



THE QUILTERS' GUILD OF THE BRITISH ISLES CHILD PROTECTION POLICY



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Policy Statement

The Quilters' Guild of the British Isles is a registered educational charity. As an educational charity we preserve the heritage of quilting and work to ensure a vibrant future for the craft. This includes offering learning programmes and activities designed specifically for young people at our headquarters and in venues around the country.

This policy applies to all Guild members, staff, volunteers, freelancers and the children who they work with on behalf of The Guild. Guild members, staff, volunteers and freelancers are herein referred to as 'staff'. It is the responsibility of individual members of staff to understand this policy and, ensure that it is followed.

The Quilters' Guild defines a child as a young person under the age of 18 years.

The Quilters' Guild believes that:

All young people, regardless of age, disability, gender, racial heritage, religious beliefs, sexual orientation or identity, have equal rights to protection from abuse and exploitation.

Child abuse is never acceptable.

Aims

To create a healthy and safe environment for all children attending and participating in Guild activities.

To ensure that young people are listened to and kept safe from harm.

To ensure that all staff are well informed of child protection issues and procedures, and are adequately trained.

To support and encourage all staff to voice their concerns regarding welfare of young people in their care.

This document is not intended to provide an interpretation of the legal position governing child safety in the United Kingdom.

Types of Abuse

The following information is for your guidance only and it is important to remember that the indicators listed may be a result of factors other than abuse; their presence does not prove that abuse is occurring.

It is generally accepted that there are four main types of abuse.

Physical abuse

This occurs where young people's bodies are hurt by ill treatment; it can also be caused through the failure to act to protect a young person. Indicators of physical abuse include:

- Injuries which cannot convincingly be explained by the child
- Injuries which have remained untreated or treated inadequately
- Injuries on parts of the body where accidental injury is unlikely to occur
- Bruising which reflects an imprint (such as an identifiable object or hand print)
- Multiple bruises
- Burns
- Reluctance of a child to have his or her parents contacted
- Aggressive behaviour or severe temper outbursts
- Showing fear of going home
- Flinching when approached or touched
- Covering arms or legs even when hot
- Depression or moods which are out of character with the child's general behaviour

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a young person. They may be made to feel worthless, unloved and inadequate, leading to the development of low self esteem. They may be threatened, verbally attacked, taunted, subjected to degrading punishments or ignored. Indicators of emotional abuse include:

- Failure to thrive
- Reluctance to have parents contacted to explain behaviour
- Withdrawn or aggressive behaviour
- Sudden speech disorders or changes in behaviour
- Depression
- Fear of making mistakes
- Self-harm

Sexual abuse

Both boys and girls can be victims of sexual abuse and for many reasons this type of abuse is difficult to identify. Sexual abuse involves forcing or enticing a young person to take part in sexual activities to meet the needs of an adult whether or not the young person is aware of, or consents to, what is happening. The abuse may involve physical contact or non-contact activities, such as exposing individuals to pornography or encouraging individuals to behave in sexually inappropriate ways.

Indicators of sexual abuse include:

- Inappropriate sexual knowledge and behaviour
- Soreness, bruising, itching in genital or anal areas
- Eating disorders
- Self harm
- Pregnancy
- Possession of unexplained amounts of money
- Substance or drug abuse
- Fear of being left with a specific person or group of people
- Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn
- Saying they have secrets they cannot tell anyone

Neglect

Neglect is the persistent failure to meet a young person's basic physical and or psychological needs and is likely to result in the serious impairment of the young person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, leaving a child home alone, or the failure to ensure appropriate medical treatment.

Indicators of neglect include:

- Failure to thrive
- Constant hunger, stealing food from others
- Constantly dirty and/or poor personal hygiene
- Loss of weight, or being constantly underweight
- Being inappropriately dressed for the weather conditions
- Complaining of being tired all the time
- Having few friends
- Mentioning that they have been left alone or unsupervised
- Parents/guardians persistently late in picking up their child(ren) from sessions or dropping them off very early.

Code of conduct

Following the basic guidelines given in this section will help to prevent abuse occurring, false allegations arising and will safeguard young people and staff.

Staff must:

- Treat all children and young people with respect and dignity
- Recognize that you are a role model and be an example of good conduct and professional behavior at all times
- Be aware that **if** physical contact is necessary for an activity (such as measuring for a garment), it should be made clear to the young person what assistance you wish to give, how this will be done, and that their consent is given.
- Be available for young people to talk to if they need to speak to someone about a personal concern; and if necessary refer their concerns to the appropriate person
- Never promise, or suggest, that they will keep secret whatever a child may divulge
- Refer any suspicions or allegations of abuse
- Deliver activities with the needs, health and safety of the users in mind.
- Keep members' details securely
- Ensure more than one adult is present or is in sight and hearing during activities
- Administer any necessary First Aid with other adults around
- Obtain consent for any photographs/videos to be taken, shown or displayed
- Ensure another adult is informed if a child needs to be taken to the toilet.

Staff must **not**:

- Engage in inappropriate physical or verbal contact
- Show favouritism to any one child
- Use any form of physical punishment or restraint
- Spend periods of time alone with children or take them to your home as part of Guild activities
- Permit abusive peer activities e.g. ridiculing or bullying
- Allow unknown adults access to children
- Believe 'it could never happen to me' or rely on your good name or the good name of The Guild to protect you
- Transport individual young people in your private car unless absolutely necessary
- Use young people's contact details for anything other than the purpose they were given
- Use images when consent has not been given or for purposes for which consent has not been given
- Either exaggerate or trivialize child protection issues

Recruitment

The Quilters' Guild has an obligation to ensure that all staff working with children are suitable to do so under the legislation of the UK government and Scottish Government.

It should be noted that separate arrangements exist for the checking of convictions in England and Wales and Scotland. In England and Wales such checks are carried out by the Disclosure and Barring Service (DBS). In Scotland the checks are undertaken by Disclosure Scotland under the Protection of Vulnerable Groups Scheme (PVG).

Paid Staff

- All staff, regardless of the level of contact they will have with children are asked to sign a declaration form stating if they have any criminal convictions or pending conviction, and if they have been DBS/PVG checked in the past as part of their job. On starting employment all staff will be given a copy of this policy as part of induction procedure. Further appropriate checks will be made on the basis of this information.
- In the declaration form staff will be asked to state if they have understood this policy. Any changes to the policy will be made in writing to all members of staff. Any member of staff who feels the policy needs to be changed or updated should contact the Young Quilter Project Leader or Chief Executive.
- Staff who engage in 'regulated activity'¹ as defined by the Government will be asked to have a DBS/PVG check with The Quilters Guild before starting work with young people.
- The Guild will recheck staff engaging in 'regulated activity' every five years.

Volunteers

- All volunteers who work directly with young people on behalf of The Guild will be given a copy of this policy.
- Volunteers who work directly with young people will be asked to provide two referees, in addition to any guild committee recommending them, who will be asked about the volunteer's suitability to work with children.
- Volunteers who work directly with young people will be asked to complete an online safeguarding course.²
- Volunteers who engage in 'regulated activity' as defined by the Government will be asked to have a DBS/PVG check with The Quilters Guild before starting work with young people. In some circumstances The Guild will accept a previous DBS/PVG certificate if it is dated

¹Definition of Regulated Activity:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/316179/Regulated_Activity_in_relation_to_Children__DfE_.pdf

²Child Protection Basic Awareness E-Learning course offered by North Yorkshire Safeguarding Children Board: <http://www.safeguardingchildren.co.uk/basic-awareness.html>

within six months. The Guild will confirm whether the activities that you are engaged in qualify as 'regulated' activity.

- Upon receipt of their DBS/PVG check The Guild asks that volunteers send the certificate directly to the Guild Administrator, so that the certificate can be checked.
- Volunteers are encouraged to sign up to the Update Service which lets applicants keep their DBS/PVG certificates up to date online and allows employers to check a certificate online.³ This service is free for volunteers.
- The Guild will recheck volunteers engaging in 'regulated activity' every five years.

Freelancers

- Freelancers working with young people on behalf of The Guild must be adequately supervised as defined by the Government.⁴
- Freelancers may be asked to provide a DBS/PVG check depending on the context of their role and the activity which they are providing for young people.
- Freelance staff engaged by The Guild will be required to provide two referees who will be contacted for their suitability to work with children and young people.

Medication and First Aid

Staff should never administer medication to young people during a Guild activity. This is the responsibility of the child's parent or guardian. The Guild recommends that a first aid kit is present at all events. In the event of emergency, a staff person may need to administer first aid, call emergency services and the child's parent or guardian. Guild Health and Safety is managed by the Operations Manager and all accidents should be reported to her. Parents/Guardians of children must fill in an accident sheet in the event of an accident or first aid being administered and this should be forwarded to Guild HQ. Please inform the Guild Operations Manager if emergency services are ever contacted during a Guild event.

Health and Safety

A risk assessment should be carried out prior to all activity delivery to ascertain the risks involved and control measures required. Where possible, risk should be eliminated but if this is not possible, the control should reduce the risk to a minimal threat only. Please see the Risk Assessment Template (YQ07 YQ WORKSHOPS - RISKS AND RESPONSIBILITIES) for guidelines on completing a workshop risk assessment.

³ <https://www.gov.uk/dbs-update-service>

⁴ Statutory guidance: Regulated Activity (children) - supervision of activity with children which is regulated activity when unsupervised:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/253564/Supervision_guidance.pdf

Photography

Photographs, videos or audio of children **MUST NOT** be taken without obtaining permission from the child's parents/carers and the consent of the child. Photographs should only be used for the purposes for which the consent was given.

Websites

- No personal information of any young person, including full names or ages, should be included on Guild webpages.
- Contact details of young people should not be included in any web content or given to enquirers under any circumstances.
- Materials submitted by young people should be treated in the same way as photographs, with written permission from a parent or carer.

Personal Information

Personal information about young people (including ages and addresses) should be kept and used in accordance with the Data Protection Act and The Guild's Data Protection Policy (POL06 DATA PROTECTION POLICY).

Witnessing abuse, disclosure and allegations

Every effort should be made to maintain confidentiality and guard against publicity while a concern/disclosure is being investigated and considered. Information about the concern/disclosure must only be shared on need to know basis.

These procedures apply to all Guild members, staff, volunteers, freelancers and the young people they work with on behalf of The Guild.

How to respond to signs or suspicions of abuse

Even though your contact with children on behalf of The Guild may be limited to only a small number of workshops throughout the year, you may become concerned about a young person or witness an act of abuse. You must remember that it is not your responsibility to investigate suspected cases of abuse. It is the responsibility of the police who work closely with social services, education authorities and health care professionals and other social care organisations such as the NSPCC and Children1st (Scotland).

What to do if you have concerns about a child or witness an act of abuse:

- Keep calm, do not over react, try to act normally
- If the child is in immediate danger call the police.
- Do not investigate a situation or ask leading questions
- Do not challenge parents/guardians about your concerns

- Make notes of the concerns (names, dates and as much detail as possible) and discuss them with The Guild's Designated Protection Officer (DPO), **Carol Bowden, Membership Officer (01904 613 242)** or contact the **NSPCC Helpline on 0808 800 5000 or Children1st Helpline 08000 28 22 33.**
- If the view is that the concern does indeed amount to a child protection issue, the DPO should refer the child to the relevant local statutory authorities and confirm the referral in writing within 24 hours.

How to respond to a disclosure of abuse

The child should be informed as early as possible that you will not be able to keep information confidential.

Any disclosure should be taken seriously and listened to without judgment. No volunteer should make promises they cannot keep e.g. "I'll stay with you" or "I won't tell anyone". However they should reassure the child that they have done the right thing by telling someone and that you will be contacting someone who can help them.

What to do if a child discloses information to you:

- Keep calm, do not over react, try to act normally
- If the child is in immediate danger call the police.
- Do not investigate a situation or ask leading questions
- Do not challenge parents/guardians about your concerns
- Do not promise to keep the disclosure a secret
- Let the child know what you are going to do next and give them the ChildLine phone number (0800 11 11).
- Make notes of the concerns (names, dates and as much detail as possible) and discuss them with The Guild's Designated Protection Officer (DPO), Carol Bowden, Guild Membership Officer (01904 613 242) or contact the NSPCC Helpline on 0808 800 5000 or Children1st Helpline 08000 28 22 33.
- If the view is that the concern does indeed amount to a child protection issue, the DPO should refer the child to the relevant local statutory authorities and confirm the referral in writing within 24 hours.

How to respond to allegations of abuse

If a child accuses a staff person of any type of abuse or inappropriate behaviour, this should be referred immediately to the child's parent or guardian and the incident recorded in detail (names, dates, location). The incident should be reported as soon as possible to the Guild's HQ and the DPO/Chief Executive/ Senior Manager who will make a report to the Police/ seek guidance from the NSPCC or Children1st.

If a staff person is suspected of any type of abuse or inappropriate behavior, they will be suspended pending investigation and the incident will be referred to the local Social Care Services. If necessary, the incident will be reported to the Police and disciplinary action taken.

The first priority of The Guild must always be the safety and welfare of young people. However, as a staff member, the person who is the subject of the allegation has a right to be treated in a fair, sensitive and non-judgmental manner and to have his or her privacy respected as far as this ensures the safety of the child and other children.

Relevant people and responsibilities

Designated Protection Officer: Carol Bowden 01904 613 242. If not available, or if out of office hours: Chris Gatman, 07803 212374

Young Quilter Project Leader: Sarah Illing 01904 613 242, yqpl@quiltersguild.org.uk

Police and Local Authority child protection teams dependent on Local Authority area where the alleged incident occurs. Refer to internet search engine or phone book.

NSPCC Helpline: 0808 800 5000 help@nspcc.org.uk

Children1st Helpline: 08000 28 22 33 parentlinescotland@children1st.org.uk

ChildLine: 0800 1111 (textphone 0800 400 222)

Dissemination and Review

- All Guild staff and volunteers will be informed of The Guild's Child Protection Policy and procedures.
- The Child Protection Policy and procedures made available on The Guild's website.
- Training, learning opportunities and support will be offered to Quilters' Guild staff and volunteers as appropriate to ensure procedures for best practice are followed.
 - The Quilters' Guild recommends these Child Protection courses:
 - Child Protection Basic Awareness E-Learning course offered by North Yorkshire Safeguarding Children Board:

<http://www.safeguardingchildren.co.uk/basic-awareness.html>
This online course is free of charge and requires you to register with an email address. For 'employer' put 'Voluntary and Independent Sector'.
 - NSPCC Child Protection Awareness course. Available online or as a correspondence course.

Telephone: 01926 436212

Email: sales@educare.co.uk

Website: www.educare.co.uk

Post: EduCare, Crown House, 33 Warwick Street, Leamington Spa,
Warwickshire CV32 5JX

There is a charge for the course which we recommend discussing with your Guild Committee.

- Good practice for working with children is shared through the YQ Volunteer Handbook (available on the YQ website) and disseminated in the regions through YQ forums and training days.
- Parents and guardians will be made aware of The Guild's Child Protection procedures when their children participate in Guild activities.
- The Child Protection Policy will be reviewed by the Young Quilter Project Leader and Chief Executive on an annual basis.