

CHILD PROTECTION POLICY



West Norfolk Riding for the Disabled - The Magpie Centre
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Charity number: 1143390

Introduction

West Norfolk Riding for the Disabled - The Magpie Centre (hereinafter the Centre) recognizes its duty of care under the Children Act 1989, the Children Act 2004, the Children and Social Work Act 2017 and the statutory guidance Working Together to Safeguard Children 2023 it also recognises the policy and procedures of the Norfolk Safeguarding Board and multi-agency approach to safeguarding children and young people.

The Centre recognizes that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The Centre is committed to practice which protects children from harm. All members of the Centre accept and recognize their responsibilities to develop awareness of the issues which cause children harm.

The centre believes that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members, volunteers, trustees and employees of the Centre should be clear on how to respond appropriately.

The Centre will ensure that:

- All children will be treated equally and with respect and dignity.



- The duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members of the charity which is responsible for the Centre will provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up-to-date with health & safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development and training.
- It will hold a register/record of every child involved with the centre and will retain a contact name and number close at hand in case of emergencies. These records kept confidentially and in a secure place.

Information in relation to child protection concerns will be shared on a “need to know” basis. However, the sharing of Information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child’s need for protection.

The Centre has child protection procedures which accompany this policy. This policy should also be read in conjunction with the Centre’s Equal Opportunities Policy and Health & Safety Policy. The Centre has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to, and are consistent with the Riding for the Disabled (national) policy and procedures as well as the guidance listed above.

These people are

- a.) Emma Paul (Trustee)
- b.) The Centre Manager
- c.) Designated child protection lead



And they may be contacted on

01553-810202 or magpiecentrewnrda@hotmail.co.uk

This policy will be regularly monitored by the Trustee Board of the West Norfolk Riding for the Disabled - The Magpie Centre and will be subject to annual review.

CHILD PROTECTION PROCEDURES

Responsibilities of the Centre

At the outset of any activity involving children the centre will:

- Undertake a risk assessment and monitor risk throughout attendance at the Centre.
- Identify at the outset the person with designated responsibility for child protection.
- Engage in effective recruitment of volunteers and other individuals with responsibility for children, including appropriate vetting (and if necessary do this in consultation with the local authority responsible for the relevant Safeguarding Board).
- Ensure that children are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

Parents

- The centre believes it to be important that there is a partnership between parents and the centre. Parents are encouraged to be involved in the activities and share responsibility for the care of children. All parents will have access to a copy of the Centre's Child Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their children. It is NOT the responsibility of the centre to take children home unsupervised.

Contact

- The centre will attempt to ensure that no adult has unsupervised contact with children.
- If possible there will always be two adults present when working with children.



- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area.

Physical Contact

The nature of the work undertaken by the centre involves physical contact with young people i.e. lifting young people on and off of horses, into carriages etc. This contact will be kept to a minimum and be the minimum required to complete the tasks it will be governed by the following principles.

- All adults will maintain safe and appropriate contact with children.
- Adults will only have physical contact with children when it is necessary in relation to the particular activity they are engaged in.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

Managing sensitive information

- The centre has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The centre web-based materials and activities will be carefully monitored for inappropriate use.
- The centre will ensure confidentiality in order to protect the rights of its members, volunteers, clients and trustees. Including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Disclosure of abuse

If a child confides that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification.

Don't ask questions that suggest a particular answer.



- Don't promise to keep it a secret.

Use the first opportunity you have to share the information with the person with responsibility for child protection.

Make it clear to the child that you will need to share this information with others.

Make it clear that you will only tell the people who need to know and who should be able to help.

- Reassure the child that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services and in any event initiate child protection procedures.

Suspicion of abuse

- If a serious allegation is made against any member of the Charity including Centre staff Volunteers or Trustees etc., that individual will be suspended immediately until the investigation is concluded.

The individual will be excluded and will not have any unsupervised contact with any other children in the centre.

Post disclosure procedure

1. Ensure the risk assessment is updated.
2. All relevant parties are advised of the updated assessment.
3. The date for reviewing the risk assessment is factored into the permanent record and review set relevant agencies are advised of the review.

Jacqueline D Westrop
Trustee for and on behalf of the Magpie Centre
April 2024

