



**Communicate and educate
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Child Protection Policy

Introduction

The term 'child' will be used to describe all children and young people under the age of 18 years old participating in Solomon led activities. The term 'staff' will be used to describe those employed on a contract of employment with Solomon including those working on a voluntary/unpaid basis.

Staff should implement this policy using the following guidelines when conducting work that involves children. This will protect the safety and well-being of children engaging with Solomon and that of staff.

The Child Protection Policy will be implemented by adhering to the policy guidelines contained within this document. All staff who work with children must comply with this Policy, failing which disciplinary action may be taken.

Staff recruitment, support and training

- For staff working with children safe recruitment will be ensured by checking their suitability to work with children
- At initial recruitment to an application form is completed.
- Child protection procedures are explained and training needs are identified.
- Staff sign up to the Child Protection Policy.
- Where staff will take significant responsibility for safeguarding children during activities (where parents and/or children's school teachers are not present and therefore taking the significant responsibility) they will also be required to complete a Criminal Record Bureau Check (DBS check). This is subject to the current guidance on the "frequent contact test"

Good practice guidelines

In their dealings with children all staff should:

- Demonstrate exemplary behaviour in order to protect themselves from allegations of misconduct.
- Not engage with a child on a one-to-one basis and always work in an open environment & never allow themselves to be left alone with a participant.
- Never make gratuitous physical contact with a participant - Be cautious about physical contact in games.
- Treat all children equally, and with respect and dignity.
- Be clear about what the objectives of the activity are before it begins and always put the welfare of each child first, before winning or achieving goals.



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- Never contradict an instruction given by a tutor/manager or other member of staff
- Give enthusiastic and constructive feedback rather than negative criticism.
- Never use physical force against a participant or physical punishment
- Question any unknown adult who enters the work situation and/or who attempts to engage with the children.

Practices **NEVER** to be sanctioned:

- Engaging in rough, physical or sexually provocative games, including horseplay.
- The inappropriate use of language and/or behaviour by children. This should always be challenged.
- Sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves (e.g. apply sunscreen).
- Invite or allow children to meet with staff off-site, or carry in a company vehicle.
- Initiate or respond to electronic communications (email, sms, Facebook, Instagram, Twitter, YouTube etc..) from a minor that has arisen as a result of the tour with Solomon, whilst under contract.
- Use of photographic/filming equipment without written permission.
- Failing to report to the school and Solomon management a disclosure of abuse by a child.

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