any of this they will be committing a criminal offence. An organisation that retains a disqualified worker will also commit a criminal offence.

PART TWO: PRACTICAL GUIDELINES FOR WORKERS

1. ADVICE TO WORKSHOP PARTICIPANTS

The commissioning organisation should advise participants that any type of drama or creative expression of feelings can trigger for any child, young person or adult who has suffered or is suffering any type of abuse, feelings that may be expressed in the drama. It is also important that they recognise that physical contact is an integral part of the teaching of Drama.

2. SUPERVISION

A representative of the school/organisation who has commissioned the workshop should aim to be present at all times throughout the activity. Those participating in the workshop should be supervised at all times, preferably by at least two adults. The company will attempt to ensure that no adult has unsupervised contact with children and vulnerable adults, but if this is unavoidable, steps must be taken to minimise risk. An adult that needs to take a child aside should stay within sight of others. If it is necessary to use a separate room, use a room with visual access (e.g. a window) and leave the door open. Another adult should know and be within earshot if possible.

Where a party consists of children of both sexes, both male and female supervision should be provided. The standard **recommended ratios** are:

- 0-2 years 1 member of staff to 3 children
- 2-3 years 1 member of staff to 4 children
- 3-7 years 1 member of staff to 8 children
- 8 years and over 2 members of staff (preferably one of each gender) for up to 20 children

There should be 1 additional staff member for every 10 children and/ young people. The ratio of staff & volunteers to children with disabilities is dependent on the needs of the individual child.

3. TAKING CHILDREN ALONE IN CAR JOURNEYS, NO MATTER HOW SHORT

If this is necessary, try to take more than one child and ensure that they are seated in the back of the vehicle. It should also only take place with the full knowledge and consent of the leader / supervisor in charge and the child's parent / guardian. They should also know the route to be taken and estimated time of arrival.

4. EXPECTATIONS OF WORKSHOP LEADERS

Workers should be positive role models for children in areas such as friendliness, care, respect and courtesy. Workers should praise and endorse desirable behaviour such as kindness & willingness to share, & avoid situations where a worker's attention is received only in return for undesirable behaviour.

Shouting at a child in a threatening / patronising or derogatory manner is unacceptable; however appropriate shouting within the context of an activity may be required when children need to be alert and ready to respond. In many instances, workshops and rehearsals involve loud music, participants are excited and boisterous, the environment is often chaotic and the schedule may be running behind time. The importance of following direction and instruction given by the artistic team in these situations may make shouting appropriate and contextual as part of the learning process for participants.

DO'S AND DON'TS

Staff should:

- Be supportive, approaching and reassuring
- Show respect, be patient and listen to children
- Respect a young person's right to personal privacy
- Treat and value children as individuals
- Treat children with consistency, fairness and equality
- Set a good example by using appropriate attitude, demeanour and language at all times
- Wear clothing that is appropriate to the art form and artistic need
- Offer support and empathy in a manner that is appropriate to age, gender and stage of a child, always in an open and transparent manner and within context
- Ensure that any time spent with children takes place in as open a setting as possible
- Provide clear instruction, clarify meaning and establish clear boundaries
- Involve children in the decision making process as much as possible
- Focus on the child and what they really want to do
- Encourage leadership, responsibility and participation in activities
- Encourage children to do as much for themselves and instil confidence – support them to make choices and to find acceptable ways to express their feelings. This will enable children to have self-confidence and vocabulary to resist inappropriate approaches.

Staff should never

- Show favouritism towards a child
- Promise to keep secrets
- Belittle or demean children or other workers
- Shout at / argue with children or other workers in a humiliating / patronising / threatening manner
- Embarrass, ignore or single out a child
- Give unnecessary orders or orders that humiliate / instigate fear in others
- Allow or engage in inappropriate touching (kissing, smacking, hitting etc.)
- Engage in sexually provocative / inappropriate games (including horseplay).
Any contact activities must be planned activities for the group and clearly supervised.
- Make sexually suggestive comments about / to a child, even in jest
- Abuse privileges / own position
- Give your personal contacts to children, organisational details should be used instead
- Text / telephone / email children on a one to one basis unless with parental consent and for a specific purpose
- Invite / accept invitations from children for social networking websites
- Let allegations a child makes go unrecorded or leave issues unresolved
- Teach or give instruction that is outside your remit
- Be under the influence, or recovering from the effects of alcohol / illegal substances
- Leave children unsupervised
- Allow children to use language that is offensive or deemed inappropriate to others within the group
- Do things of a personal nature for children that they can do themselves
- Take children to your home (or their home if a parent / guardian is not there to meet them)

5. PHYSICAL CONTACT

Any required physical contact should take place with the child's consent, within context and any resistance should be respected.

Physical touch should only occur:

- After the type of contact within an activity and a reason for it has been explained to the child
- When the child's consent has been gained
- In an open and transparent manner, in view of others
- When it is appropriate to the age and development stage of a child
- In response to the particular needs of a child
- When it is not in breach of appropriate physical touch guidelines
- As lightly and as sensitively as possible

Appropriate

- Context dependent touch within a controlled and supervised environment
- Administration of first aid (with parental consent and only by a trained first aider)
- Assistance to avoid embarrassment
- Support and guidance for performing arts (e.g. lifting, positioning, spotting)
- Offering comfort to a distressed child, in response to the child's needs
- Preventing injury
- Handshake and hi-fives
- Group hug with all children at the end of a class / following a performance by way of congratulations
- Undertaking personal care (for very young or disabled children) only with the full consent of the parents / guardians and, if possible, by a worker of the same gender. In an emergency, personal care should only be undertaken with the full consent of the supervisor / leader and parents / guardians should be informed as soon as possible.
- Fitting / checking microphones and sound equipment
- Taking measurements / fittings for costume
- Emergency costume repairs
- Fitting harnesses / checking safety equipment for 'flying'
- Assisting children with planned costume changes in the wings / backstage

Inappropriate

- Touch which is unnecessary / unexplained / out of context / out of normal environment / in response to adult's needs / without consent
- Sustained and prolonged 'appropriate' touch
- Kissing
- Touch of breast, groin or buttocks
- Horseplay (adults – child; between peers)
- Sexual gestures
- Slapping / hitting, even in jest
- Holding hands, unless in context (e.g. assisting very young children cross the road)

Reasonable Force

Workers may encounter a situation when it is necessary to restrain a child to prevent injury to them or others. In all instances, reasonable force should only be used in emergency situations when it is necessary to do so and only the minimum force should be used.

6. ANTI-BULLYING

Organisations working with children should be committed to providing a caring, friendly and safe environment. Bullying is unacceptable and children are encouraged to tell a leader about any incidents so these can be dealt with promptly and effectively.

Bullying is defined as the use of aggression with the intention of hurting another person, resulting in pain and distress to the victim and which will negatively impact on their wellbeing. In many instances, there are three parties involved – the bully, the victim and the onlooker.

Bullying can be categorised as:

- **Emotional** Being unfriendly, excluding, tormenting (e.g. hiding possessions, threatening gestures).
- **Physical** Pushing, kicking, hitting, punching or any use of violence against another person.
- **Racist** Racial taunts, graffiti, gestures.
- **Disability** Gestures, taunts and exclusion on the grounds of disability.
- **Gender** Unfriendliness and exclusion.
- **Sexual** Unwanted physical contact or sexually abusive comments.
- **Homophobic** Because of, or focusing on, the issue of sexuality.
- **Verbal** Name-calling, sarcasm, spreading rumours, teasing.
- **Cyber** Internet, e-mail and internet chat room misuse; mobile phone threats by text messaging, Bluetooth and phone calls; misuse of associated technology i.e. camera and video facilities.

Every child has the right to be treated with respect - no one deserves to be a victim of bullying and children who are bullying others need to learn different ways of behaving. Bullying of any kind should not be tolerated.

Procedures for reporting bullying:

- Report incidents of bullying to a leader without delay.
- The leader should make a record of the report.
- An investigation into the bullying behaviour/threats should be undertaken and the bullying quickly stopped.
- An attempt should be made to help the bully/bullies change their behaviour.
- In serious cases, parents/guardians should be informed and asked to attend a meeting to discuss the problem.
- If necessary, the PSNI may be consulted.

Some possible outcomes are:

- To ask the bully/bullies to make a genuine apology.
- To reconcile the children, if possible.
- In serious cases, to consider suspension or exclusion.
- After the bullying has been investigated and dealt with, the situation should be monitored to ensure a repeat incident does not take place.

7. DEALING WITH CHILD ABUSE and DISCLOSURES OF ABUSE

Child abuse occurs when a child is neglected, harmed or not provided with proper care and may occur in many settings: in a family, in an institution or community setting, by those known to them or more rarely by a stranger.

Abuse can take many forms:

- physical
- emotional,
- sexual
- neglect

Indicators of this may be:

- Sudden, unexplained or worrying changes in behaviour (e.g. becoming withdrawn, displaying sudden outbursts of temper or displaying inappropriate sexual awareness for their age).
- Physical symptoms or signs that may be indicative of abuse (e.g. unexplained or suspicious injuries or for which the explanations given seems inconsistent, or a change in their physical appearance for no apparent reason).
- Worrying remarks made by a child.
- A situation where a child has been exposed to the risk of potential harm.

Due to the awareness of the expressivity of the arts, workers should be mindful that children may express their emotions in different ways. Any concerns about a child should be reported in line with the reporting procedure.

In addition, workers should be mindful that a disability may:

- Appear to 'explain' signs and symptoms (e.g. if a child had a pattern of bruising, workers should not automatically attribute this to the disability and dismiss the possibility of abuse).
- Result in a greater dependency upon adults (e.g. intimate care) and that the child may be accustomed to being cared for by a number of different people. This may make it more difficult for a child with a disability to recognise abusive behaviour and differentiate between appropriate and inappropriate touch.
- Make it difficult for a child to communicate an abusive experience to others. Similarly, it may be difficult to convey information to a child with a disability.
- Make workers more reluctant to accept that children with a disability can be abused.

PROCEDURE

All suspicions and allegations of abuse should be taken seriously.

1. If you see or suspect abuse of a child in the care of the company: please make this known to the Designated Officer of the Company. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to another board member.

Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved. (See RECORDING INFORMATION below and **APPENDIX 4**)

2. If a child confides in you that abuse has taken place:
 - Remain calm and in control but do not delay taking action.
 - Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
 - Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
 - Reassure the child that 'they did the right thing' in telling someone and tell them what you are going to do next.
 - Speak immediately to the Designated Officer. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
 - As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

RECORDING INFORMATION

1. In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
2. An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken eg. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
See Proforma in **APPENDIX 4**.
3. The record will be stored securely and shared only with those who need to know about the incident or allegation.

APPENDIX 1

ACCESS NI (www.accessni.gov.uk)

Access NI was established by a joint programme between the Northern Ireland Office, the Department of Health, Social Services and Public Safety, the Department of Education and the Police Service of Northern Ireland. Access NI enables organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults. Access NI is part of central government and operates under the provisions of Part V of the Police Act 1997.

POCVA (www.dhsspsni.gov.uk/child_protection_children_order)

The Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA) became law in February 2003 and was commenced (with the exception of Article 46) on 1 April 2005. It aims to improve existing safeguards for children and vulnerable adults by preventing unsuitable people working with them in paid or voluntary positions. It introduced two new services:

- The Protection of Children (NI) Service [POC (NI)]; and
- The Protection of Vulnerable Adults (NI) Service [POVA (NI)]

POCVA requires that the DHSSPS maintain a list of individuals who are considered unsuitable to work (in a paid or unpaid capacity) with children in a "regulated position". The List is known as the Disqualification from Working with Children List. POCVA also requires the DHSSPS to maintain a list of individuals who are considered unsuitable to work (in a paid or unpaid capacity) with vulnerable adults. This list is known as the Disqualification from Working Vulnerable Adults List.

In addition, the main provisions of POCVA are:-

- The requirement for organisations to refer to the DHSSPS for consideration of listing on the grounds of misconduct those individuals who have harmed, or placed at risk of harm, a child or a vulnerable adult;
- The requirement for certain organisations to carry out checks against the DHSSPS lists and List 99 (the Department of Education's list of those disqualified from working with children);
- The introduction of offences if those individuals disqualified from working with children apply for, offer to do, accept or do any work, either paid or unpaid, in a child care position;
- An individual will commit an offence if he knowingly offers, employs, or procures work for a disqualified person in a child care position or fails to remove a disqualified person from a child care position;
- The right of appeal to an independent tribunal by an individual who has been placed on the DHSSPS Disqualification from Working with Children or Vulnerable Adults lists (or DE list 99);
- A voluntary system of accreditation for organisations and groups who work with children who do not fall within the definition of a childcare organisation. These organisations will have to apply to become accredited and must be able to demonstrate compliance with a minimum set of standards before accreditation will be awarded; and
- A whistle-blowing facility aimed at addressing situations where a child care organisation or accredited organisation fails to comply with the duties set out in POCVA.

APPENDIX 2

USEFUL CONTACTS

PSNI CHILD ABUSE INVESTIGATION UNITS

A DISTRICT (North & West Belfast)	028 9070 0604
B DISTRICT (South & East Belfast)	028 9025 9832
C DISTRICT (Castlereagh, Carryduff, Dundonald)	028 9056 1767
D DISTRICT (Lisburn, Antrim, Newtownabbey, Carrickfergus)	028 9448 2633

HEALTH & SOCIAL SERVICES TRUST – GATEWAY TEAMS

Belfast Trust	028 9020 4550
Northern Trust:	
Ballycastle, Ballymoney, Portrush and Coleraine	028 7032 5462
Ballymena, Magherafelt and Cookstown	028 7965 1020
Antrim, Carrickfergus, Newtownabbey and Larne	028 9334 0165
Southern Trust	
Craigavon	028 3834 3011
Dungannon	028 8772 2821 (ext 3429)
Newry	028 3082 5152
South Eastern Trust	0300 1000 300
Western Trust:	
Enniskillen	028 6634 4037
Omagh	028 8283 5043
L'derry	028 7131 4090

OUT OF HOURS EMERGENCY SOCIAL WORK SERVICE

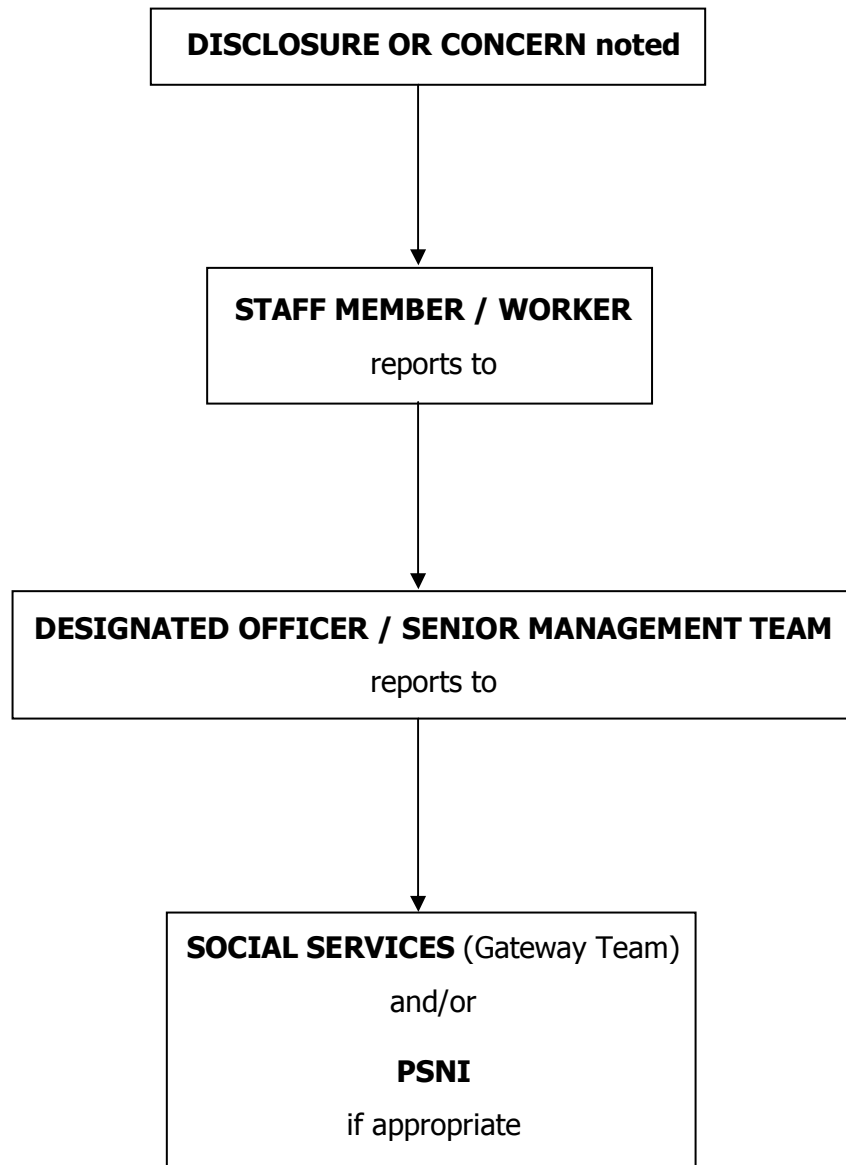
Belfast Trust	028 9056 5444
Northern Trust	028 9446 8833
Southern Trust: Craigavon & Dungannon	028 3833 4444
Southern Trust: Newry	028 3083 5000
South Eastern Trust	028 9056 5444
Western Trust : Enniskillen	028 6638 2000
Western Trust : Omagh	028 8283 3100
Western Trust : L'Derry	028 7134 5171

VOLUNTEER DEVELOPMENT AGENCY

129 Ormeau Road, Belfast, BT7 1SH www.volunteering-ni.org	028 9023 6100
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APPENDIX 3

PROCEDURE IN CASE OF ABUSE - KEY ACTION POINTS



APPENDIX 4

PROFORMA FOR CHILD PROTECTION REPORT

PART 1: To be completed by member of staff approached by child/young person who observed or experienced incident.

Staff member approached:

Date and time of incident:

Location of incident:

Name of Child/young person reporting/experienced incident:

Age of child/young person:

Address of Parents / Guardians and/or Name of School (as appropriate):

PHYSICAL DESCRIPTION OF CHILD

Height and build:

Colour, length/style of hair:

Clothing:

Any distinguishable features:

INCIDENT/DISCLOSURE (provide as much detail as possible in child's words if possible):

STATEMENTS OF CHILD/YOUNG PERSON:

SIGNATURES

Staff Member / Worker:

Date:

Designated Officer

Date:

PART 2: To be completed by Attending Child Protection Officer

Action taken:

Conversations with Child/young person:

Name of Parent/Guardian present (if applicable):

Any other comments:

Advice sought: YES / NO

Advice sought from:

Date

Time

Advice Given:

Agreed action:

Action taken (include date & time):

Referred to:

Date & Time:

Feedback given to Staff involved:

Date & Time:

Signed:

Position:

Date & Time: