

The Sir Nigel Gresley Locomotive Trust Ltd

Owner of Class A4 Steam Locomotive Sir Nigel Gresley

SIR NIGEL GRESLEY®

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CHILD PROTECTION & RESTRAINT POLICY

Version B, 30/10/16

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1 INTRODUCTION

This document is in line with the current (February 2013) Department of Health and Home Office guidelines and with Heritage Railway Association (HRA) expert advice.

SNGLT/SNGLC has a responsibility to introduce its own Child Protection Policy. Under the Children Act 1989 we all have a responsibility for the well being of children and vulnerable persons whether or not we have parental control of children and young persons.

Child abuse and particularly child sexual abuse can arouse strong emotions in those facing such situations and it is important that individuals should know what to do if such circumstances arise.

Abuse can occur within many situations - home, school, and workplace. Some people will actively seek employment or voluntary work with children in order to harm them.

When establishing guidelines concerning the protection of children it is important to recognise that SNGLT/SNGLC has both a moral and legal responsibility to ensure that the children visiting the railway or in

SNGLT/SNGLC members, paid or voluntary are not experts at such recognition. It is therefore necessary for them to have clear lines of communication to a person in charge (the Responsible Officer), in order that any child welfare issues can be discussed.

4 INDICATORS OF ABUSE

- Unexplained or suspicious injuries.
- An injury for which the explanation seems inconsistent.
- (A child) describing what appears to be an abusive act involving themselves.
- Someone expressing concern about the welfare of the child.
- Unexplained changes in behaviour.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour in games.
- Is distrustful of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loss of weight for no reason.
- Becoming increasingly dirty or unkempt.

5 ABUSE

5.1 Categories of Abuse

Applies to children under the age of eighteen years.

- **NEGLECT** is persistent or severe lack of care or the failure to protect a child from exposure to any kind of danger. This could include exposing a child to extreme cold temperatures or starvation or extreme failure to

carry out important aspects of care resulting in the significant impairment of the child's health or development.

- **PHYSICAL ABUSE** is where the nature of the injury is not consistent with the account of how it occurred or, where there is definite knowledge or reasonable suspicion that the injury was inflicted (or knowingly not prevented) by any person.
- **SEXUAL ABUSE** is the actual or likely exploitation of a child or adolescent under eighteen years of age by any person. This includes any form of sexual activity with or towards a child who cannot give true consent either by law or because of ignorance, dependence, development, immaturity or fear.
- **EMOTIONAL ABUSE (bullying or harassment)** is the actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment.

5.2 Examples of Abuse

Highlighted below are a number of examples that might relate directly to SNGLT/SNGLC activities. These are clearly not an exhaustive list of examples. Failure to: -

- Supervise child Volunteers adequately.

NOTE: Children should have a minimum adult supervision of 1 adult supervising no more than 4 children in a Working Party. The supervisor must only be supervising the children and NOT other adults.

- Warn about newly emerging danger.
- Provide appropriate PPE and failure to show children how to use this equipment effectively and understand its limits e.g. ear protection.

6 RESPONDING TO ALLEGATIONS OR SUSPICIONS OF ABUSE

6.1 Action Required in Cases Where Abuse is Alleged

If a child states he or she has been or is being abused or gives information that causes concern for the Child's welfare, the person receiving the information should:

- Wherever possible advise the R.O. immediately of the issue. Do not deal with the issue yourself unless there is no other option.
- Where you have to get involved because the R.O. is not present, keep questions to the child to the absolute minimum necessary to ensure clear

and accurate understanding of what has been said. Never ask leading questions.

- React calmly so as not to frighten the child.
- Tell the child they are not to blame and ensure them it was right to tell.
- Take what the child says seriously.
- Reassure the child, but do not make promises of confidentiality that might not be feasible in the light of subsequent developments.
- Write down what the child said and/or and write a description of any injuries especially the form or detail of any injuries.
- Pass on the information obtained ONLY to the relevant person in charge (Responsible Officer) as soon as possible. The R.O. will deal with the matter by informing the Social Services department or Police without delay as detailed below.
- No person involved in the issue should pass on any of the information that is obtained from the child to 3rd parties (other than the R.O.) Allegations or suspicions that prove unfounded can be very harmful if repeated, as they often take on a life of their own.

It is not the responsibility of anyone working in SNGLT/SNGLC, whether paid or voluntary, to decide if the abuse is taking place.

Social Services have a statutory responsibility under the Children Act 1989 to ensure the welfare of a child. This could involve working with the Police and other agencies.

Should a member of SNGLT/SNGLC express concerns about a child or have allegations of abuse made to them, then the matter must be reported to the Responsible Officer (R.O.). The R.O. will deal with the matter by informing the Social Services department or Police without delay.

After the R.O. has reported the allegations to the relevant authority (Social Services Department or Police), the R.O. will then immediately report the issue and the actions taken to SNGLT/SNGLC Child Protection Officer (CPO). As at October 2016 that Officer is Bryan Orange. The CPO will ensure that all SNGLT/SNGLC Board members are briefed on the incident, actions and outcomes.

The next SNGLT/SNGLC Board meeting will undertake a detailed review of the issue and take subsequent appropriate actions as required to ensure the incident was dealt with correctly and in a timely manner.

6.2 Information Required by Social Services or the Police

Information passed by the R.O to the Social Services Department or Police should be recorded in detail including:

- details of the person receiving the information or expressing the concerns;
- the nature of the allegation;
- a description of any visible injuries;
- the child's name, address and age;
- child's account if given including questions asked;
- details of parents or carers;
- times, dates or other relevant information;
- clear distinction between what is fact, opinion or hearsay.

Reporting the matter should not be delayed by attempts to obtain more information.

Referrals to Social services or Police should be confirmed in writing within twenty-four hours. A record should be made of the name and designation of the Social Services member or Police Officer to whom the concerns were passed. The time and date of the call should also be logged.

7 ALLEGATIONS OF ABUSE AGAINST STAFF, VOLUNTEERS OR CONTRACTORS

Child abuse can, and does, occur outside the family setting.

A person in charge may be informed of situations where they are unsure about whether the allegation constitutes abuse or not and therefore unclear about what action to take.

There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult with the R.O. and take advice from Social Services. This may be just one of a series of other instances which together then cause concern.

Discovery that a Volunteer, a member of staff or a Contractor may have abused a child raises concerns among other staff or volunteers, including the difficulties

in reporting such matters. It is however important that any concerns for the welfare of a child arising from abuse or harassment should be reported.

Where there is a complaint of abuse against a Volunteer or Contractor, there may be three types of investigation:

1. Criminal.
2. Child Protection.
3. Disciplinary or misconduct.

The result of the Police and Social Services investigations may influence the disciplinary investigation that in any event should be conducted in consultation with the Police and Social Services.

The SNGLT/SNGLC Board will need to make an immediate decision as to whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services enquiries. Any suspension at this stage would be of a purely precautionary nature and would in any case be only from duties that involve unsupervised access to children.

8 GOOD PRACTICES TO PROTECT STAFF

- Always be publicly open when working with children.
- Avoid situations where a child is being supervised unobserved.
- Where lifting or manual support of a child is required this should be done openly and where a parent or carer is present they should lift the child or provide the support.
- Never spend time alone with a child away from others.
- Never take children alone in a vehicle.
- Never engage in rough physical or sexually provocative games.
- Never allow or engage in appropriate touching.
- Never allow children to use inappropriate language unchallenged.
- Never make sexually suggestive comments to a child even in jest.
- Never let allegations made by a child go unchallenged or not acted on.
- Never do things of a personal nature that children can do for themselves.

Never give excessive attention or show favour to one child.

9 STAFF SELECTION – VOLUNTEER & CONTRACTOR

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children.

Where posts on SNGLT/SNGLC, whether filled by Volunteer or contractors, have substantial unsupervised access to children then a series of pre-selection checks should be made.

This should include:

Completion of an application form (DBS) should be designed to illicit information about applicants past career (including gaps), and to establish any criminal record.

- Consent should be obtained from applicants for Police and Social Services checks.
- At least two references should be taken up, including at least one regarding previous work with children.
- Registration with the Independent Safeguarding Authority.

10 HEALTH & SAFETY OF CHILD VOLUNTEERS

Although not strictly within the definition of a Child Protection Policy, SNGLT/SNGLC wishes to take the opportunity within this policy document of highlighting its policy towards the safety of its Child Volunteers, as safety is paramount in any situation:

- The parents or guardians of Child Volunteers will be made aware of their child's volunteering. SNGLT/SNGLC Volunteer Manager will meet with the parents or guardians and explain what their child will be doing, how they will be supported and where they will be doing Volunteer work. Written consent of parents or guardians will be obtained before allowing a child to become a SNGLT/SNGLC volunteer. A copy of SNGLT/SNGLC Child Protection Policy will be supplied to the parents/guardians. A list of children who are under 18 and are Working Members will be kept by the Junior Volunteers Co-ordinator and forwarded to all Responsible Officers plus the Child Protection Officer whenever changes are made (due to becoming 18, no longer being a Working Member, non-renewal of SNGLT/SNGLC membership etc.)
- Parents or guardians will complete a form to provide SNGLT/SNGLC with medical or dietary requirements their child might have e.g. asthma, food intolerance. This form is the "In Case of Emergency" (ICE) card. The Parent or Guardian plus the child will be requested to sign the ICE card and return to the Junior Volunteers Co-ordinator.

- The safety of Child Volunteers is covered in SNGLT/SNGLC's Health and Safety policy and that Policy will be explained to the Child Volunteer at their induction. During the induction, emphasis will be placed on the importance of being careful or asking for help when using equipment and ensuring that Child Volunteers understand what they must do if there is a fire or other emergency.
- When working as a SNGLT/SNGLC Volunteer, Child Volunteers will never be left to work or stay alone. The Working Party R.O will ensure that an experienced adult Volunteer always accompanies Child Volunteers. It is good practise for the child and his/her supervisor to sign on for Volunteer work together, i.e. alongside each other so there is no doubt as to who has accepted responsibility at the time. SNGLT/SNGLC considers this good practice to be mandatory.
- The RO will give careful consideration to the types of work Child Volunteers will be eligible/allowed to do. The RO will be very careful about youthful exuberance getting the Child Volunteers too deeply involved in the more hazardous duties.
- ROs will ensure that Child Volunteers are very careful when lifting and carrying or working in enclosed spaces or with hazardous materials. No child will be asked to undertake any duty they are unhappy with.

11 RESTRAINING POLICY

There will be occasions when it may be necessary to physically restrain young visitors or Volunteers to prevent them from endangering themselves. Restraint is a very sensitive/fraught area but nonetheless as very important.

When such a situation happens an adult must ensure that:-

- only reasonable force is justified;
- physical restraint should only be used to prevent the child from harming his/herself, or others from damaging property or themselves/others;
- force must not be used simply to secure compliance with an instruction or rule;
- all such incidents where Volunteers use physical force must be reported using SNGLT/SNGLC Accident/Incident Reporting Process;

NOTE: the report should include: -

- why the use of force was deemed necessary
- all steps taken to diffuse the situation and resolve it without force
- the nature of the force used
- the child's response and the outcome of the incident;

- the parents of the child should be informed of the incident and their response recorded with the incident report; any member of staff paid or unpaid whose duties may cause him/her to have control or a supervisory role with children should be made aware of SNGLT/SNGLC's restraining policy and receive appropriate training;
- Anyone using forceful restraint other than in circumstances described above will be subject to disciplinary action.

12 CHILD PROTECTION AND RESTRAINING POLICY – FUTURE REVIEW

This policy will remain under ongoing review and will be formally reviewed regularly by the SNGLT/SNGLC Board.

12.1 History

Issue	Date	History
A	22/10/16	Version provisionally agreed by Trustees/Directors at joint meeting but subject to final editorial corrections.
B	20/10/16	Approved by correspondence to 11/11/16.