



THE MILL ROAD WINTER FAIR ASSOCIATION

(MRWF)

CHILD AND VULNERABLE ADULT PROTECTION POLICY

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1. INTRODUCTION

- 1.1 MRWF believes that the welfare of children and vulnerable adults is paramount and all children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.
- 1.2 A child is defined as a person under the age of 18 (The Children Act 1989).
- 1.3 A vulnerable adult is defined as any person aged 18 or over who is or may be in need of community care services by reason of mental, physical or learning disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
- 1.4 Any concerns or questions regarding this policy should be referred to the MRWF Safety Officer in the first instance, as the MRWF Committee designated lead on child protection and vulnerable adult protection issues.

2. POLICY STATEMENT AND AIMS

- 2.1 All MRWF Committee members and volunteers have a duty of care to safeguard from harm all children and vulnerable adults involved in MRWF activities. All children and vulnerable adults have a right to protection, and the needs of disabled children and other children and adults who may be particularly vulnerable must be taken into account. MRWF will ensure the safety and protection of all children and vulnerabl adults involved in our activities by adherence to this policy.
- 2.2 MRWF aims to promote good practice by providing children, young people and vulnerable adults with appropriate safety and protection whilst in its care or whilst enjoying its activities and by allowing all MRWF Committee members and volunteers to make informed and confident responses to specific child protection and vulnerable adult protection issues.
- 2.3 All MRWF Committee members and volunteers have a responsibility to report concerns to our Safety Officer. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately by the Committee. This may result in a referral to children's services or the police. Please note that MRWF Committee members and volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

- 2.4 This policy will be published on the MRWF website. Hard copies may be requested from the MRWF Secretary.

3. CONTACT WITH CHILDREN AND VULNERABLE ADULTS

- 3.1 MRWF expects that MRWF Committee members and volunteers will only have contact with children and/or vulnerable adults on the day of the annual Mill Road Winter Fair. As this contact is neither frequent nor intensive, the MRWF Committee understands that MRWF is not entitled to undertake Criminal Records checks in respect of MRWF Committee members or volunteers.

- 3.2 MRWF takes very seriously any child protection or vulnerable adult protection concerns involving MRWF Committee members, volunteers or event participants. Anyone with any such concerns should inform the Safety Officer in the first instance. If the Safety Officer is unable to resolve those concerns, they should be referred to the MRWF Chair.

4. CHILDREN'S ACTIVITIES

- 4.1 MRWF provides a framework for various events on the day of the annual Mill Road Winter Fair. Those events may include activities specifically aimed at children and/or their families.

- 4.2 MRWF's policy is to encourage parents and carers to remain with their children whilst they are engaged in such activities. MRWF volunteers and event participants should not normally be left alone with children.

- 4.3 Anyone who wishes to organise or manage children's activities should be asked by the MRWF Committee to provide evidence that they have appropriate qualifications and registrations. They will also be expected to provide the MRWF Safety Officer with a copy of their own child protection policy.

- 4.4 Should the MRWF Committee have any doubts about an individual or organisation's suitability to organise or manage children's activities, then the MRWF Committee may refuse them permission to participate in the Fair and/or the MRWF Safety Officer may refer them to children's services or the police.

5. ACCIDENTS INVOLVING CHILDREN OR VULNERABLE ADULTS

- 5.1 MRWF recognises that children and vulnerable adults are more likely than others to be at risk of being involved in an accident at the Mill Road Winter Fair. The MRWF Safety Officer shall take this into account when preparing a risk assessment for the Mill Road Winter Fair. This assessment will be updated each year.
- 5.2 Should a child or vulnerable adult be hurt at the Mill Road Winter Fair, first aid will be normally be administered as appropriate by trained first aiders or by the emergency services. An accident form must be completed.
- 5.3 Anyone who has any concerns that a child or vulnerable adult has been harmed or abused at the Mill Road Winter Fair should contact the MRWF Safety Officer in the first instance.

6. LOST CHILDREN

- 6.1 Many families attend the Mill Road Winter Fair and on occasion a child may become separated from his/her parents or carers. MRWF volunteer stewards should be alert to this. Stewards will be required to wear high visibility vests to ensure they are easily identifiable by adults and children.
- 6.2 If a lost child contacts a steward:
- (a) The steward must inform the MRWF Safety Officer immediately (usually by radio) and await further instructions.
 - (b) On being informed of the situation, the MRWF Safety Officer will immediately liase with the police about the most appropriate course of action.
 - (c) The steward should keep the child with them and should stand still in a public place. The steward should not take the child anywhere alone.
 - (d) The steward should only let the child go to someone whom the child clearly recognises as their parent or carer, or to the MRWF Safety Officer or MRWF Deputy Safety Officer or to a police officer who is recognised by the steward or who provides the steward with appropriate identification.
- 6.3 If an adult has lost a child and contacts a steward:
- (a) The steward will immediately notify the MRWF Safety Officer (usually by radio). The MRWF Safety Officer may request details of:

- (i) The adult's name and relationship to the child;
 - (ii) The child's name;
 - (iii) The child's age;
 - (iv) A brief description of the child; and
 - (v) Details of when and where the child was last seen.
- (b) The steward should then direct the adult to the MRWF control HQ. The steward must ensure the adult understands that if they happen to find the child en route, they must inform a steward or MRWF control HQ.
 - (c) On being informed of the situation, the MRWF Safety Officer will immediately notify the police.
 - (d) At the discretion of the MRWF Safety Officer and the police, details of the lost child may be radioed to all stewards and the police to raise awareness throughout the area. The police may use their discretion to take further action, such as informing and liaising with CCTV control.
 - (e) When the child is found, MRWF Safety Officer will inform all stewards and the police (usually by radio).

6.4 MRWF appreciates that children are often quickly reunited with their parents or carers. However, in all cases it is essential that the MRWF Safety Officer is informed and the form at Schedule 1 to this policy is completed.

6.5 If the child is reluctant to go with a collecting adult, or the steward or MRWF Safety Officer is concerned that the collecting adult is not in a fit state to look after a child, the MRWF Safety Officer will seek advice from the police.

7. IMAGES OF CHILDREN OR VULNERABLE ADULTS

7.1 Before deliberately recording or using identifiable images of children or vulnerable adults, MRWF Committee members and volunteers should first gain the permission of the individual's parent or carer.

7.2 MRWF will carefully consider the implications of publishing images of children and vulnerable adults on its website or in its annual brochure or other promotional material. The images should either be non-identifiable or published with permission of the individual's parent or carer.

8. USEFUL CONTACTS

- 8.1 Anyone who is worried about sharing child protection concerns with MRWF, can contact social services or the police direct, or the Cambridgeshire Local Safeguarding Children Board on 01480 373522, the NSPCC Helpline on 0808 800 5000, or Childline on 0800 1111.
- 8.2 Anyone who is worried about sharing vulnerable adult protection concerns with MRWF can contact social services or the police direct.

9. MONITORING AND REVIEW OF THE POLICY

- 9.1 The MRWF Safety Officer or his/her nominee will meet annually with the Cambridge Safety Advisory Group and will use this as an opportunity to seek updated best practice guidance on safeguarding matters.
- 9.2 This policy and its effectiveness will be reviewed annually, at the first MRWF Committee meeting after the MRWF Annual General Meeting, to ensure it is achieving its stated objectives.

Lost Child Form

Date	
Child's details	
Name	
Age	
Address and telephone number	
Clothing	
Distinguishing Marks	
Health & Medication Details	
Name (s) of parents/carers	
Lost and Found Details	
When did adult/child last see the other?	
Where did adult/child last see the other?	
Time child reported lost	
Time child found	
Place child found	
Name of person who found child	
Signature of person who found child	
Address and telephone number of person who found child	
Child's behaviour, emotional and physical state	

Collection Details	
Time child was collected	
Place where child was collected	
Name of adult collecting child	
Signature of adult collecting child	
Adult's relationship to the child	
Adult's address and telephone number	
Did the adult provide any id and/or were they recognised by the child?	
Name and signature of person authorising child's departure	
Action Details	
Name of steward and actions taken by him/her	
Name of Safety Officer and actions taken by him/her	
Were the police informed? If so please provide details	
Actions taken by the police	