



# Camp Quality UK Child Protection Policy

## Aims

The aims of this policy are to:

- Help to protect children from abuse during the holiday and at home.
- Enable people accused of abusing a child to be treated fairly.
- Set out the procedures for Camp Quality UK directors to follow if a case of abuse comes to light during a holiday.
- Set out procedures for vetting staff that will help to minimise the possibility of abuse.
- Ensure that training and review of staff takes place.
- Ensure that the following aspects of the U.N. ‘convention on the rights of the child’ are adhered to:

Children have the right to:

Affection, love and understanding

Adequate nutrition and medical care

Protection against neglect, cruelty and exploitation.

## Definitions of abuse

**Physical abuse** – actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and Munchausen’s syndrome by proxy.

**Sexual abuse** – actual or likely sexual exploitation of a child or adolescent. The child may be a dependent and/or developmentally immature.

**Neglect** – the persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child’s health or development, including non-organic failure-to-thrive.

**Emotional abuse** – actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe ill treatment or rejection. All abuse involves some emotional ill treatment. This category is used where it is the main or sole form of abuse.

**Organised abuse** – organised abuse is sexual abuse where there is more than one single abuser and the adults concerned appear to act in concert to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

*These are the definitions of child abuse recommended as criteria for registration by the Department of Health, ‘Working together under the Children Act 1989’.*

## **Vetting Procedures**

### **Section 1: Vetting Volunteers**

Camp Quality UK will:

- Ask volunteers to fill in an application form.
- Ask each volunteer to give 2 references, the referee should have been known to the individual for a minimum of two years and not be related to the applicant in any way (one of these references will come from the enhanced CRB check).
- Interview each volunteer.
- Complete an enhanced Criminal Records Bureaux check for each volunteer. (See section 3) Each volunteer will be checked again after 5 years if they continue to go on Camp Quality holidays.
- Train volunteers on our child protection policy and review their work after the camp. The training pack will be completed every 3 years and the guidelines will be completed annually.
- Ensure that camp directors have adhered to these vetting procedures and have had a minimum of 3 years experience of Camp Quality UK holidays.

### **Section 2: Vetting Medical Staff**

As for volunteers (Section 1) plus they will fill in the application form reference AM1. This includes a section for GMC and NMC numbers and details of membership of a defence union where applicable. They will also be interviewed by a doctor or nurse already known to Camp Quality UK.

### **Section 3: Police Checks**

Camp Quality UK will:

- Complete an enhanced Criminal Records Bureaux check on every member of staff to ensure that nobody previously convicted of abuse is allowed on the holidays.
- Understand that a substantial minority of people in the community have been convicted for offences which have no relevance to their ability or suitability to work with children. Selection officers will not discriminate against these people where it is reasonable not to do so. Please refer to the Equal Opportunities Policy for more details.
- Reassure applicants that information which they disclose about their criminal background is only required to prevent the abuse of children.

### **Section 4: Outside Agencies**

Wherever possible when outside agencies are used they will be asked to produce their Child Protection Policy for us to check. However, we do not rely solely on this information and their procedures to safeguard our staff and children. Wherever possible a child/or children will always be with at least 2 members of vetted Camp Quality UK staff. They will never be left in the sole care of a person who has not been vetted by Camp Quality UK.

### **Guidelines for Staff**

- Directors must use a holiday log book to record all incidents including bullying, abuse and general accidents.
- A child/ or children will always be with two members of vetted staff, where this is practically possible. Where possible staff members will inform the director of the holiday and they will assign other staff members as necessary.
- A major rule all companions must know is: Supervision = Protection
- Sleeping arrangements must be that children will either be in a room with all children and the staff will be in a nearby room or the children will be in a room with at least two staff members.
- This will then reassure the child and protects the doctor from wrongful accusations.

### **What to do if you suspect, or it is alleged that abuse has occurred on a Camp Quality UK holiday**

#### **Physical abuse, emotional abuse or neglect**

1. The director must contact the police.
2. The director must inform an officer of the committee.
3. The person accused of abusing must be removed from any contact with children.
4. Parents must be contacted unless there is any chance that the abuse could have already occurred at home.
5. The director must tell the co-director, unless the co-director is involved, but must resist from telling anyone else.
6. If the director is accused then these responsibilities fall on the co-director. If both are involved then an officer of the committee must be contacted by any member of staff.
7. Where emergency medical attention is required this must be sought immediately.
8. The director should inform the doctor of any suspicions of abuse.
9. Whenever the holiday doctor is suspected of abuse the child must be taken to the nearest accident and emergency ward.
10. For any further guidance advice can be sought from the NSPCC Tel: 0800 800 500.

#### **Sexual abuse or organised abuse**

1. The director must contact the police.
2. The director must contact the Child Protection Officer of the committee to keep them informed.
3. The person accused of abusing must be removed from any contact with children.
4. The director must tell the co-director, unless they are accused, but must resist telling anyone else.
5. If the director is accused these responsibilities fall on the co-director. If the director and co-director are both involved an officer of the committee must be brought in by any member of staff
6. The parents must be contacted unless there is any chance that the abuse could have already occurred at home.

### **What to do if you suspect abuse before the holiday**

#### **Physical abuse, emotional abuse or neglect**

1. The director must contact the social services in the child's local area for advice in cases of deliberate injury or where concerned for the child's safety. If the social services local to the child's

home cannot be contacted then the social services local to the holiday should be contacted and their advice should be followed.

2. Any one associated with Camp Quality UK (helpers, companions, staff or committee members) must not inform the parents.
3. Where emergency medical attention is required this must be sought immediately.
4. The director must inform the doctor of any suspicions of abuse.
5. The director must contact the Child Protection Officer of the committee to keep them informed.
6. The director must tell the co-director but must resist from telling anyone else.
7. For any further guidance advice can be sought during the holiday from the NSPCC Tel: 0800 800 500.

### **Sexual abuse or organised crime**

1. The director must contact the social services in the child's home area. If the social services local to the child are unaware of the abuse contact the social services local to the holiday and take their advice.
2. The director must contact the Child Protection Officer of the committee to keep them informed.
3. The director must tell the co-director but must resist telling anyone else.
4. No one associated with Camp Quality UK (helpers, companions, staff or committee members) must contact the parents.

### **In all cases**

- The holiday begins as soon as the child is handed over into the care of Camp Quality UK staff.
- Make notes as soon as possible writing down exactly what the child said in the holiday log book and on a 'responding to abuse form'. Write what you said in reply to the child, when the child said it and what was happening immediately beforehand. Record times and dates of these events and when you recorded them. Keep notes securely.
- In cases of visible injury describe injuries in as much detail as possible and complete the diagrams supplied. It is important to get a doctors examination immediately.
- Do not tell a child that you can keep a secret. If they ask you, inform them that you may need to disclose information if you think that they or someone else may be harmed if you do not.
- Take action, as above, without any delay.
- Note - injury in a non-accidental area does not mean abuse has definitely taken place; cancer treatment leaves the children very susceptible to bruising, bleeding and infections. Companions will consult with medical support team for guidance.

I have read, understood and agree to abide with the above Child Protection Policy.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return completed form to:

**The Secretary  
Camp Quality UK  
PO Box 217  
Sidcup  
DA15 0BL**