



# CHILD PROTECTION POLICY STATEMENT

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## INTRODUCTION

The Fermanagh Arts Festival child protection policy statement highlights our commitment to practice that promotes the welfare of children and protects them from harm.

This child protection policy and related procedures and practice are reviewed at regular intervals, at least once every three years.

Fermanagh Arts Festival Ltd can endeavour to safeguard children by:

- following carefully the procedures laid down for recruitment and selection of members and volunteers;
- providing effective management for members and volunteers through supervision, support and training;
- reporting concerns to statutory agencies who need to know and involving parents/guardians and children appropriately;
- adopting child protection guidelines through a code of behaviour;
- sharing information about child protection and good practice with children, parents/guardians, members and volunteers;
- ensuring general safety procedures are adhered to.

The Designated Officer is **Rolf Knapp**. Deputy Officer is **Bob Baird**.

Signed \_\_\_\_\_ Evelyn Hassard - Chair

Date originally adopted - 23rd April 2012

## RECRUITMENT AND SELECTION

Fermanagh Arts Festival will:

□ provide a clearly defined job/volunteer role description for all members and volunteer positions.

□ identify if a job/volunteer role is 'regulated' as defined under the Protection of Children and Vulnerable Adults (NI) Order 2003 ([www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk)).

□ adhere to an open recruitment process and advertise all positions to ensure their availability to the whole community.

□ use an application form to gather key information from an interested candidate in relation to the position. The job/volunteer role description will be sent to all candidates, along with information about Fermanagh Arts Festival Ltd and a copy of its child protection policy.

□ require applicants working with children and young people to declare any past (including spent) criminal convictions, cautions and cases pending against them under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants will be asked to sign a declaration form stating that there is no reason why they should be considered unsuitable to work with children. This information must be dealt with in a confidential manner and not used to discriminate against applicants unfairly.

□ short-list applicants according to their suitability for the position. Ultimately, the best person for each position should be appointed and all applicants fairly treated.

□ interview all applicants for positions which will lead them into contact with children, whether voluntary or paid, before the position is offered. At least two representatives will interview the short listed applicants.

□ ask applicants to provide two references.

□ take up at least two references in writing for the preferred candidate, one of which should be from a previous employer or volunteer coordinator. Fermanagh Arts Festival Ltd will ask questions that relate directly to a person's suitability for working with children.

□ following a conditional offer of employment/volunteering appointment, an AccessNI check will be requested on the preferred applicant. An Enhanced Disclosure Certificate is required for Regulated Positions ([www.accessni.gov.uk](http://www.accessni.gov.uk)).

□ consider the results of the disclosure check and confirm or withdraw an offer of employment/volunteering role, based on the information received.

□ issue an Employment Contract to members or a Volunteer Agreement to volunteers.

□ members may be contracted for a project that requires regular input over a period of time (i.e. their input will be a couple of days per month or one week every couple of months, as opposed to consecutive days for a specified period). Fermanagh Arts Festival Ltd will consider the implications of these 'breaks in employment' (i.e. the period of time in between their input into the project). Fermanagh Arts Festival Ltd may consider developing a consultancy contract as a viable option to cover a specified period of time, where an individual will regularly undertake duties within a given role and project.

□ decide how long a consultancy contract will be valid for, taking issues such as 'breaks in employment' into account and ensuring that safeguards for protecting children are maximised at all times. Standard good practice would be to request an AccessNI check every twelve months for members who are contracted on a consultancy basis. Fermanagh Arts Festival Ltd will ensure that this is applied consistently to all members (e.g. if Fermanagh Arts Festival Ltd contracts members on a consultancy basis for a period of twelve months, it will check all contracted members once a year and before contracts are renewed).

□ in all instances, an AccessNI check must be carried out on the preferred candidate prior to confirming their offer of employment or volunteering position. A new check should be carried out prior to renewing a consultancy contract or in such instances where an individual is contracted, in a paid or voluntary capacity, in another role during their current contract.

□ AccessNI checks for volunteers are mostly free of charge.

## **EFFECTIVE MANAGEMENT OF MEMBERS AND VOLUNTEERS**

Fermanagh Arts Festival Ltd ensures that all members are aware of organisational policies and procedures.

### **Induction**

Fermanagh Arts Festival Ltd introduces all new members to organisational policies, procedures, guidelines and activities. Members will know and understand the boundaries within which they must operate and sign a contract to acknowledge that they have received, read and understood the relevant policies. All members will receive a copy of the child protection policy and any queries should be identified and addressed.

## **Training**

In addition to induction training, all members will receive training that is specific to their roles. Members and volunteers (including Designated Officers and Management Committee members) will receive child protection training to include a basic awareness and understanding of issues to be able to recognise the symptoms of possible abuse. They will know how to react, respond and report in the correct manner and deal with issues such as confidentiality. Members and volunteers will receive clear guidelines on appropriate behaviour with children.

## **Probationary/trial period**

All new appointments (paid and unpaid) will be conditional on a satisfactory period of work. Members will have a probationary period and all volunteers will undergo a trial period. Positions will not be confirmed until a Fermanagh Arts Festival Ltd is confident that the applicant is suitable for the position. This will be undertaken within an agreed period of time, at the end of which the post will be reviewed and confirmed or not.

## **Support and supervision**

Members will meet their line manager/supervisor at regular intervals to assess their progress and identify any additional training needs. This provides support for members and gives them an opportunity to talk, in confidence, about any uncertainties or problems they may have. Sessions can be used to look at relevant policies as required, such as the child protection policy.

Support and supervision sessions can be formal (e.g. a meeting) or informal (e.g. observation of members) and conducted on a one-to-one basis or in small groups. Fermanagh Arts Festival Ltd will select the best method for its structure and members and may decide to use a combination of methods that are time bound and role specific (e.g. a formal, one-to-one meeting with members every three months with a group meeting every six months), supported by on-going training.