



CHILD PROTECTION POLICY

**Originally adopted by the Board of the
Development Media Workshop on**

2nd June 2008

Reviewed and readopted by the Board on

8th April 2011

A handwritten signature in black ink, appearing to read 'J. McCann', is written above a horizontal line.

(Chair)

8-4-2011

(Date)

Child Protection Policy and Procedure Development Media Workshop

This document should be read in conjunction with the associated 'Child Protection Information for Parents, Partners and Stakeholders' leaflet, which further develops these aims, principles, procedures and risk management arrangements for safeguarding children and young people.

Development Media Workshop (DMW) activities are founded on the principles of anti-discriminatory and anti-oppressive practice. We recognise that all forms of abuse, including child abuse, originate in an abuse of power and breach of trust. A strong commitment to children's rights, their empowerment and the fulfilment of each child's personal, social and emotional development and welfare permeates all our activities. By assisting children and young people's communication, skills and development, working within groups, increasing their understanding of their own and others experiences, needs, culture and traditions, a powerful and distinct form of communication and self esteem is developed. We believe this directly contributes to the prevention of abuse.

Development Media Workshop is committed to safeguarding and promoting the welfare of children and young people and to the highest standards of practice in every aspect of its activities. The administration and conduct of all DMW activities is supervised by Dr. Michael Brown. For the purposes of this policy and procedure he assumes the role of Designated Child Protection Manager, responsible for training and practice. He is supported in this by * NAME & Role , who assumes Deputy Designated Child Protection Management responsibility.

All DMW actions concerning children and young people must uphold the best interests of the child as a paramount consideration. DMW staff and associates hold a position of trust. Should any child protection concern, issue, incident, disclosure or complaint occur, staff or associates are advised to inform Dr. Michael Brown and/or the *Director of DMW Management Committee immediately, consistent with the agreed DMW Child Protection Policy and our Customer Comments and Complaints Procedure.

GOOD PRACTICE GUIDANCE - A CODE OF CONDUCT FOR DMW STAFF

The establishment of 'Good Practice Guidance and a Code of Conduct for DMW Staff' ensures that staff and facilitators have clear guidance about appropriate and inappropriate behaviour and contributes to maximising the levels of safety for children and young people, while participating in DMW projects and activities.

DMW appreciates the legal and child safety issues associated with taking and the subsequent use of children's images. We will endeavour to minimise the risk of any child's safety being compromised during our activities or subsequent to our involvement.

The primary consideration is the best interests of the child

DMW facilitators hold a position of trust

Prudent conduct protects DMW staff/facilitators and children

It is prudent for all staff/facilitators to audit and self-evaluate their use of language, interactions, manner, and communication style, to ensure that these are consistent with the child protection principles and best safeguarding practice recommended in this code of conduct.

Children gain enriching experiences from positive interaction with staff/facilitators – this code of conduct should not impair or detract from such experiences.

CODE OF CONDUCT

PRIVATE MEETINGS WITH CHILDREN AND YOUNG PEOPLE.

There will be occasions when one to one activities or interviews with children or young people must take place. Consent to such meetings should be negotiated in advance with parents/carers/partners. Where possible all such meetings should take place in a room/location with visual access by others or with the door open.

Another adult should know that the meeting is taking place. If possible, another adult should be nearby or present, as appropriate. DMW risk management strategies will include measures to facilitate this.

A sign may indicate that a room is in use, but should not prohibit entry.

PHYSICAL CONTACT WITH CHILDREN & YOUNG PEOPLE

As a general principle staff/facilitators should not make unnecessary physical contact with children. However we recognise that during activities such as film

and photography some physical contact between staff/facilitator and participants is occasionally required.

Staff/facilitators should not feel inhibited from such interaction providing this physical contact has been identified in the initial contract and associated risk assessment. The purpose of any such touch should be appropriate and should be explained and clarified with the responsible participants - the child and responsible adults - and should be supervised.

Staff/facilitators should not feel inhibited from providing appropriate physical reassurance to a distressed child, especially a younger child, such as a caring parent would provide

Staff/facilitators should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others, or property from harm.

Physical punishment is illegal, as is any form of physical response to behaviour, unless it is by way of necessary and reasonable restraint, where a child or young persons behaviour would constitute a grave danger to themselves or others.

Staff/facilitators who have to administer first-aid to a child or young person should ensure, wherever possible, that this is done in the presence of another adult. This does not apply where emergency first-aid is required.

Any physical contact which would be likely to be misinterpreted by the child ,young person, parent or other observer should be avoided.

Following any incident where a member of staff/facilitator feels that his/her actions have been, or may be misinterpreted or misconstrued, a detailed written report of the incident should be submitted to the Designated or Deputy Designated Manager immediately.

APPROPRIATE USE OF CHILDREN & YOUNG PEOPLE'S IMAGES

Informed consent will be obtained from parents or persons with parental responsibility, prior to any child or young person becoming involved with DMW in photographing or filming activity. Such consent can be withdrawn at any time.

The consent of the child or young person must also be obtained, age appropriately. If a child of any age declines to have their image taken this will be interpreted as their consent having been refused

DMW will specify how and where a child's image will be published.

DMW will take all practical steps to reduce the risks of images being used inappropriately, exercising caution to ensure that only images of children in suitable dress are taken. Images will not be taken in changing, sleeping or toilet areas.

Where a child's image and full name are to be used, specific written consent must be obtained in advance.