



# **Child Protection Policy**

**Quick Reference for  
Children / Parents / Guardians**

## CONTENTS

<b>MILLENNIUM FORUM'S POLICY STATEMENT</b>	<b>P.3</b>
<b>REPORTING PROCEDURE</b>	
Anti-bullying	<b>P.4</b>
What to do if bullying takes place	<b>P.5</b>
<b>WHO TO REPORT TO</b>	
<b>Contact Numbers</b>	<b>P.6</b>
<b>CODE OF BEHAVIOUR FOR CHILDREN</b>	<b>P.7</b>
<b>SANCTIONS</b>	<b>P.8</b>
<b>FIRST AID</b>	<b>P.9</b>
<b>REPORTING FORM (Appendix 4)</b>	<b>P.10</b>
<b>WHERE TO OBTAIN FURTHER COPIES OF THIS POLICY</b>	<b>P.11</b>

## MILLENNIUM FORUM'S POLICY STATEMENT

Staff and volunteers in the Millennium Forum are committed to practice, which promotes the welfare of children and protects them from harm.

We wish to ensure that all children participate in an enjoyable and safe environment in which they can have fun and feel valued.

Staff and volunteers in the Millennium Forum accept and recognise our responsibilities to develop awareness of the issues which cause children harm, and to establish and maintain a safe environment for them. We are committed to reviewing our policy, procedures and practice at regular intervals, at least every three years.

We will endeavour to safeguard children by:

- Following carefully the procedures laid down for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- Reporting concerns to statutory agencies who need to know, and involving parents and children appropriately.
- Adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents/guardians, staff and volunteers.
- Ensuring safety procedures are adhered to.

## ANTI-BULLYING

Bullying is unacceptable and children are encouraged to tell a member of staff about any incidents so these can be dealt with promptly and efficiently.

Bullying is defined as the use of aggression with the intention of hurting another person, resulting in pain and distress to the victim and which will negatively impact on their wellbeing.

Bullying can be categorised as:

<b>Emotional</b>	Being unfriendly, excluding, tormenting (e.g. hiding possessions, threatening gestures).
<b>Physical</b>	Pushing, kicking, hitting, punching or any use of violence against another person.
<b>Racist</b>	Racial taunts, graffiti, gestures.
<b>Disability</b>	Gestures, taunts and exclusion on the grounds of disability.
<b>Gender</b>	Unfriendliness and exclusion.
<b>Sexual</b>	Unwanted physical contact or sexually abusive comments.
<b>Homophobic</b>	Because of, or focusing on, the issue of sexuality.
<b>Verbal</b>	Name-calling, sarcasm, spreading rumours, teasing.
<b>Cyber</b>	Internet, email and internet chat room misuse; mobile phone threats by text messaging, Bluetooth and phone calls; misuse of associated technology i.e. camera and video facilities.

Every child has the right to be treated with respect – no one deserves to be a victim of bullying and children who are bullying others need to learn different ways of behaving.

**Bullying of any kind will not be tolerated by the Millennium Forum.**



Millennium Forum staff should ensure that all children are made aware of the anti-bullying policy and the code of behaviour.

## **REPORTING PROCEDURES:**

### **What to do if bullying takes place**

**Staff Member/ Volunteer witnesses or is informed of bullying / you are a victim of bullying**



**Report incident of bullying to the Designated Officer:  
Sinéad Crossan 028 7127 2776 ext 208  
or Manager on duty without delay**



**The Manager on duty should record all information, actions and observations. Include dates, times, location, witness names, as this information may be required at a later date  
(See Appendix 4)**



**The Designated Officer will record a report of the incident**



**An investigation into the bullying behaviour / threats will be undertaken and the bullying quickly stopped. The bully / bullies will be informed:**

- 1) What they are doing is unacceptable**
- 2) That it is against the accepted code of behaviour of the Millennium Forum**
- 3) That their behaviour is a danger to other children and their actions have excluded them from the group**



**The bully / bullies will be asked to make a genuine apology and a commitment to change their behaviour**



**An effort will be made to reconcile the children, if possible. In serious cases, parents / guardians will be informed and asked to attend a meeting to discuss the problem**



**If the bullying persists, the perpetrator(s) will be suspended or excluded. If necessary, in serious cases, the PSNI may be consulted**




**After the bullying has been investigated and dealt with, the situation will be monitored to ensure a repeat incident does not take place**

**CONTACT NUMBERS:****Reporting Allegations or Suspicions of Abuse**

**Contact:** Sinéad Crossan (Designated Officer)

**Role:** Education & Outreach Officer


 **(work):** 028 7127 2776 / ext 208

 **(mobile):** 075 9938 7887

**If there is an emergency and the Designated Officer cannot be contacted, contact the relevant agency below:**

**Social Services Office: Derry**

: 028 7131 4090

 **(Out of Hours):** 028 7134 5171

**PSNI Strand Road**

: 028 7136 7337

**NSPCC**

: 0800 8800 5000

**Child Abuse Investigation Unit**

: 028 9065 0222

**It is not the worker's responsibility to investigate a concern or decide if abuse or harm has occurred. Workers simply need to ensure that all information is passed to the Designated Officer without delay.**

## CODE OF BEHAVIOUR FOR CHILDREN

A code of behaviour should be developed for children taking part in an activity/group. As with a code of behaviour for staff, it should outline appropriate and inappropriate behaviours and should be valid for a specified period of time (e.g. the duration of the project).

All staff working with children should develop their own code of behaviour, in discussion with the children, for each project. In doing so, children will be encouraged to take ownership of their code of behaviour and minimise the necessity to impose sanctions.

The following is an example of a code of behaviour for children:

DO	DON'T
Include and encourage the participation of other group members.	Shout.
Listen to others.	Swear or use inappropriate language.
Ask questions if you are unsure about something.	Make fun of others.
Respect other children and adults at all times.	Exclude or make assumptions about others.
Tell a leader straight away if you (or another child) feel uncomfortable or frightened by the actions or words of another adult or child.	Fight / push / pull / hit / nip / bite – even in fun.
Say 'no' if you feel uncomfortable at any time (e.g. during an activity).	Tell jokes or stories that are rude or may offend or hurt others.
	Run throughout the building / backstage.
	Keep bullying or inappropriate behaviour a secret.
	Promise to keep secrets.
	Use mobile phones during activities (including breaks).



**Dangerous behaviour by children should not be allowed.**

## SANCTIONS

A breach of procedures and guidelines will be taken seriously and staff, volunteers, children, parents / guardians and other service users should note the following:

- **Staff** in breach of guidelines will be disciplined in line with the Disciplinary Procedure.
- Guidelines for dealing for difficult situations will be followed for **volunteers** who breach policy, as outlined in their Volunteer Agreement.
- **Children** who breach the code of behaviour, anti-bullying policy or instructions for an activity / task will be disciplined in the context of the seriousness of the incident. This may include challenging difficult behaviour, taking time out from participating in an activity or temporary suspension from the Millennium Forum. Depending on the seriousness of the breach the child's parents / guardians may be contacted and in some instances and in the most extreme cases, it may be necessary to consider permanent suspension.
- **Service users (including parents / guardians, audience members and user groups)** must adhere to the Millennium Forum's Child Protection Policy in order to facilitate the safety of children. Failure to do so will result in sanctions and in extreme cases, possibly permanent suspension.

**Any breach should be reported to the Designated Officer without delay.**



**First Aid****First aid kits are located at:**

<b>Level 1</b>	<b>Backstage</b>
<b>Level 2</b>	<b>Encore Brasserie</b>
<b>Level 2</b>	<b>Shop</b>
<b>Level 3</b>	<b>Box Office</b>
<b>Level 3</b>	<b>Bar</b>
<b>Level 4</b>	<b>Administration Office</b>

**Members of staff who are qualified to administer first aid:**

**Catherine Burns, Operations Manager  
(ext 204 / contact Front of House staff to radio)**

**Lorcan McLaughlin  
(ext 247 / contact Front of House staff to radio)**

**BREACH OF THE MILLENNIUM FORUM'S  
CODE OF BEHAVIOUR – CHILD PROTECTION POLICY**

Name of Staff Member .....Position.....  
Date & Time of incident.....

Observation i.e. behaviour / injury / cause for concern / breach.....  
.....  
.....

Child / young person's statement / comments (if applicable).....  
.....  
.....

Name/s of Supervising Adult.....

Action to be taken – date / time, who will be informed.....  
.....

Follow-up action:  
Form forwarded to Child Protection Officer in Millennium Forum within 24 hrs  
  
Name (Millennium Forum Designated Officer).....  
Date.....  
Signed.....

Follow-up Outcome.....  
.....

**Further forms are available from Sinéad Crossan (ext. 208)**

**Where to obtain further copies of this Policy:**

The Millennium Forum's Child Protection Policy (updated November 2008) will remain current until further notice, pending further review to coincide with any changes recommended by the new Vetting & Barring Scheme – Safeguarding Vulnerable Groups (NI) Order 2007 – which becomes effective on **Monday 12<sup>th</sup> October 2009**.

Copies of this Policy (both the abridged and the full version) are available upon request from:

**Sinéad Crossan**

**Education & Outreach Officer**

**Millennium Forum**

**Newmarket Street**

**Derry / Londonderry**

**BT48 6EB**

**T: 028 7127 2776**

**E: [sineadh@millenniumforum.co.uk](mailto:sineadh@millenniumforum.co.uk)**

The Policy is also available to download from [www.millenniumforum.co.uk](http://www.millenniumforum.co.uk)