

# Cheam Woodturners Association



## Safeguarding Policy

### Policy

(Note: The term child or children is also deemed to include vulnerable adults insofar as it is relevant to this policy. A vulnerable adult is a person 'Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation.')

The Cheam Woodturners Association (CWA) recognizes that the welfare of children is paramount and that we have a duty of care when they are in our charge. We will do everything we can to provide a safe and caring environment whilst they attend our activities.

#### We will:

- Treat all children with respect and celebrate their achievements.
- Respond to concerns and allegations appropriately.
- Adopt the 'Members' Guidelines '(as below)
- When there are concerns about the welfare of any child/young person all adults in the CWA are expected to share those with the designated child protection officer.

The child protection officer is responsible for:

- Monitoring and recording concerns.
- Making referrals to social services without delay.
- Liaison with other agencies.

The CWA, through confirming this Policy Document, has indicated its determination to ensure that children and young people can participate in Woodturning with their safety being of paramount importance.

**Woodturning can; however, be dangerous.** In line with other voluntary and commercial organisations we have decided to limit access to CWA meetings on the following basis:

- The Chairperson and Honorary Secretary have decided that children under the age of 12 years shall not be eligible to attend meetings of the CWA.
- Children under the age of 16 years may attend if accompanied at all times by a Parent/Guardian/Carer and the consent form completed by both the Parent/Guardian/Carer and the child concerned.
- Children under the age of 18 years may attend provided the consent form is signed by both the Parent/Guardian/Carer and the child concerned.

Derek Dowle  
*Chairperson*

David Whiting  
*Honorary Secretary*

Chris Barrett  
*Safeguarding Officer*

Dated: July 2018



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### Child Protection Policy – Members' Guidelines

As members of the CWA, you need to be aware of the concept of child abuse and have some background information to help to adopt good practice when working with young people.

**Always remember – it is not your responsibility to decide if abuse has taken place. However, it is your responsibility to act upon these concerns.**

Abuse is a powerful and emotive term and is used to describe ways in which children may be harmed, usually by adults and often by those they know and trust. There are five main areas of abuse of which you should be aware:

1. *Emotional abuse* – occurs when adults persistently fail to show children due care, love or affection. Where a child may be subjected to unrealistic pressure and constantly shouted at and given responsibility for which they are not yet ready.
2. *Physical abuse* – occurs when adults, or even children, deliberately inflict injuries on a child, or knowingly do not prevent such injuries.
3. *Bullying* – occurs when repeated aggression, verbal, psychological or physical contact by an individual or group. It can include physical, verbal, emotional, racist or sexual abuse, comments and gestures.
4. *Neglect* – This occurs when a child's basic need for food, warmth and care are not met, including failure to prevent a child from exposure to any kind of danger.
5. *Sexual abuse* – both girls and boys can be sexually abused by adults, who use children to meet their own sexual needs and desires either through participation or forced observation.

Safeguarding the welfare of children and young adults is paramount. The CWA has a moral obligation and legal responsibility to provide the highest possible standard of care when we welcome young people into our association.

### Guideline for good practice for CWA Members

Everyone should be aware that as a general rule, it does not make good sense for a supervising adult to:

- Spend excessive amounts of time alone with children/young people away from others.
- Take young people alone on car journeys, however short, without parental approval.
- Take children/young people to your home, without parental approval.
- Help children with their clothing or get changed – encourage parents to do this.

### You should NEVER:

- Engage in inappropriate physical contact, including horseplay.
- Share a room with a child.
- Permit children to use unacceptable language or explicit language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Agree to meet a child on your own, outside the context of normal duties.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

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### Key principles of good practice for CWA Members

Adopting these principles will help you to create an environment in which:

- Children are listened to, given a sense of belonging and kept safe.
- Volunteers who work with children and young children are supported and protected.
- Parents are supported and encouraged.

### Safe environment – this will be done by:

- Providing an adequate level of supervision.
- Keeping records of attendances, complaints and incidents.
- Producing procedures for dealing with suspicions.
- Identifying a person in charge of child protection.
- Protecting both members and children.
- Understanding the child's right to self-protection.

### Dealing with concerns – this will be done by:

- Listening but not leading the child.
- Observing changes in behavior.
- Believing – but do not promise confidentiality.
- Reassuring – be sensitive to the situation.
- Acting immediately and explaining to the child what you are going to do.
- Recording.
- Getting support.
- Referring to the right body.
- Recording allegations or suspicion of abuse.

### Please remember that if an incident occurs – the basic information needed is as follows.

Name of child, age, telephone number and address.

Parent/Guardian/Carer name.

### General Points of Contact:

Local Area Designated Officer (LADO) London Borough of Sutton	020 8770 4776
Metropolitan Police	101 – non-emergency number
Childline – 24 hours	0800 1111
NSPCC Helpline – 24 hours	0800 800500
Childrens' Legal Centre	0207 3596251

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## CWA Parental/Carer Consent Form

This form is used when children under the age of 18 years of age/vulnerable adults are participating at a CWA Event. It also provides a record that consent has been given (or not) for photographs to be taken and used.

Name of Event:	
Date of Event:	
Name of child/vulnerable adult:	
Age of child:	
Name of Parent/Guardian/Carer:	

### To be signed by the Parent/Guardian/Carer

As the Parent/Guardian/Carer of the child/vulnerable adult named above I give consent for him/her to take part in the event. I understand that where this involves use of equipment, full instruction on safe use of the equipment will be given and its subsequent use will be overseen by a competent adult, aged over 21 years.

Signed ..... Date.....

### Photographs:

As the Parent/Guardian/Carer of the child/vulnerable adult named above I understand that the CWA or its representative(s) may wish to take photographs of him/her during the event. I understand that these photographs may be used on social media (including Facebook and Twitter), CWA publications and the CWA website, in perpetuity and that these photos may be seen around the world.

I do/do not (*delete as appropriate*) give my consent to such photographs being taken and used as described.

Signed ..... Date.....

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### To be signed by the child/vulnerable adult

### Photographs:

I understand that the CWA or its representative(s) may wish to take photographs of me (the person named above) during the event. I understand that these photographs may be used on social media (including Facebook and Twitter), CWA publications and the CWA website in perpetuity and that these photos may be seen around the world.

I do/do not (*delete as appropriate*) give my consent to such photographs being taken and used as described.

Signed ..... Date.....