



ARUN YOUTH AQUA CENTRE POLICY

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TITLE	CHILD PROTECTION	
ISSUE DATE	5 th MAY 2007	Issue Number 4
APPROVED BY	R. Elliman	Chairman Management Committee
SIGNATURE		

Policy for Child Protection

The Centre recognises that all adult helpers at Centre activities are required to acknowledge that they have a responsibility to protect children from abuse.

1. General Policy

It is the policy of the Centre to recognise that all children have a right to be protected from all forms of abuse and discrimination and to be treated equally regardless of age, gender, racial origin, culture, religious belief, language, disability or sexual identity.

To achieve these objectives the Centre will: -

1. Comply fully with the requirements of all relevant legislation, regulations, Approved Codes of Practice, the guidelines as issued from time to time by the West Sussex County Council's Education Department and its Youth Service for the pursuance of the Centre's activities and those of the appropriate governing bodies of the BCU and RYA.
2. Ensure that the duties and responsibilities of all of the adult helpers are clearly defined, allocated and understood.
3. Ensure that all adult helpers who will be assisting at the Centre will be subject to an appropriate level of scrutiny and in the case of adult helpers who will be in a position of responsibility on a one to one or one to few children an appropriate positive check (e.g. via Criminal Records Bureau (CRB)) will be carried out.
4. Ensure all members are aware of the Centre's Child Protection Policy (on notice board in Meeting Room) and Child Protection Guidelines (also on notice board in Meeting Room and included with each annual membership application / renewal application).

2. Organisation and Responsibilities

The Management Committee has overall responsibility for the implementation of the Child Protection Policy for the Centre, providing the training and for ensuring that there is full compliance with both statutory and Centre requirements.

The Senior Instructors of the Centre activities have the responsibility for seeking additional advice, for contacting the Social Services, the Police or the NSPCC, who are trained to deal with situations where child abuse is suspected and brought to their attention. The Senior Instructor for the session will assume the role of the Centre's nominated Child Protection Representative. (Appendix B)



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The adult helpers have a responsibility to ensure that any concern related to child abuse however it is manifest is notified to the Senior Instructor present. If no Senior Instructor is present or the allegations involve a senior person then the appropriate agency must be notified. Doing nothing is NOT an option.

3. Review

The Centre's Policy on Child Protection will be regularly reviewed in the light of operational practice, new legislation and or new policy directives from the West Sussex County Council's Education Department and its Youth Service. The Senior Instructors will constantly monitor the operational practices and procedures.

4. Definitions

Management Committee: - as defined by the current Arun Youth Aqua Centre Constitution

Senior Instructor: -a person qualified to the appropriate standards by the relevant governing body who is on the current register maintained by the Governing body. For the purposes of this policy this will be a Senior Instructor qualification or equivalent recognised by the appropriate water sports governing body.

Adult Helper: - a fit and trustworthy person who has various levels of skill and competencies and maintains relevant qualifications in order to assist the Centre in the performance of its objectives as determined by the Centre's Constitution. Will generally operate with a Senior Instructor or member of the Management Committee present.

Member: - As defined by the Centre's Constitution.



Appendix A

SPECIFIC RESPONSIBILITIES WITHIN THE CENTRE

The Management Committee

Responsible for:

5. Establishing all policies and guidelines for Child Protection within the Centre and seeing that the policies and guidelines are complied with and reviewed on a regular basis.
6. Ensuring that appropriate scrutiny of all adult helpers at the Centre related to their suitability for working with children is determined.
7. Reviewing all Child Protection recommendations received from all sources at all levels.
8. Providing adequate information training, and publicity of all types related to Child Protection.
9. Ensuring all records regarding Child Protection are kept confidential.

The Senior Instructor (s)

Responsible for: -

10. Ensuring that the Centre's Policies and guidelines related to Child Protection are adhered to in all respects.
11. Reporting all notified instances of suspected child abuse to the appropriate authorities and to the Management Committee.
12. Making suggestions to improve Child Protection of the Centre to the Management Committee or their representatives.
13. Ensuring that appropriate guidelines are communicated to the adult helpers for the activity of the session

Adult Helpers and Members

Responsible for: -

14. Reporting all suspected instances of child abuse, however small to a Senior Instructor or appropriate authority
15. To act in the course of their activities with due care for the protection of children.
16. To observe the guidelines of the Centre.



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APPENDIX B**Senior Instructor Contact Details****First**

Name	Last Name	Address	District	Town	County	Postal Code	Home Phone	Email Address
Rob	Elliot	26 Fairway		LITTLEHAMPTON	West Sussex	BN17 6PY		rwe26@talktalk.net
Richard	Renson	21 Eaton Road	West Worthing	WORTHING	West Sussex	BN11 4RA		richardcr2000@hotmail.com
Rachel	Folley	8 Chipstead Close		SUTTON	Surrey	SM2 6BE		r.folley@yahoo.co.uk
James	Millett	Scesaplana, Gorse Avenue	East Preston	LITTLEHAMPTON	West Sussex	BN16 1SD		millett99@hotmail.com
Roger	Elliman	89 White Horses Way		LITTLEHAMPTON	West Sussex	BN17 6NL		r.elliman@btinternet.com