



# Hillingdon Narrowboats Association

## Child Protection Policy

Version 1.01/22.02.2018

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## Mission Statement

The Child Protection Policy seeks to support younger users of the service in ways which foster security and confidence. It should be regarded as being an intrinsic part of their involvement in all aspects of the narrowboating experience.

## Aims of the Child Protection Policy

1. To develop an awareness in both staff and volunteers of the Association of the need for child protection and their responsibilities in ensuring safe and competent use of the narrowboats and all associated activities in accordance with the Association's Health and Safety Policy.
2. To develop an awareness in both staff and volunteers of the Association of the need for child protection and their responsibilities in preventing abuse.
3. To provide a format for systematic monitoring.
4. To develop a structured procedure to follow.
5. To involve outside agencies as appropriate.
6. To support younger users in ways which will foster security and confidence.

## Safety of Young People

Guidance to staff and volunteers of the Association.

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern. If a young person tells you about abuse by someone else:

1. Allow the young person to talk without interruption, accepting what is said.
2. Offer immediate understanding and reassurance, while passing no judgement.
3. Advise that you will try to offer support but that you must pass the information on.
4. Immediately tell the Association's Project Manager or, if he is unavailable, an appropriate member of the Association's Staff or Committee of Management.
5. Write careful notes of what was said, using the actual words used wherever possible.
6. Sign, date and pass your notes to the Association's Project Manager or appropriate member of the Association's staff or Committee of Management as soon as possible or within 24 hours.
7. Ensure that a further situation does not arise which could cause further concern.

In an emergency (if a young person is at imminent risk of harm) contact the local social services or the police direct (if necessary by dialling 999). However, you must also make the notification outlined in bullet 4 above.

If you have a concern about a young person's safety or well-being:

1. Immediately tell any other responsible appropriate adult.
2. Write careful notes of what you witnessed, heard or was told.
3. Sign, date and pass your notes to the Association's Project Manager or appropriate member of the Association's staff or Committee of Management.
4. Ensure that no situation arises which could cause any further concern.

If you receive a complaint or allegation about any adult or about yourself:

1. Immediately tell any other responsible appropriate adult.
2. Write careful notes of what you witnessed, heard or was told.
3. Sign, date and pass your notes to the Association's Project Manager or appropriate member of the Association's staff or Committee of Management.
4. Try to ensure that no-one is placed in a position in which they could be further compromised.

**Any member of the Association's staff or a volunteer has the right to report any concerns or suspicions about another member of staff or volunteer in confidence and free from fear or harassment. You must refer not investigate. If in any doubt about policy or procedure, please contact the HNA Project Manager or Chair of the Committee of Management.**

## Code of Behaviour

DO put this code into practice at all times.

DO treat everyone with dignity and respect.

DO set an example you would wish others to follow.

DO treat all young people equally, showing no favouritism.

DO plan activities that involve more than one person being present, or within sight and hearing.