

# **CHILD PROTECTION POLICY**

## **Collywobbles Fun Bus**

Last updated 2<sup>ND</sup> January 2011  
By Chris Horseman

### **Policy Statement:**

The Collywobbles Fun Bus is committed to providing a safe environment for the protection of Children and Young People. The definition of a child or young person is considered to be anyone under 18

The Child Protection Policy is provided to all who work on the Collywobbles Fun Bus and is available to parents, carers, children, young people and outside organisations. The policy is available on request and downloadable from the Collywobbles Fun Bus website [www.collywobblesfunbus.co.uk](http://www.collywobblesfunbus.co.uk)

### **Contact for any queries on the content of this policy**

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### **Purpose & Function of our Fun Bus**

The Collywobbles Fun Bus is a mobile children's party & play venue to be used by children under the age of 10yrs old for fun and entertainment.

### **The Environment we work in**

The Collywobbles Fun Bus is a mobile party venue that when stationary, children can play and learn in. The bus has been risk assessed, to ensure that fire routes are planned and hazards are identified and minimised. In addition, all activities are risk assessed in consideration of the nature of activities and participants involved.

The document, 'CWFB H&S Pack' covers Risk Assessments and Health and Safety procedures for the protection of children and can be found in the Collywobbles Fun Bus.

### **To whom does the Child Protection Policy apply?**

The Child Protection Policy is intended to protect children and young people, and Collywobbles Fun Bus employees. This is applicable to all involved with Collywobbles i.e. freelance workers, chaperones and volunteers.

### *Employees*

This policy is intended to protect not only children and young people, but also the Collywobbles Fun Bus 'employees' who come into contact with them, both in and out of the workplace.

### *Children and Young People*

This includes any children or young people closely associated with the Collywobbles Fun Bus aged 0 – 10. With particular reference but not limited to:

- Participants of play and party sessions
- School groups during play sessions.
- Nursery groups during play sessions
- Work experience candidates / Young Apprentices / Interns
- Children and young people attending events run by The Collywobbles Fun Bus in off- site venues e.g. schools, fetes, festivals, youth clubs, etc...

### **Employing & Recruiting staff**

#### *Enhanced Disclosures*

The Collywobbles Fun Bus asserts that all persons employed to work repeatedly with children or young people throughout their role at the Collywobbles Fun Bus, should obtain an *Enhanced Disclosure* from the Criminal Record Bureau. More specifically this includes:

- All Play workers
- All freelance members working for or with the Collywobbles Fun Bus
- Any additional staff working with the Collywobbles Fun Bus i.e. drivers, catering staff etc

The Collywobbles Fun Bus administers and funds all CRB Disclosures obtained for work undertaken with the Collywobbles Fun Bus

#### *References*

All Collywobbles Fun Bus employees must be carefully selected with a minimum of two references. All references are checked with particular reference to the employees suitability for working in close proximity with children and young people where relevant.

## **Code of Behaviour when working with Children and Young People**

- Staff, children and young people should be treated with respect at all times, as well as respecting the environment in which they are working and its contents
- Employees should never place themselves in a one-to-one situation with a child or young person. Employees finding themselves in one-to-one situations should move both parties to a public space as soon as possible.
- Employees should communicate clearly with all young people and children working with the fun bus, and work against the exclusion of children of any kind.
- When assigning a task to a child or young person, employees should make sure that he/she has fully understood their instructions.
- It is acceptable to physically interact with children and young people if appropriate to a practical task in a play environment.
- It is unacceptable for an employee and child or young person working together to enter into a relationship of a personal or sexual nature.
- Any Collywobbles Fun Bus activity involving children and young people should only take place at an additional venue agreed in advance and appropriately risk assessed.
- It is unacceptable for an employee to invite a child or young person they are working with to spend time alone together offsite in activities not directly related to the work of The Collywobbles Fun Bus.
- Employees are not permitted to should not enter into agreements with a child or young person to keep disclosed information secret about their personal life, but should inform the young person they are obliged to inform an appropriate council member at the National Playbus Association if a disclosure is made. It is then the duty of the Collywobbles Fun Bus Owners to contact the relevant organization, if in the best interest of that child or young person and those around them, e.g. the police or social services.
- It is not acceptable for employees to use personal computer accounts to make “friends” with children or young people they have made contact with via The Collywobbles Fun Bus on social networking sites such as MySpace, Facebook and Bebo. When such sites are being used for marketing purposes the relevant account details should be shared with the Owners Of the Collywobbles Fun Bus.

## **Addressing Child Protection Incidents**

Any incidents relating to the care of Children and Young People will be taken seriously by The Collywobbles Fun Bus employees.

It is the responsibility of employees to pass on any concerns with regards the mental or physical health of children and young people they've worked with to the Collywobbles Fun Bus Owners.

If an employee has reason to suspect a child or young person is experiencing physical, sexual, or emotional abuse or neglect this must be reported in the first instance to the Collywobbles Fun Bus Owner on duty.

If an employee has reason to suspect a colleague of causing physical, sexual or emotional abuse or neglect, this should be reported to Collywobbles Fun Bus Owners.

If an employee feels uncomfortable about approaches made to him/her by a young person he/she should discreetly make the young person aware of their discomfort. If the situation persists, the employee should inform the owners of the Collywobbles Fun Bus.

### **The legislation that supports The Collywobbles Fun Bus's Child Protection Policy**

The Children Act 1989; The Police Act 1997; The Data Protection Acts 1988/1998; The Human Rights Act 1998; The Protection of Children Act 1999; The Criminal Justice and Court Services Act 2000, The Children Act 2004

### **Policy review**

This policy is regularly reviewed, in order to continue improving and enhancing it. In doing this we take notes from the NSPCC, Arts Council England, DfES, DCMS and the Department of Health policy guidelines. DCSF – Department for Children Schools and Families.

### **Code of Behaviour when leading activities with Children and Young People**

- Employees should encourage participation but not force any child or young person to do something they may feel uncomfortable with for whatever reason (i.e. physical disability, religion, etc...)
- Employees should respect the physical and emotional health of the children or young people they are working with.
- Employees working with children and young people should be punctual for every session.
- Both young people and employees should not smoke, drink alcohol, take illegal drugs or chew gum whilst working in this environment.

## **Working with Parents, Guardians & Carers of Children and Young People**

On arrival for a session or working day with The Collywobbles Fun Bus, children or young people will be registered by the relevant member of staff.

It is the parent / guardian / carer's responsibility to equip their child or young person for the activity taking place, which is set out in our terms and conditions.

Parental consent will be sought for the following in the form of a letter and consent slip to return:

- Photograph and video release for The Collywobbles Fun Bus to use photos taken of participants to document the project and for publicity purposes
- Use of face paints

### *Photographs, videotapes and press photography*

Photographs will be taken to document projects by the Collywobbles Fun Bus staff, if consent forms have been signed by all participants. This will be for our use only. If any parent / guardian / carer does not give consent, photos will not be permitted to be taken of that participant.

A First Aid trained person will be present at each session - in schools this may be the teacher.

The duration and child/adult ratios of play sessions must adhere to the following,

- A maximum of 2 hours is allowed per session
- 2 – 4 year olds must be accompanied by an adult
- In sessions for 5 – 10 year olds there will be 1 employee and 1 adult to 10 children

It is the Collywobbles Fun Bus Driver's responsibility to:

- Outline fire procedures
- Check there is a first aid kit in the bus
- Check the bus for Health and Safety hazards before and after a session
- Carry a mobile phone if the session is outside of *the Collywobbles Fun Bus*, ensuring this contact number is available