



## **ST. LEONARD'S GILBERT AND SULLIVAN GROUP. CHILD PROTECTION POLICY AND PROCEDURES**

**Since St Leonard's Gilbert and Sullivan Group is an organisation which belongs to The Parish Church of St. Leonard's, Penwortham, The Group is covered by the Child Protection Policy and Procedures of the Diocese of Blackburn. However the following policy and procedures deal with matters which may rise directly through The Group's contact with children and young people.**

It is the policy of St Leonard's Gilbert and Sullivan Group to ensure that all participants in workshops, festivals and drama productions are safeguarded from physical, sexual and emotional harm while taking part.

St Leonard's Gilbert and Sullivan Group requires that all tutors, workshop leaders or helpers, production staff and other paid or voluntary helpers working with children and young people follow the Code of Conduct set out below.

### **CODE OF CONDUCT**

As an adult working with children and young people as part of a St Leonard's Gilbert and Sullivan Group activity, **you should:**

- Treat all children and young people with respect
- Provide a good example of acceptable behaviour
- Plan activities which involve more than one person being present, or ensure that other adults are within sight or hearing wherever possible
- Respect everyone's right to personal privacy
- Be available to listen to the concerns of young participants, and to refer them to other sources of help where appropriate
- Encourage young participants to feel comfortable enough to point out attitudes and behaviour they do not like
- Show understanding when dealing with sensitive issues and recognise that caution is required when discussing such issues
- Be aware that even caring physical contact with a child or young person may be misinterpreted

### **You should not:**

- Permit abusive behaviour such as bullying, taunting, racist, homophobic behaviour
- Have inappropriate physical or verbal contact with children or young people
- Drink alcohol while in a childcare role, or offer alcohol to under 18's while in a childcare role.
- Jump to conclusions about others without checking facts
- Allow yourself to be drawn into inappropriate attention-seeking behaviour such as crushes or tantrums
- Show favouritism to any individual
- Exaggerate or trivialise any child abuse issues
- Make suggestive remarks or actions, even in jest
- Deliberately place yourself or others in a potentially compromising situation
- Believe that "it could never happen to me"

### **Administration of an Event**

All St Leonard's Gilbert and Sullivan Group organisers must follow the following good practice

- Carry out a risk assessment of the event, and ensure that risk is minimised



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- Appoint a designated Child Protection supervisor, to whom any allegations or incidents are reported. (We call this person a "Youth Contact") They should have received Child Protection Training.
- Ensure that all staff or volunteers who will have unsupervised access to children have obtained a DBS clearance certificate.
- Ensure that staff or volunteers who have not been checked through DBS are **never** alone with children at any time
- Ensure that all participants – parents, helpers, volunteers, drama team etc – are fully aware of their responsibilities under the law, a briefing session on Child Protection annually and sign to register their attendance.

### **What to do if something goes wrong**

1. If any member of the group including a child suspects abuse has taken place they should:
  - Inform the St Leonard's Gilbert and Sullivan Group Youth Contact immediately of their suspicions.
2. The Youth Contact should:
  - Stay calm, do not be shocked, and try to act normally
  - Allow the individual to speak freely, without interruption, but do not question them or attempt to investigate
  - Offer support and reassurance, assure them that they are believed. Explain that it cannot be kept a secret, and that it will be recorded and action taken.
  - Make a written record of all details of the facts known to you, and give a copy to the Child Protection Officer for the church with suggestion for appropriate further action. This may result in the matter being dealt with internally by the Youth Contact or further action being taken under the Diocesan guidelines.
3. If an allegation of abuse is made about yourself you should:
  - Immediately inform the St Leonard's Gilbert and Sullivan Group Youth Contact, and keep a written record of all the facts as you know them
  - Try to ensure that no-one is placed in a position which could lead to further compromise.
4. If an allegation is made against the Youth Contact then this should be reported to the Chair of the Group who will then follow the procedures outlined above.

Youth Contact for St Leonard's Gilbert and Sullivan Group is: Lucy Bunce

The Child Protection Officer for St Leonard's Church is: Dorothy Gardner

The current Chair of St. Leonard's Gilbert and Sullivan Group is: Stan Pickles

This Policy and Procedure was adopted on 25<sup>th</sup> March 2014

It will be reviewed annually at the AGM in December each year.