



CHILD PROTECTION POLICY

Policy Statement

The West Norfolk Artists Association (WNAA) helps promote visual arts practitioners, of all levels, living or working in the West Norfolk area. The Association occasionally runs events/workshops for people of all ages and abilities in a community setting. In the course of this work artists may be in contact with children, young people and vulnerable adults. Members of this Association are committed to practices that protect children from harm. For the purposes of this policy, children are any person under the age of 18 years, or those who are considered vulnerable.

Application

- This policy applies to all West Norfolk Artists Association Members who in any way deal with or manage activities involving children on behalf of the Association.
- A Member is any individual who holds membership by way of purchase or who holds honorary office or membership granted by the Association. For the purposes of this policy it will also cover non-members who volunteer their services in order to aid the WNAA. A volunteer is any person, not being a WNAA Member, who has agreed to take part in, assist in, or direct any event for WNAA.
- This child protection policy applies at all times and is subject to annual review.

Implementation

This policy and guidance will be effective from 28/10/2008. We will endeavour to safeguard children by:

- Providing guidelines through a code of behaviour for Members.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Ensuring that the Criminal Record Bureau, in accordance with their guidelines, checks all Members with responsibility for children.
- Appointing a designated person to enable any concerns to be reported in accordance with our procedures.

Responsibility for implementing and reviewing the policy is that of the WNAA Management Committee and the Child Protection Officer. Review will be carried out over the following points:

- The relevancy of the policy to current circumstances.
- The effectiveness of the policy during the preceding year.
- The need to extend the policy to meet anticipated changes in legislation or WNAA activities.

CODE OF BEHAVIOUR

You must:

1. Respect children's rights to privacy and encourage children and adults to feel comfortable enough to report attitudes or behaviour they do not like.
2. Be aware of the procedures for reporting concerns or incidents, and be familiar with the contact details of the designated person.
3. Make others aware of any inappropriate affection or attention from a child.
4. Report to the designated person any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviours of another Member or concerns based on any conversation with the child; particularly where the child makes an allegation.
5. Keep a written record of any injury that occurs, along with the details of any treatment given.

You must not:

1. Spend excessive amounts of time alone with children away from others. Meetings with individual children should be avoided or take place within sight of others.
2. Make unnecessary physical contact with children.
3. Take children alone in a car to, or from, an event. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or guardians) and the Member in charge of the Association event.
4. Show favouritism to any one child, or issue/threaten any form of physical punishment.
5. Start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to the designated person.
6. Make promises to keep any disclosure confidential from relevant authorities.

The following activities should never be sanctioned:

- Rough, physical or sexually provocative games.
- Engaging in any form of inappropriate touching.
- Making sexually suggestive comments to a young person, even in fun.
- Allowing children to use inappropriate language unchallenged.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.