



Life Education Centres

**CHILD PROTECTION:
A STATEMENT OF POLICY**

May 2007

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I. Introduction

Life Education Centres (LEC) is the leading provider of health and drug prevention education programmes to children in primary schools. As such it must ensure that it deals with the important matter of child protection and demonstrate that it does everything possible to protect those with whom it works. In 2003 the first Child Protection Policy was issued: that focused on the needs of the central office and the local operating groups. This revision acknowledges the progress made in extending the programmes provided by LEC and the involvement of other organisations who are working in partnership with LEC both nationally and locally.

The service has to be provided in a manner that cannot be misinterpreted so that the reputation of LEC is brought into question. Equally, it must ensure that all its activities pay due regard to this issue: this includes promotional work, fund-raising events and working in partnership with other organisations.

In 2002 Government strengthened the legislation around child protection issues. An aspect of those arrangements is the requirement to carry out criminal record checks with the Criminal Records Bureau (CRB) and Disclosure Scotland.

The advice contained in this document provides:

- The LEC child protection policy statement
- A model child protection statement for adoption by a local operating group, trust or company
- Explanatory notes on each part of the statement
- A model agreement between an organisation working in partnership with a local operating group, trust or company
- Details of the LEC arrangements for seeking Disclosures
- Recommended policies and procedures related to the Disclosure arrangements
- Appendices with additional details.

All these policies and procedures must be seen in the wider context of safe practice in such matters as:

- Careful planning
- Training
- Risk assessment
- Health and safety regulations
- Traffic regulations
- Employment legislation
- Insurance.

2. Glossary of terms

Child: The term 'child' applies to any person under the age of 18 years. For the purposes of child protection this applies throughout the UK.

Regular: The Board of LEC (UK), in the context of work with children, has defined 'regular' as 'twice in a four week period or four times in a six month period.'

3. A quick summary

This is a detailed document with a lot of information. This 'quick summary' attempts to give the reader an over view of the issues.

- LEC has no option but to take action because of the laws about child protection.
- LEC, every local operating group and organisation working regularly with children must have a child protection policy.
- As part of that policy, every local operating group must have a Child Protection Officer.
- LEC and every local operating group that is working with children in partnership with another organisation must ensure that the partner has a child protection policy or agrees to operate within the LEC policy.
- People who work regularly and closely with children, and certain other people, have to have a criminal record check.
- LEC and local operating groups will work together to get the checks done.
- The checks deal with very sensitive information and there have to be very secure systems of using and disposing of the information.
- Training will have to be provided for the Child Protection Officers and the volunteers and paid staff working for LEC.
- The child protection policy is not just about the dangers of child abuse. It must also make sure that the children are as safe as it is possible for them to be.
- Local operating groups will have to liaise closely with their local authority on child protection matters.
- Educators will have to liaise closely with schools on child protection matters.
- Everyone in LEC will need to be aware of our policies and arrangements for child protection.

The rest of this document explains how all those working within LEC can make sure that all these things are put in place.

4. The Child Protection Policy of Life Education Centres (UK)

This declaration of policy applies to the whole of Life Education Centres (UK), (LEC – UK) although the legislative framework may differ in its constituent parts.

LEC – UK has adopted this statement of policy in its work with children and the vulnerable.

- The needs and rights of the child and the vulnerable take priority over everything.
- It is the duty of every person employed by, giving voluntary service to or working in partnership with LEC – UK to safeguard to the best of his or her ability, the welfare of and prevent the physical, sexual or emotional abuse and neglect of all children with whom they come into contact during their work and duties.

LEC – UK will endeavour to ensure safeguarding by:

- Actively encouraging a climate through which protection issues are regarded as an essential part of all activities and events
- Requiring the appointment of a person with responsibility for protection issues in each local operating group, trust or company that delivers Life Education Centres' programmes
- Adopting protection guidelines that give clear procedures and a code of conduct for local operating groups, trusts or companies, paid staff and other helpers and associated volunteers.
- Agreeing protection guidelines that give clear procedures and a code of conduct for the paid staff and other helpers and associated volunteers in organisations working in partnership with LEC – UK
- Planning all activities and events so that protection issues are properly addressed
- Sharing information on protection and good practice with children, parents and carers, trustees, staff, helpers and associated volunteers and partnership organisations.
- Issuing guidelines on how to deal with the disclosure or discovery of abuse and sharing information about concerns with agencies that need to know.
- Providing appropriate training for local operating groups, trusts or companies, staff, helpers and associated volunteers in the processes and procedures of child protection.
- Ensuring that appropriate training is provided for the paid staff and other helpers and associated volunteers in organisations working in partnership with LEC – UK
- Following carefully the procedures for the recruitment and selection of staff, helpers and associated volunteers to assist with activities, projects and activities.
- Ensuring that organisations working in partnership with LEC - UK follow carefully the procedures for the recruitment and selection of staff, helpers and associated volunteers to assist with activities, projects and activities.
- Monitoring and reviewing this policy and the associated procedures on a regular basis.

Dated: 17th May 2007

5. A model Child Protection Policy for Life Education Centres – [*¹]]

Life Education Centres – [*¹] [*²] has adopted this statement of policy in its work with children and the vulnerable.

- The needs and rights of the child and the vulnerable take priority over everything.
- It is the duty of every person employed by or giving voluntary service to LEC [*²] or working in partnership with LEC [*²] to safeguard to the best of his or her ability, the welfare of and prevent the physical, sexual or emotional abuse and neglect of all children with whom they come into contact during their work and duties.

LEC [*²] will endeavour to ensure safeguarding by:

- Actively encouraging a climate through which protection issues are regarded as an essential part of all activities and events
- Appointing a person with responsibility for protection issues.
- Adopting protection guidelines that give clear procedures and a code of conduct for local operating groups, trusts or companies, paid staff and other helpers and associated volunteers.
- Agreeing protection guidelines that give clear procedures and a code of conduct for the paid staff and other helpers and associated volunteers in organisations working in partnership with LEC [*²]
- Planning all activities and events so that protection issues are properly addressed
- Sharing information on protection and good practice with children, parents and carers, trustees, directors, staff, helpers and associated volunteers and partnership organisations.
- Issuing guidelines on how to deal with the disclosure or discovery of abuse and sharing information about concerns with agencies that need to know.
- Providing appropriate training for local operating groups, trusts or companies, staff, helpers and associated volunteers in the processes and procedures of child protection.
- Ensuring that appropriate training is provided for the paid staff and other helpers and associated volunteers in organisations working in partnership with LEC [*²]
- Following carefully the procedures for the recruitment and selection of staff, helpers and associated volunteers to assist with activities, projects and activities.
- Ensuring that organisations working in partnership with LEC [*²] follow carefully the procedures for the recruitment and selection of staff, helpers and associated volunteers to assist with activities, projects and activities.
- Monitoring and reviewing this policy and the associated procedures on a regular basis.

The Statement of policy

A trust, operating group or company should formally agree the statement outlined above and this should be recorded in the minutes of an appropriate meeting.

Dated:

*¹ ***Please use the full title of your trust e.g. Life Education [Thanle Limited]***

*² ***Acronyms can be used here e.g. LEC [TL]***

6. Explanatory Notes

6.1. How can Life Education Centres actively encourage a climate through which protection issues are regarded as an essential part of LEC's activities and events?

As a 'children's charity' Life Education Centres recognises its moral and legal responsibility to safeguard children and the vulnerable. It recognises that children have the right to enjoy the LEC experience, to be safe and protected and that parents, carers and teachers have a right to feel safe when entrusting their children to the organisation.

There have been incidents of sexual abuse, where abusers have identified and infiltrated organisations where a relative lack of scrutiny has been an attraction. Research has shown many voluntary groups cover up abuse to protect the organisation's reputation.

The steps taken by LEC (UK) are to:

- Require each operating group, trust or company to appoint a person, preferably a trustee, director or other senior person in the organisation with responsibility for child protection issues (see below for details of the role and responsibilities)
- Include child protection issues in the annual conference
- Include child protection issues in the training of educators
- Regularly update guidance to operating groups, trusts and companies.

Practical steps that are expected of each operating group, trust or company, (hereafter referred to as a 'local operating group' (LOG) are to:

- Appoint a person with responsibility for child protection issues (see below for details of the role and responsibilities)
- Provide training and advice to all staff, helpers and associated volunteers who assist with programmes, activities and events
- Attend national training events
- Work in partnership with other organisations concerned with child protection
- Demonstrate mutual respect between staff, volunteers and children and to model appropriate behaviour.

Practical steps that are expected of all organisations working in partnership with LEC – UK or any local operating group (LOG) are to:

- Appoint a person with responsibility for child protection issues (see section 6.2 for details of the role and responsibilities)
- Operate within the LEC child protection policy OR
- Demonstrate that the organisation's policy is appropriate for the work that is to be undertaken.

6.2. What should be the background, role and responsibilities of the person appointed to deal with protection issues in the operating group, trust or company?

Each Local Operating group (LOG) should appoint a person, preferably a trustee or committee member, to deal with child protection issues. That person, the LOG Child Protection Officer, should have some background and familiarity with child protection issues. Additional training will be provided by LEC (UK) if this is deemed necessary.

The duties and responsibilities are to:

- Maintain contact with LEC (UK) on child protection issues.
- Attend training events organised by LEC (UK)
- Provide information and advice on child protection policy and practices to other people within the LOG, and including those organisations working in partnership.
- Assist other groups within the LOG in the development and adoption of policies and procedures on matters related to child protection
- Ensure that other groups within the LOG are made aware of their responsibilities
- Be the LOG point of reference for all concerns relating to abuse
- Establish contact with the senior member of social services staff responsible for child protection in the locality or localities of the LOG
- Be familiar with local procedures for child protection and liaise with local organisations: for example the Area Child Protection Committee or Child Protection Committee (Scotland)
- Provide or enable training for the appropriate staff and volunteers within the LOG
- Act as the link with the 'umbrella body' for Disclosures and to maintain any records for the purposes of the checks carried out by the Criminal Records Bureau (CRB) OR to appoint a person to act on his or her behalf. (see page 13 for details of the CRB arrangements)
- Establish, review and monitor the LOG's child protection policy and practices
- Support the LOG in dealing with any allegations of abuse
- Inform the appropriate authority of relevant concerns about individual children arising out of LOG activities
- Deal with allegations of abuse OR appoint a person to act on his or her behalf
- Keep the Chairman of the LOG and the National Director of LEC (UK) informed of any action taken and any further action required
- Maintain secure case records of the action taken by the LOG, the liaison with other agencies and the outcome.

- Where an organisation working in partnership chooses to demonstrate that the organisation's policy is appropriate for the work that is to be undertaken rather than operate within the LEC child protection policy to decide whether the organisation's policy is acceptable.

Note: The most significant partnership is that with schools. It may be assumed that a school's policy is acceptable.

6.3. What should be included in child protection guidelines and what are the clear procedures and a code of conduct that applies to all paid staff, other helpers and volunteers associated with the LOG and organisations working in partnership?

Child protection guidelines must apply to all persons who are acting with or on behalf of the LOG at any activity or event. That includes trustees or directors, paid staff, people working under contract, any helpers and volunteers and organisations working in partnership.

All must act in a way that is in line with and in sympathy with the policy established by the LOG. Any person who for any reason finds it impossible to comply should not take part.

Guidelines should cover:

- The right of the child to be treated with respect and safeguarded from harm
- The need for a proper recruitment process for people working with children
- A written code of behaviour that outlines good practice when working with children
- The need for a named person to be in charge
- Arrangements whereby children, parents, trustees, directors, paid staff, volunteers and other workers can voice concerns about the behaviour of others
- The training available
- The arrangements for working with children in and out of the mobile classroom
- How LEC (UK) involves children in decisions about programmes, activities and safety
- The arrangements for contact with the school, the headteacher and teachers
- The arrangements for contact with parents or other carers
- How the LOG deals with health and safety issues

6.4. How should a LOG go about planning LEC visits, events and activities so that protection issues are properly addressed?

LOGs and organisations working in partnership may plan events to raise funds or to improve public awareness of the work of the organisation. They may plan activities that supplement or extend the established and regular programmes provided by LEC.

Planning the regular visits of the LEC mobile classrooms must not be taken for granted.

It is difficult to lay down hard and fast advice so that protection issues are properly considered. The following headings and the respective appendices provide some guidance based on experience.

- When planning any event it is wise to begin early
- Involve and consult people with expertise
- Carry out a risk assessment
- Involve the LOG Child Protection Officer or another person with that background
- Ensure that health and safety legislation is followed
- Ensure that health and hygiene regulations are followed if food preparation and service is involved
- Check the credentials of all outside contractors and organisations used
- Give time for proper selection procedures in the selection of workers and volunteers
- Give time for adequate preparation, induction and training of the persons doing the work
- Ensure that it is clear who is in overall charge of the event and its constituent parts
- Check any local bye-laws
- Check insurance
- Be prepared to alter the plans to improve safeguarding.

6.5. How can a LOG share information on protection and good practice with children, parents and carers, trustees, directors, paid staff, helpers and volunteers?

Throughout the LEC programmes there is strong emphasis on the rights of the child particularly in relation to their bodies, their behaviour and their relationship with other children and adults. Details of the programmes are available from LEC (UK) and from LOGs. Work with parents also features in the work. Much of the work with children and their parents is delivered through schools and these child protection policies are shared with schools.

It is one of the roles of the LOG Child Protection Officer to ensure training and to share information on good practice.

6.6. What should be in the guidelines on how to deal with the disclosure or discovery of abuse, how should their use be encouraged and how should a LOG go about sharing information about concerns with agencies who need to know?

Each LOG will have a Child Protection Officer: the LOG Child Protection Officer

Nominated person

In any activity involving children a person should be nominated as the point of reference for any complaints or matters of concern, including any allegations.

The name of that person must be made clear in any booking arrangement for a visit of an LEC mobile classroom or other activity under the name of LEC. The headteacher or nominated member of staff within the school must be informed of the name of that person.

In any activity or event organised by the LOG the name of the person must be given to all paid and voluntary staff. If the participants are children the parents should be informed. In any correspondence it is recommended that the name and contact details are given and, if appropriate, it is displayed at a venue.

When working in schools the responsibility for child protection rests with the headteacher and the governing body. An educator and other LOG staff must ensure that they are familiar with the school's child protection procedures and the contact name of a school's Child Protection Officer.

If it is found necessary to report an event or concern to the school's Child Protection Officer, it must also be reported to the LOG Child Protection Officer.

The Child Protection Officer and the nominated person are the points of contact for the expressions of concern. Those may vary from straightforward complaints about lateness or quality of provision to more serious concerns about the behaviour of an adult towards children or that of children towards children. The source of the complaint may be from within the organising team of adults or from outside.

6.7. What training will be available to assist LOGs, educators, other paid staff, helpers and volunteers and partnership organisations in the processes and procedures of child protection?

LEC (UK) will provide training for LOGs who in turn will ensure that appropriate training is provided for educators, other paid staff, helpers and volunteers and partnership organisations.

The training is tailored to the varying needs of LOGs, educators, other paid staff, helpers and volunteers. These are:

- General awareness training for all directors, trustees, paid staff, volunteers and helpers (provided by the LOG)
- Detailed training for the LOG Child Protection Officer (provided by LEC - UK)
- Detailed training for educators (provided by LEC - UK)
- Specific information and written advice, as appropriate and required (provided by LEC – UK)

6.8. How should a LOG recruit and select educators, paid staff, helpers and volunteers to assist with the provision of LEC programmes and to support projects and activities?

Details of the process for the recruitment and selection of educators is available from LEC (UK).

Securing helpers and volunteers to assist with projects, events and activities has never been easy and there is a tendency to 'leap upon' anyone who volunteers to help. Where the work involves children and the vulnerable, such an unselective approach must be avoided.

There are two broad categories of tasks that people may be asked to undertake. There are those that involve no direct, personal contact with children either in small groups or as individuals: acting as a secretary to the LOG, serving drinks, running a side-show, taking and selling tickets for example. Then there are those that may involve direct contact with children: visiting schools to make arrangements for an LEC visit, selling promotional goods in the school, supervision of a mobile classroom when children are visiting it at a summer fete for example.

If the tasks fall into the latter category three key questions should be asked:

1. Is the activity regular? (In this context 'regular' also implies 'frequent')
2. Will the person be in 'sole charge'?
3. Will the person have 'unsupervised contact'?

If the answer to question 1 is 'Yes' and careful planning cannot render it unnecessary, then criminal record checks should be sought as outlined in this document. The answers to questions 2 and 3 will determine the level of the criminal record check.

With that in mind it is recommended that this approach be used when selecting workers.

- At the planning stage, identify the duties, responsibilities and tasks that are involved. Write these down.
- Identify which tasks would require criminal record checks on those involved
- Check whether a change of organisation or the involvement of another agency would render unnecessary the criminal record checks on Rotarians or volunteers
- When asking persons to volunteer for the work, give full and clear details of the task and, where it is necessary explain the need for criminal record checks.
- Arrange for a member of the organising team to discuss the job with the person to make sure that the person has the knowledge, skills, experience and willingness to do the job.
- Be prepared to suggest another job if the person is unsuitable
- Where necessary, carry out the criminal records checks.

If volunteers are to be used each one should complete an application form and be interviewed as detailed above. The LOG Child Protection Officer should store these forms securely.

If contractors or other organisations are used to provide activities as part of LOG projects their credentials should be checked. Does it have a child protection policy? How are the staff selected? Are criminal checks made? What are the qualifications and experience to provide the service?

A reputable organisation will be only too pleased to answer such questions.

6.9. How should a LOG monitor and review the policy and the associated procedures and how regularly?

It is recommended that a LOG Child Protection Officer monitors and reviews the policy and procedures each year with the help of the educators and any local support groups. This should be reported to the Trust at one of its meetings and recorded in the minutes. A simple check list is shown in Section 9

6.10. What is the role of educator in child protection matters?

As a significant public face of LEC, an educator must have a sound knowledge of the policies and arrangements at local and national level and be able to explain the Child Protection policies to a headteacher, teacher or to others if asked.

There must be a good working partnership between the LOG Child Protection Officer and an educator. If there is more than one educator working for the LOG it may be wise to charge one with the responsibility of being a lead person who could help other educators.

When planning a school visit an educator must ensure that the school's protection arrangements are known and the name of the designated teacher in charge of them. During a visit any matters of concern should be reported to that person: but see 6.6 above.

An educator is well placed to notice behaviour, physical marks or spoken information that may suggest abuse. Training is provided to deal with such issues that are clearly the responsibility of the school. Never-the-less the educator has a duty to share the concern. Children may also volunteer information to an educator: see appendix D.

An educator working with children is responsible for:

- Their care and welfare during that time
- Reporting any concerns to the designated teacher and to the LOG Child Protection Officer
- Recording securely those concerns and the actions taken
- Maintaining confidentiality
- Following correct child protection procedures.
- Ensuring other health and safety policies and procedures are followed.

An educator must **never**:

- Investigate a matter of concern even if asked to do so
- Promise not to pass on any information given
- Leave a matter of concern unreported
- Physically handle children except in an emergency
- Be in the mobile classroom alone with a single child with the doors closed.

An educator **must** follow the strict code of professional behaviour laid down in training and in Appendix C.

6.11. What is the role in child protection matters of any person working in a school to assist with the delivery of Life Education programmes or activities supportive of those programmes?

Any person working to support or extend the LEC programmes must have a sound knowledge of the policies and arrangements at local and national level.

There must be a good working partnership between that person and the member of the school staff with responsibility for Child Protection in the school. An educator, if present will be able to provide advice and support.

An occasional visitor to a school is well placed to notice behaviour, physical marks or spoken information that may suggest abuse. Such issues are clearly the responsibility of the school but there is a duty to share the concern. Children may also volunteer information: see appendix D.

A person working with children is responsible for:

- Behaving in an appropriate manner
- Reporting any concerns to the designated teacher and to the LOG Child Protection Officer
- Recording securely those concerns and the actions taken
- Maintaining confidentiality
- Following correct child protection procedures.
- Ensuring other health and safety policies and procedures are followed.

A person must **never**:

- Investigate a matter of concern even if asked to do so
- Promise not to pass on any information given
- Leave a matter of concern unreported
- Physically handle children except in an emergency

- Be in any space alone with a single child: this would include a mobile classroom with the doors closed.

A person **must** follow the strict code of behaviour laid down in Appendix C.

7. The LEC (UK) arrangements for seeking Disclosures

Background

1. In 2002 new statutory guidance from Government was issued. It has the aim of helping employers and other organisations assess the suitability of applicants and volunteers for particular posts, both paid and unpaid. The aim is to make safer recruitment decisions related to positions of trust by widening the access to criminal record information and to other information.
NOTE: These arrangements are for England and Wales only. Arrangements are different in Scotland; at the date of this policy, May 2007, there are no such arrangements in Northern Ireland, Republic of Ireland, Isle of Man or the Channel Islands.
2. The legislation provides for the issue of Basic, Standard and Enhanced Disclosures. In England and Wales, these will be issued by the Criminal Record Bureau (CRB). There is a charge for paid employees but are free to “bone fide” voluntary organisations in respect of volunteers working with children. .
3. Basic Disclosures are obtained by an individual on payment of a fee. They will contain details of convictions that are considered to be unspent in terms of the Rehabilitation of Offenders Act, 1974, and are only available to the applicant. They are not job specific and are NOT appropriate for people who will work with children.
4. Standard Disclosures provide details of ALL spent and unspent convictions irrespective of the time that has elapsed since the conviction was incurred. They are the minimum check required for those seeking paid or voluntary work with children under 18 years of age.
5. Enhanced Disclosures. In addition to the details included in Standard Disclosures, these may include information that a Chief Constable, the Department for Education and Training or other Department considers is relevant to the job or voluntary role being considered. They are only available in relation to people seeking paid or voluntary work or training in a position whose normal duties include regularly caring for, training, supervising, or being in sole charge of children under 18 years of age.
6. Applications for Standard and Enhanced Disclosures are completed by an individual then countersigned by a person (usually a representative of the potential employer or voluntary organisation) registered with the CRB.
7. It is very important to note that:
 - a. The availability of such information is not a substitute for the full range of pre-appointment checks which any responsible employer or organisation should undertake.
 - b. Disclosed information should only be seen as being complementary to existing best recruiting practice and it should only be sought AFTER a candidate has been identified as being otherwise suitable and provided with a provisional offer of employment or voluntary role.
 - c. It should be recognised that an individual applies for a Disclosure but cannot be compelled to do so.
 - d. An application for a Standard or Enhanced Disclosure must be countersigned by a registered person identified by the employer or voluntary organisation.
 - e. Standard and Enhanced Disclosures are valid only on the day they are produced and, generally, for a specific post.
 - f. The most contentious issues surrounding disclosed information involve human rights, data protection, confidentiality and ensuring that ex-offenders are treated fairly in accessing volunteering and employment opportunities.
 - g. Retrospective checks on existing staff and volunteers are not encouraged: there are considerable implications in employment law.
8. LEC (UK) is registered with CRB to undertake this work on behalf of all its operating groups and partnership organisations. It has to be assured that:
 - The type of voluntary or paid work to be undertaken requires a Disclosure
 - The organisation can demonstrate proper procedures to ensure the security of information held and a policy is in place

- Proper and fair use will be made of Disclosure information in the decision process and a policy is in place.
9. There is no charge to charities by the CRB for checking volunteers but there is a charge for the Disclosures necessary for educators. LEC (UK) covers these costs and those of the administration.
 10. The arrangement for dealing with the Disclosure adopted by LEC (UK) is intended to simplify the administrative arrangements for LOGs and partner organisations.
 - Details of a Disclosure are sent to the individual and copied directly to LEC (UK) as the registered body.
 - LEC (UK) will liaise with the LOG or partner organisation and give advice on the judgement of suitability.
 11. A robust Policy on the secure handling, use storage, retention and disposal of Disclosure information is a necessity. A model policy is detailed below: this is the responsibility of LEC (UK)
 12. Decision Making The decision as to the suitability of an individual for a particular position rests with the employing or volunteering body. That judgement will take into account the precise nature of the work, an assessment of the risks, and the nature and 'age' of any criminal offences. LEC (UK) will offer advice to the LOG or partner organisation. Organisations are required to have a Policy relating to the "proper and fair" use of Disclosure Information. A model policy is offered below.
 13. Retention Once the decision has been made, the organisation's copy of the disclosure must be properly destroyed unless it requires to be retained to allow for the resolution of disputes or complaints. In those circumstances the papers can be kept for up to six months, but in exceptional circumstances it can be retained for a longer period but only in consultation with CRB. This will be dealt with by LEC (UK).
 14. Disposal must be done in a secure manner by burning, pulping or shredding, and must not be left in any insecure receptacle whilst awaiting destruction. This will be dealt with by LEC (UK).
 15. Records must be kept of every Disclosure. This will include the date of issue, the name of the subject, the type of Disclosure and its unique reference number, the position or role for which it was requested and the decision taken. This will be a joint responsibility of the LOG Child Protection Officer and LEC (UK).

The LOG Child Protection Officer will be expected to keep a simple and secure written record of:

- The name and address of the person
 - Date of application for Disclosure to LEC (UK)
 - Date of decision received from LEC (UK)
 - Unique reference number of the Disclosure
 - Decision made: no details of reasons of the decision should be recorded.
16. Activities, paid or voluntary, that require a Disclosure are detailed in the Criminal Justice and Court Services Act 2000, which applies to England and Wales only at this time. They are called 'regulated positions' and include amongst many others:
 - Normal duties of work on day care premises
 - Normal duties include caring for, training, supervising or being in sole charge of children
 - Unsupervised contact with children under arrangements made by a parent, guardian, head teacher, teacher, carer.
 - School governor
 - Being a children's' charity trustee
 - Working in a place where children are detained
 - Working in a children's' hospital or care home
 - Work in a school or college.

This does NOT include activities in the parts of a school, hospital, home or college where or when children are not present; tending gardens for example.

'Children' includes those less than 18 years of age.

17. The questions to ask about the duties of any employed person or volunteer involved in an activity are whether the person is in '**sole charge**' and has '**unsupervised contact**'. If that applies the person should

have been the subject of an Enhanced Disclosure. Otherwise a Standard Disclosure is sufficient for individuals who have “regular contact”: “regular” in this context implies “frequent”.

18. Supporters, volunteer workers and Disclosures.

Any person volunteering for regular duties in schools, colleges or care homes will be asked to seek a Disclosure, probably a Standard Disclosure. Being a School Governor, a hospital volunteer, a young person’s school mentor or a reading-tutor are all activities that now require a Standard Disclosure. Details of common LOG duties, responsibilities and activities and the recommended levels of Disclosure are given in Appendix J

19. Any check carried out by the CRB is not an end in itself but a part of a wider policy that exemplifies the climate and ethos of an organisation. The development and acceptance of a child protection policy by an organisation is essential for effective child protection. Proof of its existence is increasingly demanded by funding bodies, local authorities and schools for whom LEC provides service.

A. Summary of the CRB arrangements

20. LEC (UK) is registered to carry out the checks.

21. It is assumed that each LOG or partnership organisation has appointed a Child Protection Officer (CPO).

22. The LOG plans the event and/or determines the duties and responsibilities of a person. After the planning it may be found necessary to seek a disclosure on the person or persons who will carry out the particular roles. Enhanced Disclosures will need to be sought for all educators and Standard Disclosures for the LOG trustees or directors.

23. The process is this:

- The LOG selects the people to do the job or jobs. Those selected are asked to complete a self-disclosure form and the CRB form.
- The Child Protection Officer (CPO) will also check the identity of the person from documentation provided by each person and record the name and address of the person, the date of the check and the post.
- That completed, the CPO signs the request for a disclosure, posts it to the LEC (UK) national office and records the date sent.
- The LEC (UK) counter-signatory will verify that it is appropriate to seek a disclosure, sign the form and send it to the CRB.
- The CRB will return a copy of the Disclosure to the person and another copy to LEC (UK)
- The LEC (UK) officer will discuss the content of the Disclosure with the CPO but does not pass on the document itself. The LEC (UK) officer may also offer advice or even share in the decision. The existing record is extended with the date of the decision, the decision and the unique CRB reference number but NOT the reasons for the decision.
- If the decision is negative, the officer will give the CPO sufficient information to explain the reasons to the person.

B. Disclosure: security of information - Policy Statement

This statement has been accepted by LEC (UK): individual LOGs and partnership organisations that use the Disclosure Service are expected to comply.

General Principles

- **Life Education Centres (UK)**
- **Life Education Centres – Now-where in particular**
- **This partnership organisation**

complies fully with the Code of Practice regarding the correct handling, holding and destroying Disclosure information provided by Criminal Records Bureau (CRB) in England and Wales. This is under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. It also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention

and disposal of Disclosure information and has a written policy on these matters. This policy is available to anyone who wishes to see it on request.

Usage

We use Disclosure information only for the purpose for which it has been provided. The information provided by an individual for a position within or organisation is not used or disclosed in a manner incompatible with the purpose. We process personal data only with the express consent of the individual. We notify the individual of any non-obvious use of the data, including further disclosure to a third party, identifying the Data Controller, the purpose for the processing, and any further relevant information.

Handling

LEC recognises that, under section 124 of the Police Act 1997, it is a criminal offence to disclose Disclosure information to any unauthorised person. We, therefore, only pass Disclosure information to those who are authorised to see it in the course of their duties. We will not disclose information provided under section 115(8) of the Act, namely information which is not included in the Disclosure, to the applicant.

Access and Storage

We do not keep Disclosure information on an individual's personnel file. It is kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled to authorised and named individuals, who are entitled to see such information in the course of their duties.

Retention

We do not keep Disclosures or Disclosure information for any longer than is required after a recruitment (or any other relevant) decision has been taken. In general, this is no longer than six months. This is to allow for the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances, and in consultation with CRB. The same conditions relating to secure storage and access will apply during any such period.

Disposal

Once the retention period has elapsed, we will ensure that Disclosure information is immediately destroyed in a secure manner i.e. by shredding, pulping or burning. We will not keep Disclosure information which is awaiting destruction in any insecure receptacle (e.g. a waste bin or confidential waste sack). We will not retain any image or photocopy or any other form of the Disclosure information. We will, however, keep a record of the date of issue of the Disclosure, the name of the subject, the Disclosure type, the position for which the Disclosure was requested, the unique reference number of the Disclosure and details of the recruitment decision taken.

Dated: 17th May 2007

C. Disclosure: Use of information - Policy statement

This Policy Statement has been accepted by LEC (UK), and individual LOGs that use the Disclosure Service will be expected to comply.

- Life Education Centres (UK)
- Life Education Centres – [*]
- This partnership organisation

Complies fully with the Code of Practice, issued by Ministers, in connection with the use of information provided to registered persons and other recipients of information disclosed under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.

We will request a Standard or Enhanced Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position. Where a Disclosure is deemed necessary for a post or position, all applications forms, job adverts, careers literature, website, and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position that may include paid employment or voluntary duties.

Where a Disclosure is to form part of the recruitment process, we will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. We ask that this information be sent under separate, confidential cover, to a designated person within LEC (UK) and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

In line with the Rehabilitation of Offenders Act 1974, we will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.

At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary duties.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment or voluntary duties.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).

We undertake to make every subject of a Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

We will make this statement known to potential employees or volunteers.

Having a criminal record will not necessarily debar you from working for Life Education Centres as a volunteer or an employee. This will depend on the nature of the position, together with the circumstances and background of your offences.

Dated:

* ¹ Use here the full name of the LOG

8. Appendices

Appendix A – Rights of the child

Children with whom we work have rights that should be demonstrated in our work. They have the right to:

- be safe
- protect their bodies
- say no
- get help against bullies
- tell what frightens or confuses them
- be believed
- reveal 'secrets' if those are disturbing to the child.

Appendix B – Recruitment

Full details on the recruitment of an educator are available from LEC (UK)

In selecting people to work with children do not assume! Check! The vast majority of people who want to work with children are well motivated. Sound recruitment, selection and vetting arrangements will screen out those who are not suitable.

Whether the position to be filled is permanent and paid or a volunteer offering services to an event the broad procedures are the same.

If it is a paid or voluntary position in which several people may be interested:

- **Define the role** in terms of the tasks and skills necessary
- **List** the essential and desirable experience, skills and, if necessary qualifications
- **Seek applicants**
- Ask the applicant to **complete a form** and provide names and addresses of people to whom reference can be made
- Draw up a **shortlist** of people who match the criteria on the list
- Ask all applicants to sign a **declaration** stating that there is no reason why they would be considered unsuitable to work with children. Make it clear that acceptance is dependant upon a satisfactory criminal record check
- Ask for photographic **evidence of identification**
- Ask for documentation of **qualifications**
- **Interview** the applicants using at least two people from the organisation. Ideally these people should have been involved at all the above stages.
- **Offer the position** subject to satisfactory references and criminal record check.
- Seek confidential **references** making it clear that the work is with children
- Seek the **criminal record check**

On the other hand, if it is a voluntary position that a single person has volunteered to do you will clearly not need to seek to find other applicants or be involved in a short-listing process but all of the remaining processes and procedures above will apply.

If it is a voluntary position that is to provide training, help at an event or activity the same careful procedures and processes broadly apply.

Appendix C – Code of behaviour

The likelihood of abuse and of false accusations can be reduced by making sure that all educators, paid staff, helpers and volunteers are aware of some practical matters when working with children.

Paid staff, helpers and volunteers should always:

- Treat children with respect
- Provide a model of good and appropriate behaviour
- Ensure that more than one adult is present or, at least in sight during activities
- Respect a child's right to privacy
- Be aware that behaviour can be misinterpreted even when well intentioned
- Challenge unacceptable behaviour
- Operate within the agreed guidelines.

It does not make sense to:

- Spend excessive amounts of time alone with children, away from others
- Show favouritism towards an individual
- Take children alone in a car on journeys, however short
- Take children to your home unsupervised
- Meet children outside organised activities unless it is with the knowledge and consent of the parents and of the person in charge of the activity.

If any of these are unavoidable it must be with the knowledge of the parent, carer, the person in charge of the activity or some other responsible person.

Educators, paid staff, helpers and volunteers should never:

- Engage in rough physical games or horseplay
- Engage in or encourage sexually provocative games or activities
- Allow or engage inappropriate touching of any kind
- Allow children to use inappropriate language unchallenged
- Make any sexually suggestive comments, even in 'fun'
- Share a bedroom with a child
- Invite a child to stay in a home unsupervised
- Let any allegations a child makes go unrecorded
- Rely on 'my good name' as protection
- Do things of a personal nature for children that they can do themselves
- Allow bullying of one child by another to go unchecked. Bullying would include ;
 - physical pushing, hitting or pinching etc
 - name-calling, sarcasm, teasing, ridicule or ignoring
 - racial taunts, gestures, graffiti
 - sexual comment
 - Any unwanted physical contact.

Special care is needed when:

- Discussing sensitive issues with groups or individuals and young people.
- Relations develop between staff and young people
 - Genuine relationships do develop between people but no intimate relationship should begin whilst one person is in a position of trust over another. It would be 'an abuse of trust' and in some circumstances be a criminal offence. (Sexual Offences (amendment) Act) 2000 – UK wide.
- Working with children with special needs or vulnerable adults.
 - Very occasionally it is necessary to **restrain** a child to prevent injury to the child, to others or to property. It should never be used as a punishment. In the unlikely event that Rotarians work with children who are likely to need restraint it is essential that a person trained in restraint procedures is present.

- It may be necessary for staff or volunteers to provide for **intimate care needs** of children, particularly if they are young or are disabled. This must be done with the full understanding and consent of the parents and undertaken with discretion.

Appendix D – Dealing with complaints, accusations and whistle blowing

When dealing with a complaint, accusation or whistle blowing whether it is from a child or an adult, the approach is the same.

- Stay calm and listen carefully to what is said
- Reassure the person that to tell is the right thing to do
- Find an appropriate and early opportunity to explain that it is likely that the information will be shared with others. Do not promise to keep secrets even if the person threatens 'only to tell' if it is a secret
- Allow the person to dictate the pace
- Ask questions only to seek clarification and make sure they are not leading questions
- Explain what will happen next, who will be told
- As soon as possible record in writing what was said using the person's own words whenever possible. Include any dates, times, names, name of person making the record and make sure it is dated and signed.
- Also record the person or persons with whom the information will be shared.
In a case of alleged or suspected abuse the person receiving the information is not responsible for deciding whether abuse has occurred. That is the task for the professional child protection agencies.

Appendix E – Health and safety

A model health and safety policy is available from the national office of LEC (UK)

Appendix F – Involving children as partners

The principles are that whenever possible the children should be involved in:

- Making the rules of behaviour that apply to both adults and children
- Agreeing sanctions
- Planning the programme
- Reviewing the success of the organisation.

It is important that the adults:

- Listen to and take notice of the young members
- Know who to go to with matters of concern.
- Ensure that the organisation is fair to all.

These principles are fundamental to the LEC programmes and ways of working with children and their parents.

Appendix G – Working in partnership with other organisations

Life Education Centres works closely with many organisations to provide programmes to children in primary schools and to their parents and carers. Much of the work of these organisations is directly with the local operating groups and committees and is concerned with booking the mobile classroom or other programmes, towing and positioning, fund-raising and public relations. This is vital work but as it does not involve any regular work with children it largely falls outside the Child Protection policy.

However, to enhance the work of Life Education Centres with children there is an increasing involvement of trained volunteers from other organisations and companies working directly with children. For children, this enhances the Life Education Centres experience and may be in such topics as exercise, fitness, healthy eating and hobbies. In such instances it is important that careful attention is given to child protection. The key issues are that the organisation or company has:

- a child protection policy or agrees to operate within that of LEC.
- access to training about child protection appropriate to level of involvement with children
- careful and timely planning for the activities
- sound selection processes for the volunteers who are to take part, including criminal record checks where these are deemed necessary.

- A system for deal with complaints, allegations and concerns.

All these matters are dealt with n this document. However there are some specific issues that are particularly relevant to an organisation working in partnership with LEC even when it chooses to operate within this Child Protection policy.

Agreement to operate within the LEC policy

This decision must be agreed at the level of decision making appropriate to the organisation and communicated in writing to LEC or the local operating trust who will in turn inform LEC (UK).

Access to training

All volunteers must be well prepared for the work they are to do so that they enjoy the experience and feel they have made a valuable contribution and helped children.

Planning

This is essential and the exact details will rely on the nature of involvement.

Selection procedures

A person offering to work with children should complete an application form and there should always be discussion with that person. It is an opportunity to find out about prior experience, strengths, weaknesses and level of commitment. References should be sought on the specific matter of work with children and the offer should not lead automatically to the person becoming involved. If the work is to be regular a criminal record check should be made: this should be a new application even if the person already holds a disclosure for another position. These processes should be discussed with the organisation's personnel or human resources department for it may have employment implications. LEC (UK) will carry out the criminal record checks for the organisation at no charge.

Dealing with concerns

The process of dealing with concerns expressed about a child are straight-forward and explained in this document. In the event of a complaint or allegation against a volunteer, the organisation's personnel or human resources department should be involved. It is wise to discuss such a rare eventuality prior to it happening.

Appendix H – Risk assessment

An assessment of risk should be carried out in every location used by a mobile classroom and for every event and activity organised by a LOG or by anyone acting on behalf of Life Education. It would be unusual if at least one person in the LOG was not familiar with the process as part of his or her normal working practice. The assessment is straight-forward, often common sense, in five stages and best carried out by an individual or a small group:

- Look for anything that might cause harm - the hazards
- Decide who might be harmed and how
- Evaluate the chance that someone might be harmed – the risk – and decide whether the precautions are adequate
- Record the findings
- Review the assessment and revise it if necessary

Looking for the hazards

This is best done by visiting the location. If those looking are not completely familiar with the proposed activity, the advice of someone with experience should be sought.

Decide who might be harmed and how

If in doubt, consult those with current, practical experience.

Evaluate the risk and the precautions

Look at each risk in turn: it may be that the risk can be eliminated altogether. The aim is to make all risks as small as possible. Again, seek help and guidance from those who have experience.

Record the findings

Not every tiny risk and precaution needs to be written down. Exercise judgement and record the major items.

Review

At all stages, but particularly after the event, review the adequacy of the arrangements to reduce the risks to see if improvements can be made in future, similar events.

Appendix H – Insurance

Details are available from the national office of LEC (UK)

Appendix I - Disclosure: which roles and responsibilities require Disclosures

These examples are illustrative. The decision on the need for a disclosure and the level is dependent on the exact details of the position to be undertaken.

Position/Activity	Level of Disclosure
Educator	Enhanced
Trustee/Director	Standard
Volunteer regularly working with children in school	Standard
Volunteer regularly working with children in school –	Enhanced
One to one with children or in sole charge of a group	Enhanced

The following activities and duties do NOT require Disclosures.

- Occasional meeting with a headteacher or teacher in school
- Brief contact with children – teacher present
- Towers of the mobile classroom (For health and safety reasons children should not come into contact anyway)
- Contractors or tradesmen effecting repairs to the mobile classroom (For health and safety reasons children should not come into contact anyway)
- Volunteers or parents who accompany staff and children on ‘one-off’ activities
- Volunteers entering school to sell merchandise, materials or to run stalls.

Appendix J: Criminal Records Bureau Checks – basic facts for volunteers

It is recommended that copies of this leaflet be produced for volunteers and others in a LOG or Partnership organisation.

What is a CRB Disclosure?

The Criminal Records Bureau (CRB) is a government agency that provides information about criminal records for people seeking work with children, among others. You might be asked to apply for an 'enhanced' or 'standard' Disclosure: both will show any criminal record you have (but not minor road traffic offences) no matter how old the offence is. Both will also show whether your name is included in lists of people found unsuitable to work with children by the Department for Education and Skills (DfES) or the Department of Health. In addition, an 'enhanced' check will include any further information the police hold that a senior officer thinks Life Education Centres ought to be aware of.

Why should I be asked to seek a Disclosure?

Organisations such as Life Education Centres (LEC), clubs and schools need to protect children from people who might harm them, either in the organisation, the club or the school or by striking up friendships that could lead to contact outside. Although the checking procedure might seem bureaucratic, checking the identity and background of people who will have contact with children is an important part of creating a safe environment for them.

Does everyone have to have a Disclosure?

No. Government departments strongly recommend that anyone whose voluntary work in or on behalf of a school, club or organisation like LEC leaves them alone with children should be asked to obtain a Disclosure. Also, schools may ask any volunteer, including a school governor or a parent, whose voluntary work involves contact with pupils or who regularly works or volunteers in the school to get a Disclosure. However, people who occasionally visit schools, or who only accompany staff and pupils on an occasional day trip, outing or activity, are not eligible for a check.

I've got a conviction -can I still do voluntary work for LEC in a school?

Probably. Many people have criminal convictions -particularly for driving offences. It is unlikely that minor offences would prevent you from being a volunteer, especially if they are from a long time ago. If you have a criminal record, and you have any concerns about whether it might be relevant, it is sensible to discuss the situation with the person who has given you this information sheet and is in charge. That person will keep the matter confidential, and it is not likely to prevent you volunteering unless you have been convicted of an offence or offences against children, sex offences, or serious violence. The person in charge of making the checks will decide whether or not you are able to be a volunteer. The person is obliged, in law, to maintain full confidentiality and not to discuss the details of your record with anyone other than you.

What do I have to do?

The person in charge of the checks in your local LEC or in an organisation working in partnership with LEC will give you an application form to fill in and return and will ask you to provide identification such as a passport or drivers licence, together with proof of address (for example, utilities bills). The person will also tell you whether a 'standard' or 'enhanced' Disclosure is needed. Your application will be authorised by the LEC national office and sent to the Criminal Records Bureau.

Who will see the Disclosure?

You will get a copy of the Disclosure, and a copy will be sent to the LEC national office who will tell the person in charge of the process the result of the check. If you would like to know more about the process ask that person.

Will the information be kept confidential?

Yes. It is an offence for information in a Disclosure to be passed to anyone who does not need it in the course of his or her duties. The LEC national office's copy of the Disclosure must be kept in secure conditions and must be destroyed -by secure means -as soon as it is no longer needed. It should not normally be kept more than 6 months after the decision -in this case whether to allow someone to work or act as a volunteer- has been taken.

How long does it take?

Hard to say: the CAB's target is to issue Disclosures in 3 weeks or less, but it can sometimes take longer.

Can I work as a volunteer while waiting for a Disclosure?

Normally you would need to obtain the Disclosure before starting work. However, you may be allowed to start work with children before the Disclosure is received provided the person in charge is satisfied that you are not on the list of people found unsuitable to work with children by the Department for Education and Skills.

How much will it cost?

Disclosures are free for volunteers.

How can I get further information?

- By talking to the person in charge of the checks.
- From the CRB website

Who is the 'Person in charge'?

Here the LOG or Partner organisation can write the name, address and other details of the LOG Child Protection Officer

Checklists of things to do: Local Operating Group

1.	Appoint a LOG Child Protection Officer and discuss the role with that person	
2.	Formally adopt the model Child Protection Policy with the explanatory notes	
3.	Formally adopt the policy Disclosure; security	
4.	Formally adopt the policy Disclosure; use	
5.	Register your Child Protection Officer with national office to seek Disclosures	
6.	Establish secure system for Disclosure information	
7.	Provide awareness training for all Trustees, paid workers and volunteers	
8.	Seek disclosures on all trustees/directors as their positions or renewed	
9.	Review all paid and unpaid positions to decide whether Disclosure is needed	
10.	Seek Disclosures as positions are renewed	
11.	Review Child Protection arrangements with educators	
12.	Review Child protection arrangements with all LOG people working in schools	

Checklist of things to do:LOG Child Protection Officer

1.	Become familiar with the Child Protection document	
2.	Attend national training	
3.	Provide training for your LOG	
4.	Make contact with the national office re. Disclosure procedures	
5.	Establish secure system for Disclosure information	
6.	Ensure Disclosure information is properly used	
7.	Ensure that there is a nominated person in charge of each LOG activities	
8.	Ensure that Child Protection matters are considered in all LOG activities	
9.	Ensure that educators are aware of Child Protection responsibilities	
10.	Review, annually the Child Protection policies and practices.	
11.	Make contact with the local Area Child Protection Committee(s)	

Checklist of things to do:Educators

1.	Discuss Child Protection responsibilities with the LOG Child Protection Officer	
2.	Become familiar with the Child Protection document	
3.	In every school visited find the name of the school Child Protection Officer	
4.	In every school visited find out the arrangements for reporting concerns	
5.	Follow closely the guidance on 'Code of behaviour'	
6.	Follow closely the guidance on 'Complaints, accusations and whistle blowing'	
7.	Report any concerns, immediately, to the LOG Child Protection Officer	
8.	Ensure that all health and safety guidance is followed	

Checklists of things to do: Partnership organisation

1.	Appoint a Child Protection Officer and discuss the role with that person	
2.	Clarify with management who will formally adopt the protection policies	
3.	Formally adopt the Child Protection Policy with the explanatory notes	
4.	Discuss the policy and disclosure system with personnel/human resources department	
5.	Formally adopt the policy Disclosure; security	
6.	Formally adopt the policy Disclosure; use	
7.	Register your Child Protection Officer with national office to seek Disclosures	
8.	Establish secure system for Disclosure information	
9.	Provide awareness training for all volunteers	
10.	Review all voluntary positions to decide whether Disclosure is needed	
11.	Seek Disclosures as positions are renewed	
12.	Review Child protection arrangements with all volunteers working in schools	

10. Forms

Sample form A: for use with educators, trustees, committee members and volunteers

LIFE EDUCATION CENTRES

Child Protection

You have a right of access to information held on you and other rights under the Data Protection Act 1988

Life Education Centres is committed to ensuring that all those in positions that require contact with children are suitable to do so. In accordance with the policy of the organisation, any person who has contact with children must complete this application form, prior to appointment.

Personal details

Title	First name(s)	Surname
All previous names by which you have been known		
Current Address		
Post Code – must be included		
Other addresses where you have resided at the last 5 years		
Telephone	Day	
	Evening	
	Mobile	

Present, or most recent, employment/role/responsibilities

Name of employer
Job title
Dates of employment (month and year)
Principal responsibilities
Reason(s) for leaving

Qualifications and previous experience of working with children (include name of organisation, responsibilities/duties, length of time involved and reason(s) for leaving).

--

Referees

Please provide details of 2 referees, who should not be related to you. At least one should have knowledge of your previous work with children. The referees may be contacted for the purposes of verifying the information contained in this form.

Name	Name
Organisation	Organisation
Address	Address
Telephone	Telephone
Relationship to applicant	Relationship to applicant

Additional information

<p>Please provide details of relevant experience, principal achievements, personal skills and qualities, voluntary work, and explain how you might use them in this post. Use an additional sheet if necessary.</p>

Declaration of applicant

I am aware that in accordance with the Data Protection Act, 1998, information provided on this application form will be stored for the purposes of processing the data for recruitment and monitoring the recruitment process. If appointed, I am aware that the information will be stored for the purpose of enabling relevant procedures.

I have completed this form accurately, truthfully and to the best of my knowledge.

Signature :

Date:

Declaration of designated person

I confirm that I have seen the following documents relating to _____ : -
(Insert Applicant's Name)

I confirm to the best of my ability that the identification documents are accurate.

Signature:

Date:

Print Name: _____

Under the terms of the rehabilitation of offenders Act 1974 you are required to give details of any spent convictions where the work involves access to people under the age of 18 years or to those people connected with the provision of social services such as young people, people over the age of 65 years, people having a mental illness, are chronically sick or are disabled. The information will be kept confidential and not used to discriminate unfairly. The information is required to prevent abuse and will not be used for any other purpose.

Having a criminal record will not necessarily debar you from working as a volunteer or an employee. This will depend on the nature of the position, together with the circumstances and background of your offences

Sample form B: for use when seeking references

LIFE EDUCATION CENTRES

Child Protection

Reference form

Life Education Centres is committed to ensuring that all those in positions that require contact with children are suitable to do so. In accordance with the policy of the organisation, any person who has contact with children must complete this application form, prior to appointment.

Details of referee

Name:
Address:
Organisation:
Telephone:
Relationship to applicant

_____ has expressed an interest in working with Life Education Centres and has given your name as a referee. This post involves substantial access to children, young people and/or vulnerable adults. As an organisation committed to the welfare and protection of children, young people and vulnerable adults we are anxious to know - is any reason at all to be concerned about this applicant being in contact with children or young people?

YES/NO Delete as appropriate

If you have answered yes we will contact you in confidence.

All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant's suitability for the position and the immediate supervisor should they be offered a position.

We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person?
In what capacity?

What attributes does this person have that would make him/her suited to work with children or young people?

Please rate this person on the following (please tick one box in each row)

	Not Good	Good	Very Good	Excellent
Responsibility				
Maturity				
Self Motivation				
Can motivate others				
Commitment				
Energy				
Trustworthiness				
Reliability				

Please comment on the performance of the individual in the following areas:

Honesty/trustworthiness; reliability; relationships and communication with internal and external colleagues; team working; sickness absence; adherence to the organisation's policies and procedures.

Please provide any other details about the person that are relevant to the position applied for, using an additional sheet, if necessary.

I am aware that the information given will be processed in accordance with the Data Protection Act 1998, for the purposes of recruitment of the named individual.

Signed: _____

Date: _____

Please print your Name: _____

Thank you in advance for the information provided and the time spent in compiling the report.

Please return this form in an envelope marked PRIVATE and CONFIDENTIAL to:

Insert the name

Insert the address

Under the terms of the rehabilitation of offenders Act 1974 you are required to give details of any spent convictions where the work involves access to people under the age of 18 years or to those people connected with the provision of social services such as young people, people over the age of 65 years, people having a mental illness, are chronically sick or are disabled. The information will be kept confidential and not used to discriminate unfairly. The information is required to prevent abuse and will not be used for any other purpose. Having a criminal record will not necessarily debar you from working as a volunteer or an employee. This will depend on the nature of the position, together with the circumstances and background of your offences

Sample form C: the kind of form that will be used when the position or duties will require a Disclosure.

LIFE EDUCATION CENTRES

Child Protection

Self Declaration Form

As required in the Child Protection Policy and Procedures of Life Education Centres, this form must be completed for positions that require contact with children.

Life Education Centres is committed to the protection of children involved activities organised by them and have a duty to ensure the suitability of any individual who works with children. To fulfil this responsibility, we ask that you complete this form having read the guidance notes attached.

Important Note: You are advised, under the provisions of the Rehabilitation of Offenders act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, to declare all convictions including 'spent' convictions.

Should you be appointed for the position applied you will also be required to provide a Standard/Enhanced disclosure under the terms of the Police Act 1997 (Part V).

- **For positions that require a Standard check:** if selected for an interview you will be required to disclose all convictions (spent and unspent).
- **For positions that require an Enhanced check:** if selected for an interview you will be required to disclose all convictions (spent and unspent), cautions, warnings and any other non-conviction relevant information.

Life Education Centres undertakes to treat all applicants for positions equally and to process and make decisions on disclosed information in a fair manner. A copy of the relevant policy is available on requested.

Please complete Sections 1 and 2 fully including all relevant details regarding convictions, investigations (if applicable), social work or social department investigations and disciplinary action.

SECTION 1 - PART A

Previous convictions (to be completed for positions requiring Standard or Enhanced checks) (continue on an additional sheet is necessary)

Date(s):
Court(s):
Offence(s) originally charged with:
Sentence(s):
Please give details of the reasons and circumstances that lead to the above offence(s):
Please give details of how you completed the sentence imposed (e.g. did you pay your fine as required, what conditions were attached to your probation/community service order, did you comply with the requirements of your order/custodial sentence):

Do you give Life Education Centres permission to contact the above organisations to clarify the information disclosed?

What have you learned from the experience?

PART B

You must complete this section if the position applied for requires an Enhanced check.

Previous Police investigation(s): (continue on an additional sheet if necessary)

Date of investigation(s):
Police Force and Division involved:
Investigation(s) details:
Please give details of the reasons and circumstances that led to your investigation:
Disposal (if known):

Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children: **YES/NO**

If yes, please provide details:

PART C

Have you ever had a disciplinary sanction (from a sports or other organisation's governing body) relating to inappropriate behaviour with children or child abuse? **YES/NO**

If yes, please provide details:

SECTION 2

I hereby declare and represent that, save as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

I give my consent to Life Education Centres carrying out a check with the Criminal Records Bureau or Disclosure Scotland (if deemed necessary) and to take up references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to advise Life Education Centres should I be convicted of an offence after the commencement of my employment with that organisation and that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and the termination of my services and in certain cases, employment.

I agree to abide by the Life Education Centres Code of Practice for the Protection of Children.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or omissions may lead to the immediate suspension of my work with children or the termination of my services.

Signed: _____

Date: _____

Please print your name _____

Note: the information contained in this form will be managed in accordance with the terms of the Data Protection Act 1998

Under the terms of the rehabilitation of offenders Act 1974 you are required to give details of any spent convictions where the work involves access to people under the age of 18 years or to those people connected with the provision of social services such as young people, people over the age of 65 years, people having a mental illness, are chronically sick or are disabled. The information will be kept confidential and not used to discriminate unfairly. The information is required to prevent abuse of children and will not be used for any other purpose.

Having a criminal record will not necessarily debar you from working for Rotary as a volunteer or an employee. This will depend on the nature of the position, together with the circumstances and background of your offences

Sample form C -II

These guidance notes should be modified according to the post or the duties.

LIFE EDUCATION CENTRES

Child Protection

Guidance Notes for Completing Self-Declaration Form

Life Education Centres is committed to the protection of children who take part in activities organised by them and have a duty to ensure the suitability of any individual who works with children. The information provided in the Self-Declaration Form, in addition to the other recruitment and selection procedures detailed in the Child Protection Policy and Procedures will enable an informed decision to be made about an individual's suitability to work with children.

Who must complete the Self-Declaration Form?

All applicants for positions that involve work with children must complete this form:

What happens if I do not wish to complete a Self-Declaration Form?

In accordance with aforementioned Child Protection Policy and Procedures, all applicants for the above types of post must complete a Self-Declaration Form. Anyone unwilling to do so must not work in a voluntary or paid position that requires regular or unsupervised contact with children.

Why must I give information about previous convictions?

The law states that for certain types of employment applicants are required to disclose information about their background to help determine whether they are suitable for the post. Jobs that involve working with children, young people and vulnerable adults fall into this category.

What information do I have to put on the Self-Declaration Form?

This depends on the type of post or duties you are applying for. The Job Description (including information on roles and responsibilities) provided with the Application Form tells you what kind of post this is. If the post involves regular contact with children, young people or vulnerable adults:

- complete Part A and C only and sign the form at Section 2
- give details of all offences of which you have been convicted by a court both in the UK and abroad regardless of when the conviction(s) occurred (this means you should include both 'spent' and 'unspent' convictions)

If you are applying for a post that requires regularly caring for, training, supervising or being in sole charge of children or young people:

- complete Part A, Part B and Part C and sign the form at Section 2