



THE

CHILD PROTECTION POLICY

OF THE

**COLLEGE OF MAGIC
CAPE TOWN, SOUTH AFRICA**

Declaration

by the CEO, Director and Board on behalf of the College of Magic

The CEO, Director, Board, employees, COM appointed contractors and volunteers of the College of Magic accept without reservation the following *Child Protection Policy* (CPP), drawn up as a commitment to the international standards required of institutions working with children and youth and applied more specifically in our own environment and circumstances as a PBO in the entertaining arts and education sector.

The College of Magic Child Protection Policy Document was formally adopted by the Board of the College of Magic on the 18 June 2021

It will be reviewed as soon as possible after any review of Legislation, Protocols or other similar documents in the public domain.

All College of Magic Personnel: Employees, COM appointed Contractors and volunteers are required to comply with this document.

Signed on behalf of the College of Magic.



Mr Daniel Galloway
CEO

Date: 18 June 2021



Mr David Gore
Director of Training

Date: 18 June 2021



Mr Justin Barry
Chairman of Board

18 June 2021



Miss Marian Williamson
Board Member

18 June 2021

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ROLE OF THE CEO, DIRECTOR IN CHILD PROTECTION

The CEO, Director has ultimate responsibility for the policies and procedures within the COM.

- He oversees the development, review, implementation, record-keeping, training and audit of CPP within the COM.
- He is responsible, working through the Designated Officer, for processing and dealing with allegations of child abuse in conjunction with the Advisory Team and Civil Authorities.
- He appoints a Designated Officer for Safeguarding Children and arranges for his/her training.
- He appoints an Advisory Team to advise on allegations, rumours and concerns of child abuse.
- He is responsible for cooperation and liaison with the Police Child Protection Unit
- The outgoing CEO, Director is responsible for ensuring that the incoming CEO, Director is given full access to all documentation and information re Safeguarding Children issues within the COM.

STANDARD 1:

POLICY STATEMENT FOR SAFEGUARDING CHILDREN

“Each child shall be cherished and affirmed with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all.”

“A Child’s right to safety and care are inalienable.”

“Everybody has an obligation to ensure that the fundamental rights of children are respected”.

These guiding principles inform the policy for Safeguarding Children of the COM. The policy has been written to ensure that the COM, co-workers and volunteers take every reasonable measure to prevent abuse. It aims to ensure that none of its personnel or volunteers engages in behaviour that could allow abuse to occur or actions that could be misinterpreted by children, their families or other adults as constituting, or leading to abuse.

The COM is committed to promoting the safety, welfare and protection of children and takes all concerns, allegations, suspicions and disclosures of abuse very seriously.

The Principles Underlying our Policy

The Principles are derived from:

- Religious Values
- International Law
- Domestic Legislation

These Principles include the following:

The principles derived from Religious values are:

- Each child shall be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all.
- A child's right to safety and care is inalienable.
- Children have a right to an environment free from abuse or neglect.
- Children have a fundamental right to justice and freedom; they have a right to be listened to and to be heard.
- Children have a right to good role models whom they can fully trust, who will respect them and nurture their spiritual, physical and emotional development.

The principles derived from civil sources are:

- The COM recognises that the abuse of children and vulnerable adults is both immoral and a crime.
- All adults have a duty to report allegations or suspicions of child abuse, where reasonable grounds for concern exist, irrespective of the status of the person suspected or their relationship to them or to the child.
- Due regard must be given to the criminal dimension of any action.
- It is the statutory duty of the civil authorities, not individuals or organisations, to investigate reports of child abuse.
- A proper balance must be maintained between protecting children and respecting the needs and rights of carers and adults. **However, where there is a conflict, the welfare of the child must be paramount.**
- Actions taken to protect a child should not in themselves be abusive or cause the child unnecessary distress. Every action and procedure should consider the overall needs of the child.
- Organisations have a corporate responsibility to operate effective systems to assure the protection of children. They should ensure best practice in relation to recruitment and selection processes, provide

appropriate training and ensure that all personnel are aware of their responsibility both to prevent child abuse and to report concerns about child abuse.

- All agencies and disciplines concerned with the protection and welfare of children must work cooperatively in the best interests of children.

Definition of Child Abuse

Child abuse occurs when the behaviour of someone in a position of greater power than a child or young person abuses that power and causes harm to that child or young person. Child abuse, for our purposes, is categorised into four groups:

1. Emotional abuse
2. Physical Abuse
3. Sexual Abuse
4. Neglect

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Emotional abuse is normally found in the relationship between a care-giver and child.

Physical abuse

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child; e.g. shaking a child, excessive force.

Sexual abuse

Sexual abuse occurs where a child is used by another person for his or her gratification for sexual arousal or for that of others.

Indirect abuse of children occurs where children have been photographed, videotaped or filmed for pornographic purposes or subjected to gross and obscene language or indecent images.

Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and medical care.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. It is the persistent failure to meet a child's physical, emotional and/or psychological needs that is likely to result in significant harm.

Examples of neglect include:

- Where a child suffers a series of minor injuries as a result of not being properly supervised or protected.
- The consistent failure of a child to gain weight or height may indicate that they are being deprived of adequate nutrition.
- Where a child consistently misses school, this may be due to bullying or deprivation of intellectual stimulation and support.

When developing structures to safe-guard children in COM activities, sensitive cognisance is taken of children with special vulnerabilities who may need additional support.

For Signs and Symptoms of each type of abuse, see Appendix 1

STANDARD 2:

HOW TO MANAGE ALLEGATIONS AND SUSPICIONS OF ABUSE

(Note: Ensure that proper civil procedures are followed. The Designated Person should take the statement. If an abuse complaint needs to be recorded the following criteria are to be followed.)

Recording the complaint

- The information must be fully and accurately recorded.
 - It is not your place to investigate.
1. If you receive a concern, suspicion, disclosure or allegation of abuse, you must act immediately and refer the matter to the **Designated Officer AS SOON AS POSSIBLE**.
 2. Whenever possible and practical take notes during that first conversation. Otherwise make a written record as soon as possible afterwards.
 3. Record the time, date, location and persons present. The record should be signed and dated by the author.

(Use the **Child Protection Recording Form (see Form in Appendix 3)**)

Record the following accurately:

- Name,
- Address,
- Date of birth
- Telephone number of the person making the complaint or expressing concern parent/carers name and address where the complainant is a child.
- The name of the individual against whom the concern/allegation is being raised and any other useful information.
- Record as much information as possible about the circumstances leading to the concern/allegation being raised and the reasons why. But do **not** interview the complainant – take down what they tell but don't probe.
- Record the dates when the concern arose, or when the incident(s) occurred.
- As far as possible record the child's own statement using the words used by the child to describe the event(s) or incident(s). Do not make assumptions about the intended meaning of words used.
- Record details of any action already taken about the incident/ concern/ allegation.

- Record any views expressed by the child's parent(s) or guardian(s) about the matter.
1. Do not be selective. Include detail which may seem irrelevant.
 2. All original records and rough notes must be passed on to the relevant Designated Officer. Note, all information about the existence of a potential allegation must always be communicated to the relevant Designated Officer.
 3. In cases of emergency, where a child appears to be at immediate and serious risk, an immediate report should be made to the relevant Designated Officer. Where the appropriate Health and Safety staff is not available, the Police should be contacted to ensure that **under no circumstances a child is left in a dangerous situation pending Health and Social Services intervention.**
 4. Explain to the person/child making the complaint what will happen next. Indicate who will be made aware of the information given. Give them the contact number of the Designated Officer in case the referrer needs to ask questions later.
 5. It is important not to discuss the incident /concern with anyone other than those detailed in these procedures.

Some Guidelines on how to respond to a person making a complaint

- Listen calmly. Do not ask leading or intrusive questions. Do not suggest words, use theirs. Allow the person to continue at their own pace.
- Make no promises that cannot be kept, especially with regards to secrecy, but note carefully what is being sought.
- Offer to accompany the person to the support person.
- Adopt an empathetic listening style which is compassionate, calm and reassuring. Do not register feelings of shock or horror at what they say.
- Do not question beyond checking what has been said. It is the job of the Contact Person to investigate. There must be no probing for detail beyond that which has been freely given.

Listening to a child

Do

- Listen calmly and take them seriously. Only ask questions for clarification. Allow the child to continue at his/her own pace.
- Reassure the child that, in disclosing the abuse, they have done the right thing.
- Let them know that you will do what you can to help.
- Tell them that they are not to blame for the abuse.
- Report abuse to your manager or designated person immediately.
- If you have not been able to take notes write down and sign what was said as soon as possible.

Do not

- Don't dismiss their concerns. Don't Panic. Don't probe for more information. Don't make assumptions or speculate.
- Don't make negative comments about the accused person.
- Don't 'promise not to tell anyone' or say that 'you'll keep it a secret.'
- Don't disclose the details of the allegation to anybody else – even if the allegations involve them in any way.

Explain to the child that this information will need to be shared with others and at the end of the discussion tell them what you plan to do next and with whom this information will be shared.

Remember: the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. This is the task of the professional child protection agencies following a referral to them of the concerns about the child.

Anonymous allegations or concerns

Anonymous allegations or concerns are to be treated carefully. The person raising the concern should be informed that anonymity might restrict the ability of professionals to access information or to intervene to protect a child.

Role of the Designated Officer:

(Note: An Assistant Designated Officer will also be appointed to deal with cases where, due to certain circumstances, it would be inappropriate for the named Designated Officer to deal with a particular case or cases.)

- He/she is appointed by COM to receive information about allegations/suspicions of Child Abuse.
- To hear the concern relating to safeguarding, including any disclosures or allegations of abuse, and take responsibility for managing the response to that concern or disclosure, from start to finish.
- To ensure that the procedure about how to manage suspicions, allegations and disclosures of abuse involving the COM employees, COM appointed contractors and volunteers has been followed.
- To ensure that the person raising a concern, disclosing an abuse, or making an allegation and anyone who is implicated by that are regularly informed about the progress of the inquiry process.
- To carefully record all steps taken as part of these procedures. Take possession of any written records made by any person in connection with the case and place them on the Safeguarding Children Case file.
- Explain the procedures for addressing the allegation or disclosure to the person who has raised the concern including the fact that the police will be informed.
- If not already done by others contact the police where a child appears to be in immediate and serious risk of harm.
- In cases where the Designated Person has a concern about a child but is not sure whether to make a referral, he or she should seek appropriate advice from a professional. He or she must make sure to keep a written note of the Consultation.
- He or she must ensure the availability of the Advisory Panel, if required, and convene the Advisory Panel at an appropriate time.
- Together with the CEO, Director he or she will arrange for a Support Person to be offered to provide support to the complainant.

Managing Allegations and the Accused (also called Respondent)

The Complainant and the COM

(i) *The COM's Child Protection Policy is explained to the complainant*

Once a complaint is received the complainant, and others as appropriate, are invited to meet with the Designated Officer and a member of the advisory team. The COM's Policy Procedures regarding the handling of allegations are explained to them. The Policy of the COM especially regarding the reporting of all allegations to civil authorities is clearly stated. They are assured that if they are unwilling to make a statement to the police, they will not be compelled by law to do so. They will be reminded that the safety of other children may depend on the decisions they make.

(ii) *Support offered to the complainant*

The complainant is offered counselling. He or she is also informed that a Support Person is available to him or her should they wish to avail of his or her support. If they accept such support, the Support Person for victims of abuse in the COM contacts the victim. However, if the person making the allegation wishes to be supported by someone other than the one appointed by the COM, this is respected, and the work of their Support Person is facilitated by the COM.

(iii) *The complainant is kept informed of developments following the allegation*

Either directly, or through their Support Person, the complainant is kept informed of developments in the case.

The Accused and the COM

(1) When an allegation of child sexual abuse, "which has at least the semblance of truth, about an offence" against a member of the COM comes to the attention of the Designated Person, he /she informs the CEO, Director who then summons the member in question and informs him / her that an allegation has been made against him / her. The CEO, Director does not require him / her to make any response to the allegation but reminds him of his right to consult with a solicitor / lawyer and furthermore that he / she may be accompanied to any further meetings by a lawyer / advisor or colleague. The accused is asked not to contact the person making the allegation (if known) or his or her family, or to try to get in touch with them through others.

If a staff member, COM appointed contractor or volunteer is suspected of a Child Protection violation then the employee, COM appointed contractor or volunteer may be placed on suspension until such time that an investigation can be completed and the hearing concluded, in accordance with governing South African labour law.

- (i) **Removal from contact with children:** if there is at least a semblance of truth about the allegation, and if it is in the interests of safeguarding children and young people, the accused is advised to have no contact with the children / youth.
- (ii) **CEO, Director seeks advice of Advisory Panel** – to see best how to manage the risk.
- (iv) **Restrictions:** The CEO, Director asks him/her, without prejudice, to step aside from duties at the COM until the civil authorities have investigated the allegation.
- (v) Agreement is reached between the CEO, Director and the Accused about the completion of unfinished tasks which do not involve access to the minors.
- (vi) The CEO, Director, after consulting legal advice decides when information that a concern has been received is communicated to relevant individuals and groups.

The Advisory Panel

Following the reporting of the allegation to the civil authorities the CEO, Director asks the Designated Person to convene the Advisory Panel which will advise the CEO, Director on the management of the case from that point on.

Where the civil investigation is inconclusive

Should the complainant not make a Statement to the police or not prosecute, but concerns remain regarding the culpability of the accused, the CEO, Director can initiate an independent investigation by qualified personnel the results of which will go to inform a process which will, it is hoped, reach a conclusion.

Restoration of the good name of a person falsely accused

If and when the allegation against the accused is withdrawn, or proved to be false, the CEO, Director will take whatever steps are necessary and appropriate to restore the good name of the employee, COM appointed contractor or volunteer in question. The CEO, Director or his appointee, in consultation with the person against whom the allegation was made, shall decide on how they are to be supported and facilitated in resuming their duties.

OVERVIEW OF PROCESS FOR SAFEGUARDING CHILDREN

When an allegation or disclosure is made or a suspicion arises, the CEO, Director refers the complainant (and any other information - notes, statements etc.) about the allegation or concern to the:

Designated Person

Meets with the complainant. If a child, together with parents or guardians. Takes statement (if not already taken by the police) and explains all aspects of COM policy. **He/she does not investigate the complaint.**

Together with Advisory Panel he ascertains whether there is a semblance of truth in the allegation.

If there is a semblance of truth he reports immediately to the CEO, Director.

The **Designated Person** advises the **Respondent** about the allegation.

The **Designated Person** ensures that **all** parties are given the necessary support in terms of therapy and accompaniment.

All files are securely held by the **Designated Person**

STANDARD 3: PREVENTING HARM TO CHILDREN

Recruitment and training of volunteers

General Principles

'Safe practice starts with safe recruitment procedures'. Most people who apply to work with children and young people are well-motivated and potentially suitable for the various tasks involved. It is most important, however, that all reasonable steps are taken to ensure that this is, in fact, the case. As well as enhancing the prospects of identifying the best person for the post, rigorous recruitment procedures can act as a deterrent to unsuitable applicants.

Some of the principles which enhance the safety of recruitment include:

- Always applying thorough selection procedures regardless of who the applicant is and whether the position is full-time, part-time, permanent, paid or voluntary.
- Judging the suitability of applicants across a broad range of criteria, through interview.
- Ensuring that interviews are conducted by more than one person and that at least one of those interviewing has established competence in interviewing and selection for posts involving work with children.
- Taking all reasonable steps to exclude unsuitable candidates by insisting on and verifying references, qualification and previous records of employment.

Key issues in recruitment processes

The safety of recruitment processes can also be enhanced by ensuring that due attention is paid to the following key issues:

- Clear definition of role
- Written application form
- Interviews
- Declaration form
- References
- Police Clearance

(See further information and relevant forms in Appendix 7, 'Recruitment, Vetting and Selection Policy':

Best Practice and Code of Behaviour when Working with Children and Young People

Code of Good Practice

The aim of this is to ensure the safety of children and young people, to enhance the work practices of personnel, and to reassure parents and guardians, as well as children themselves, that there is a commitment to best practice.

The Code is child centred and stresses the importance of:

- Listening to children and young people;
- Valuing and respecting them as individuals;
- Rewarding their efforts as well as achievements;
- Involving them in decision making (where appropriate);
- Encouraging and praising them.

General Conduct

- Physical punishment of children is not permissible under any circumstances.
- Verbal abuse of children or telling jokes of a sexual nature in the presence of children can never be acceptable. Great care should be taken if it is necessary to have a conversation regarding sexual matters with a child or young person.
- Being alone with a child or young person may not always be wise or appropriate practice. If a situation arises where it is necessary to be alone with a child, another responsible adult should be informed immediately, by telephone if necessary. A diary note that the meeting with the young person took place, including the reasons for it, should be made.
- Best practice in relation to travel with children and young people should be observed. Personnel should not undertake any car or minibus journey alone with a child or young person. If, in certain circumstances, only one adult is available, there be a minimum of two children or young people present for the entire journey. In the event of an emergency, where it is necessary to make a journey alone with a child, a record of this should be made and the child's parent or guardian should be informed as soon as possible. COM personnel arranging taxi transport for COM students should check that the organiser of the taxi/s on each occasion ensures that drivers, to provide such transport, are in possession of a valid Professional Driver's Permit (PDP).
- Children and young people should not be permitted to work or remain on the property or anywhere else with the COM unless there are at least two adults present.

- All children and young people must be treated with equal respect; favouritism is not acceptable.
- Personnel should not engage in or tolerate any behaviour – verbal, psychological or physical – that could be construed as bullying or abusive.
- A disproportionate amount of time should not be spent with any particular child or group of children.
- Under no circumstances should personnel give alcohol, tobacco or drugs to children or young people.
- Alcohol, tobacco or drugs must not be used by personnel who are supervising or working with children or young people.
- Only age-appropriate language, material on media products (such as camera phones, internet, video) and activities should be used when working with children and young people. Sexually explicit or pornographic material is never acceptable.
- Children and young people should not be contacted individually by way of email, phone, WhatsApp, SMS or any form of social media by personnel of the College of Magic. Any deviation from this policy must be sanctioned by the Director of the College of Magic as long as any deviation from this policy does not undermine the underlying principle of this policy.

Respect for Physical Integrity

- The physical integrity of children and young people must be respected at all times.
- Personnel must not engage in inappropriate physical contact of any kind – including rough physical play, physical reprimand and horseplay (tickling, wrestling). This should not prevent appropriate contact in situations where it is necessary to ensure the safety and well-being of a child (for example, where a child is distressed).

Respect for Privacy

- The right to privacy of children and young people must be respected at all times.
- Particular care regarding privacy must be taken when young people are in locations such as changing areas, swimming pools, showers and toilets.
- Photographs of children or young people must never be taken while they are in changing areas (for example, in a locker room or bathing facility)
- Written consent from parents or guardians should always be sought before taking photographs.
- Tasks of a personal nature (for example, helping with toileting, washing or changing clothing) should not be carried out for children or young people if they can undertake these tasks themselves.

Meetings with Children and Young People

- If the care of a child or young person necessitates meeting alone with them, such meetings should not be held in an isolated environment. The times and designated locations for meetings should allow for transparency and accountability (for example, be held in rooms with a clear glass panel or window, in buildings where other people are present, and with the door of the room left open).
- Both the length and number of meetings should be limited.
- Parents or guardians should be informed that the meeting(s) took place, except in circumstances where to do so might place the child in danger.
- Visits to the home or private living quarters of personnel is forbidden nor should meetings be conducted in such locations.
- When the need for a visit to the home of a child or young person arises, professional boundaries must be observed at all times.

Children with Special Needs or Disabilities

- Child with special needs or disability may depend on adults more than other children for their care and safety, and so sensitivity and clear communication are particularly important.
- Where it is necessary to carry out tasks of a personal nature for a child with special needs, this should be done with the full understanding and consent of parents or guardians.
- In carrying out such personal care tasks, sensitivity must be shown to the child and the tasks should be undertaken with the utmost discretion.
- Any care task of a personal nature which a child or young person can do for themselves should not be undertaken by a worker.
- In an emergency situation where this type of help is required, parents should be fully informed as soon as is reasonably possible.

Vulnerable Children and Adults

- Since especially vulnerable children may depend on adults more than other children for their care and safety, sensitivity and clear communication are of utmost importance.
- Workers should be aware that vulnerable children may be more likely than other children to be bullied or subjected to other forms of abuse, and may also be less clear about physical and emotional boundaries.
- It is particularly important that vulnerable children should be carefully listened to, in recognition of the fact that they may have difficulty in expressing their concerns and in order that the importance of what they say is not underestimated.

Trips away from Home

- All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance should be in place.
- Written consent by a parent or guardian specifically for each trip and related activities must be obtained well in advance.
- A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- There must be adequate, gender-appropriate, supervision for boys and girls.
- Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away.
- Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
- The provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- At least two adults should be present in dormitories in which children or young people are sleeping. Under no circumstances should an adult share a bedroom with a young person.
- If, in an emergency situation, an adult considers it necessary to be in a children's dormitory or bedroom without another adult being present they should (a) immediately inform another adult in a position of responsibility and (b) make a diary note of the circumstances.

Best Practice Procedures

When working with children outside the demands of school curriculum and in order to implement our policy we and all our co-workers will put the following procedures in place:

1. Parental Consent

- Ensure that a signed consent form from parents or guardians is obtained prior to the participation of children and young people in events, activities and groups.
- Parents or guardians should be asked to indicate if the children have any specific dietary requirements, medical needs or special needs.

2. Record Keeping

- An accurate record should be kept for each child and young person participating in activities, including, but not limited to, attendance, programme details and medical information. This record should include a copy of the consent form or letter signed by the parent or guardian. It should also contain details of emergency contact numbers.
- A written record of organisers, supervisors, employees and volunteers in attendance at events, such as meetings, choir rehearsals and sports activities, should be kept.
- An Incident/Accident Report Form should be completed in the event of an accident or incident relating to a child.

3. Use of Computers and other IT technology

- Where staff and young people have access to the use of email and the internet a clear policy must be in place regarding:
 - Where a computer is used by more than one person, each person should be obliged to have a unique username and password, or where this is not possible, to maintain a signed record of the date, time and duration of their use of the computer.
 - Where a computer can be accessed by children or young people, it should be accessible only through the use of a username and password unique to each child. Where this is not possible, the children or young people should be obliged to provide a signed record of the date, time and duration of their use of the computer.
 - Computers which can be accessed by children or young people should always have appropriate filtering software.
 - All computers should be monitored regularly to ensure that they are being used in accordance with the stated policy. Where there is any suspicion or doubt, a person with specialist knowledge of computer hardware and software should be asked to assess the purposes for which the computer has been used.
 - There may be a need to assess the possible ways that children communicate with personnel, volunteers and each other, such as via the internet, mobile phones, email using digital and other electronic or information technology.
 - It is important to develop guidance to reduce the risks to children that may arise in the course of their use of technology. For example:
 - being groomed online by paedophiles
 - experiencing or perpetrating bullying
 - having their personal contact details assessed or circulated.

- having personal images uploaded and used without consent.
 - The COM needs to consider how its personnel use images of children in publications or websites. Personnel should ensure that:
- the consent of parents or guardians and of children to the use of an image be obtained and such consent recorded
- that there is an agreed approach as to how children may be identified in photographs and other images likely to be published in print media or on the internet.
- Any one-to-one photo sessions with children are supervised.

STANDARD 4:

TRAINING AND EDUCATION FOR KEEPING CHILDREN SAFE

- The COM will ensure that all personnel working with it will develop and maintain the necessary attitudes, skills and knowledge to keep children safe.
- All who work at the COM will receive training in child protection issues that will also provide them with knowledge and skills to keep children safe.
- The COM will provide training courses for its staff members and volunteers annually. These courses will include attendance records as well as evaluation forms to ensure quality control.

(For further information See Appendix 4 '*Responsibility for Safeguarding Children and Maintenance of Records*')

STANDARD 5: MAKING INFORMATION AVAILABLE

- To assist the reporting of child protection concerns the contact details of the **Contact Person and the Police Child Protection Unit** will be posted.
- It will be displayed in clearly visible and accessible place, such as the entrance.
- Each volunteer and worker will be given a copy of the Policy Document and asked to read it to ensure that everyone knows the Policy on Child Protection.

STANDARD 6: ACCESS TO ADVICE AND SUPPORT

The COM is committed to ensuring that advice and support is available to help Personnel and volunteers play their part in safeguarding children.

When an allegation of abuse is made against a worker or volunteer the COM is committed to offering support to all those involved, such as victims and their family or accused and their family.

However, the support offered must not compromise any future enquiries or put children at further risk.

Support and advice for those who have been abused

Children need someone to turn to when they are being abused as do adults and children who have been abused in the past. The COM will, through its structures, provide information about where and how to get help and advice in these matters.

The COM is conscious that vulnerable children and children with special difficulties will need more specialist help in these areas.

Support and advice for those who have abused

The perpetrator will be strongly encouraged to seek appropriate remedial and therapeutic help to enable him or her to face up to the reality of abuse to minimise the risk of re-offending as well as promoting healing in a manner which does not compromise children's safety.

Contact information for relevant agencies/services which are available to provide assistance and give support to all children is made freely available.

STANDARD 7

IMPLEMENTING AND MONITORING THE STANDARDS

The role of the local safeguarding representative

It is the responsibility of the CEO, Director to ensure that a person is assigned to the role of a Safeguarding Representative. This person promotes the safeguarding of children within the COM.

They act as the point of contact and liaise with the Designated Person as necessary.

The Local Safeguarding Representatives should contact their CEO, Director (if applicable) and the Designated Person if an allegation or suspicion is raised.

The Safeguarding Representatives will be provided with induction, support and regular training.

The role of the Local Safeguarding Representative will be to promote the safeguarding of children by:

1. Raising awareness of what safeguarding is.
2. Disseminating information on The Policy for Safeguarding Children.
3. Ensuring that all activities operate in a manner which ensures the safety and well-being of the children involved.
4. Ensuring that those responsible for running activities are aware of safe procedures.
5. Ensuring that the contact details of the Designated Person are widely publicised.

The Local Safeguarding Representative shall:

1. Ensure that the Designated Person is informed and is sent the relevant records as soon as possible.
 - In an emergency, ensure that the relevant authorities are informed.
 - Inform the CEO, Director that an incident has occurred.
2. A record of the information received should be made and a log of actions taken. Entries should be made as soon as possible after the referral but least before the end of the day on which it was received. Entries must be timed, dated and signed by the author.
3. This record along with any notes taken to date and all relevant information should be passed to the Designated Person.

NB: The overall responsibility for safeguarding children remains with the person in charge, such as the Chief Executive Officer or the Director.

APPENDIX 1: SIGNS AND SYMPTOMS OF ABUSE

Signs and Symptoms of Emotional Child Abuse

- Rejection
- Lack of praise or encouragement
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation
- Lack of continuity of care
- Serious over-protectiveness
- Inappropriate non-physical punishment
- Family conflicts and/or violence
- Inappropriate expectations of a child's behaviour – relative to his or her age and stage of development
- Every child who is abused sexually or physically is also emotionally abused

Signs and Symptoms of Physical Abuse

- Bruises
- Fractures
- Swollen joints
- Burns or scalds
- Abrasions or lacerations
- Haemorrhages
- Damage to body organs
- Poisonings – repeated
- Failure to thrive
- Coma or unconsciousness
- Death

Signs and Symptoms of Child Sexual Abuse

- Bleeding from vagina or anus
- Difficulty or pain in passing urine or faeces
- An infection may occur secondary to sexual abuse, which may or may not be a definitive sexually transmitted disease. Professionals should be informed if a child has a persistent vaginal discharge or has warts or a rash in the genital area.
- Noticeable and uncharacteristic change or behaviour
- Hints about sexual activity
- Age-inappropriate understanding of sexual behaviour
- Inappropriate seductive behaviour
- Sexually aggressive behaviour with others; uncharacteristic sexual play with peers or with toys
- Unusual reluctance to join in normal activities which involve undressing, for example, games or swimming

Particular behavioural signs and emotional problems suggestive of child abuse in young children (0-10)

- Mood change, for example acting out or the child becomes fearful or withdrawn
- Lack of concentration (change in school performance)
- Bed wetting, soiling
- Psychosomatic complaints: pains, headaches
- Skin disorders
- Nightmares, change in sleep patterns
- School refusal
- Separation anxiety
- Loss of appetite
- Isolation

Particular behavioural signs and emotional problems suggestive of child abuse in older children (over 10)

- Mood change, for example, depression, failure to communicate
- Running away
- Drug, alcohol, or solvent abuse
- Self-mutilation
- Suicide attempts
- Delinquency
- Truancy
- Eating disorders
- Isolation

Signs and Symptoms of Child Neglect

- Abandonment or desertion
- Children persistently left alone without adequate care and supervision.
- Malnourishment, lacking food, inappropriate food or erratic feeding.
- Lack of warmth
- Lack of adequate clothing
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Non-organic failure to thrive, that is, a child not gaining weight, not alone due to malnutrition but also due to emotional deprivation
- Failure to provide adequate care for a child's medical problems
- Exploited, overworked

APPENDIX 2: CHILDREN'S CODE OF BEHAVIOUR

- Behave in accordance with the eight Star Qualities of the COM – Honesty, Respect, Responsibility, Initiative, Excellence, Empathy, Humility and Wonder.
- Treat all other children with respect, and do not use bullying tactics.
- Be fair and do not tell lies about other children or adults.
- Abide by the rules as set out in the College of Magic policy on Child Protection.
- Respect the College of Magic and promote good behaviour.
- Do not spread rumours.
- Do not harm any other children, or College of Magic property.
- Do not shout or argue in the College of Magic.
- Children must not keep secrets, especially if they have caused harm.
- Do not use violence or physical contact with others.
- Never cheat.
- Talk to the person in charge if you have a problem of any kind.
- Behave in a manner that coincides with the dignity of the College of Magic.
- Do not use or bring unwarranted or dangerous substances into the College of Magic.
- The use of mobile phones is prohibited within College of Magic training sessions.

APPENDIX 3: RECORDING FORM FOR SAFEGUARDING CHILDREN

1. Details of person completing the form

Name: _____

Tel: _____ Mobile/Cell: _____

Email: _____

Current Position: _____

2. About the disclosure

When was the disclosure made or concern expressed?

Date: _____ Time: _____

How was information received?

Telephone Letter Email In person

Attach any written information to this form.

3. Details of person making disclosure or raising concern

Name: _____

Address: _____

Tel: _____ Mobile/Cell: _____

Email: _____

Relationship to alleged victim: _____

4. Details of alleged victim

Name: _____

Address: _____

Tel: _____ Mobile/Cell: _____

Ethnic origin: _____ Gender: _____

Language: *(is interpreter/signer needed?)* _____

Disability: _____

Special needs: _____

Course: *(if applicable)* _____

5. Parent or Guardian details *(where appropriate)*

Name: _____

Address: *(if different from above)* _____

Tel: _____ Mobile/Cell: _____

Are they aware of the allegation and suspicion? Yes No

6. Details of alleged perpetrator

Name: _____

Age: _____ Gender: _____

Address: _____

Tel: _____ Mobile/Cell: _____

Email: _____

Relationship to alleged victim: _____

Position in Organisation: (if applicable) _____

Address at time of alleged incident(s): _____

Details (if known) of current appointments (either paid or voluntary) or current living arrangements that bring this person into contact with children:

Any additional information

7. Details of allegation or complaint

Date(s): _____

Time(s): _____

Location(s): _____

Details: _____

Witness/es: (if any) _____

Does the alleged victim know this referral is being made? Yes No

(If necessary, please attach additional pages, note the number of pages and number them.)

8. Action taken

Has the matter been referred to Designated Person? Yes No

If yes, please state:

Date: _____ Time: _____

If no, explain why: _____

Details of person to whom it was referred:

Name: _____

Designation: _____

Address: _____

Tel: _____ Mobile/Cell: _____

Email: _____

9. Next Steps

(Responsibility rests with the Designated Person)

What actions were agreed and by whom when the matter was referred:

a) on to Contact Person: _____

b) on to the Director: _____

Are there any immediate Safeguarding Children concerns? If so, please record what they are and state what actions have been taken by whom to address them:

10. Designated Person details:

Form completed Yes No

Signed: _____

Date: _____ Time: _____

Date form sent: _____

(This form must be sent to the Designated Person for forwarding to the civil/statutory authorities)

APPENDIX 4: SAFE RECRUITMENT AND SELECTION CHECKLIST

Contact with children

What contact with children will the job involve?

Will the employee have unsupervised contact with children or hold a position of trust?

What other forms of contact will the person have with children e.g. email, telephone, letter, internet?

Defining the role

Have the tasks and skills necessary for the job been considered?

Does the job description make reference to working with and having responsibility for children?

Key selection criteria

Has a list of essential and desirable qualifications, skills and experience been developed?

Written application

Have all applicants been asked to supply information in writing including personal details, past and current work/volunteering experience?

Have you developed application forms?

Interview

Have at least two representatives from the organisation been identified to meet with an applicant to explore information contained in their application?

Have the applicant and the application forms been carefully considered, highlighting points to raise in interview including:

- the applicant's attitudes towards working with children
- areas you want to explore in more detail
- gaps in employment history
- vague statements or unsubstantiated qualifications
- frequent changes of employment

Declaration

Have applicants been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children?

Have applicants been asked to declare any past criminal cases and/or convictions and cases pending against them?

Identification

Have applicants been asked for photographic documentation to confirm their identity e.g. birth certificate, passport?

Is documentation relating to the applicant's identity and are relevant qualifications checked at interview?

Qualifications

Are applicants asked for documentation to confirm qualifications?

References

Are applicants asked to supply the names of two referees who are not family members and, ideally, who have first-hand knowledge of the applicant's experience of work/contact with children?

Are referees asked specifically to comment on the applicant's suitability to work with children?

Are all references provided in writing and followed up with a telephone call?

Is the identity of referees verified?

Vetting procedure

Has the vetting procedure that you will need for your selected applicant been considered?

Has the applicant been informed that you will need to conduct essential background checks before they take up any appointment?

Records

Are details kept of the selection and induction process on the personnel file of the person appointed?

Are references kept on file as part of the record of the recruitment process?

Confidentiality

Is information about the applicant only seen by those directly involved in the recruitment process?

Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unfairly?

APPENDIX 5: ACTIVITY PERMISSION FORM FOR PERSONS UNDER 18 YEARS

1. Name of organisation: _____

Venue/Activity/Group/Event: _____

Date: _____ Time: _____

Name of Group Leader/person responsible: _____

2. Name of Child/Young Person: _____

Address: _____

Tel: _____ Mobile/Cell: _____

Date of Birth: _____

Give details of **any** medical condition of which the organisers ought to be aware, please include details of any medication which has to be taken or any dietary requirements. (This information will be treated with confidence).

3. I have read all the information provided concerning the programme of the above activity. I hereby give permission for my son/daughter/ward to participate in the above activity.

4. The College of Magic only accepts liability or responsibility for an incident or accident caused by the negligence or breach of statutory duty of the organisation, its servants or agents.

Signed: _____ Date: _____

(Parent / Guardian)

Address: _____

(if different from above)

Any additional telephone numbers during the period of the activity: _____

APPENDIX 6: RESPONSIBILITY FOR SAFEGUARDING CHILDREN AND MAINTENANCE OF RECORDS

The CEO, Director shall ensure that:

1. An up-to-date Child Protection Policy is in place.
2. Training is implemented for all relevant personnel (Staff and volunteers).
3. Appropriate supervision is provided for personnel whose work brings them into contact with children.
4. Concerns regarding Safeguarding Children and allegations and suspicions of abuse are dealt with promptly and appropriately, in accordance with the Child Protection Policy, in conjunction with the Local Child Protection Representative.
5. Comprehensive records are maintained by:
 - Retaining all records in relation to the recruitment, training and supervision (including a signed Employee Acceptance Form for all personnel).
 - Ensuring all records in respect of allegations or suspicions of abuse go directly to the Designated Person.
6. Grievance, Discipline and Complaints Procedures are in place for all personnel.
7. Risks of child abuse are assessed, and action is taken accordingly.

Recording of Information

Where child abuse is alleged or suspected, it is vital that the person who receives the allegation, or who suspects abuse, records in writing, as accurately as possible, what has been revealed. This is necessary so that the information being passed to the CEO, Director is an accurate record of what has been disclosed. The written record should include all the relevant information that has been disclosed or observed, including, for example, dates, times, names, locations and context.

The CEO, Director shall:

1. Ensure that the Designated Person is informed and is sent the relevant records as soon as possible.
 - a. In an emergency, ensure that the relevant authorities are informed.
 - b. Inform the Civil Authorities and the Police Child Protection Unit that an incident has occurred.
2. A record of the information received should be made and a log of actions taken.
3. Entries should be made as soon as possible after the referral, but least before the end of the day on which it was received. Entries must be timed, dated and signed by the author.
4. This record along with any notes taken to date and all relevant information should be passed to the Designated Person.
5. **All files will be protected and confidentiality in compliance with the Data Protection legislation will be observed.**

APPENDIX 7: SUMMARY OF THE COM CHILD PROTECTION POLICY AND EVIDENCE OF IMPLEMENTATION

The College of Magic is committed to the safeguarding of children by its members, its employees, COM appointed contractors and voluntary workers.

Conscious of its grave responsibility to prevent the sexual, physical and emotional abuse of children and their neglect, the COM undertakes to report all allegations made to it of such abuse to the civil authorities and the Police Child protection Unit as required. Anyone making an allegation of abuse will be received with respect and listened to, will be informed of actions taken as a result of their disclosure and will have their need for counselling met, if required.

Those against whom allegations of abuse have been made will be given every opportunity to vindicate their good name, but, without prejudice, will be asked to stand aside until the civil authorities have completed their investigations. However, should a police investigation find that an allegation is false everything shall be done to restore the good name of the accused.

APPENDIX 8: ACCEPTANCE BY BOARD, EMPLOYEES, COM APPOINTED CONTRACTORS AND VOLUNTEERS OF THE CHILD PROTECTION DOCUMENT POLICY AND PROCEDURES

Declaration form for all Staff, COM appointed Contractors and Volunteers working with children

Surname: _____ First Name: _____

Date of Birth: _____

Address: _____

Contact Telephone Number: _____

Involvement with children: _____

Location of this work: _____

I have read and accept the Child Protection Policy of the College of Magic and I agree to abide by the policy and procedures outlined in this document.

Signed: _____

Date: _____

Disclaimer – These conditions are accepted in their entirety, without alteration or deletion.

Completed form to be returned to the CEO, Director.