

Contact Details

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Pat Beattie

Administrator:
Danielle Thompson

Further information can be found on our website.

www.childni.org.uk

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Children's Network Northern Ireland

Policy Statement Booklet

Child is a registered charity which specialises in providing residential holidays for children and training and personal development opportunities for volunteers. The policies contained in this booklet are an integral part of all Child events. Staff attend regular training sessions on their use and implementation. This booklet is in the public domain and is available for all.

Policy Statement Booklet

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Contact Details

Administrator

The administrator is the point of contact for trusts and agencies. He/she will receive the child application forms and store them in a secure location. Essential information will be extracted and collated in a database used for administrative purposes. This information will include; name, age, transport point, sponsoring agency and contact phone numbers.

Post-Holiday Administrative Duties

An appointed officer will assume administrative duties after each child holiday. The following information will be collected and stored securely; child's name, age, address, medical information, staffing information, visitor information, incident forms, child protection forms and director's report. This information will be stored securely by the organisation for as long as deemed necessary. All extraneous information will be either returned or destroyed.

in very exceptional circumstances which justify retention for a longer period; All sensitive and personal Disclosure information is stored when not in use in a locked and non portable container in a secure environment;

- It co-operates with AccessNI to undertake assurance checks as to the proper use and safekeeping of Disclosure information; and it reports to AccessNI any suspected malpractice in relation to this policy or any suspected offence concerning the handling or storage of Disclosure information.

**AccessNI was established by a joint programme between the Northern Ireland Office, the Department of Health, Social Services and Public Safety, the Department of Education and the Police Service of Northern Ireland. AccessNI enables organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults.*

Appendix 8: **Data Protection Guidelines.**

Chairperson

The Chairperson and council members, with the approval of the Chairperson, have the right to access any information held within the organisation.

Event Co-Coordinator (Holiday)

The event co-ordinator has access to all the child application forms and medical information. The event co-ordinator will permit relevant appointed volunteers access to these forms during the duration of the event. The event coordinator will endeavour to store this information in a secure location.

Volunteer Officer

The volunteer officer will hold all volunteer application forms, references and vetting dates. The volunteer officer will also maintain the volunteer record database. The volunteer record will detail training dates, holidays worked and recommendations.

Access to the Volunteer Record

The event coordinator, chairperson and volunteer officer will have access to the volunteer record. In addition to this, volunteers may view their personal record on request.

1. Child Protection Policy Statement

Developing a safe, caring environment within which children can thrive is central to our work. Children deserve the highest standards of care and respect. This means that no form of child abuse and neglect will be accepted during any *Child* event. Any information that comes to *Child* in the form of disclosure or allegation of child abuse and neglect will be dealt with under the procedures outlined in this document.

Parents and children will be offered easily accessible opportunities to make complaints about the care and treatment provided in relation to any *Child* event. Any complaints made about treatment or child abuse and neglect will be dealt with under the procedures outlined in this document.

Staff working for *Child* receive training in dealing with suspicions, allegations and disclosures of child abuse and neglect. Senior staff receive further training in the area of child protection.

For information on definitions of Child Abuse and the procedures to follow see Appendix 1, 3 and 4.

2. Child Protection Procedures

Section A: For Children:

Children must be informed of the Child Protection Policy at the start of any *Child* event by the event Co-ordinator.

- (1) Sometimes you may think you are not being treated well or something may happen to you that you don't like or that makes you feel uncomfortable.
- (2) Talk to your group leader if you are unhappy about anything or if you want to complain about something.
- (3) If you don't want to talk to your group leader or if you are not happy with what they say talk to the event co-ordinator who will make them selves known to you on arrival on the holiday, usually the holiday director.
- (4) If you are still not happy talk to your parents or the people who normally look after you and ask them to make contact with the Chairperson. Contact details are listed on the final page of this document.
- (5) Remember, if you are unhappy with anything don't be afraid to talk about it.

Section B: For Parents/Guardians

- (1) Parents/guardians will be made aware of the commitment of *Child* to professional care standards
- (2) In the event of a potential complaint the Chairperson of *Child* should be contacted with the nature and detail of the complaint.
- (3) The Chairperson of *Child* will investigate any such complaint and make an initial response to the parents/guardians within 24 hours. A full reply will be made within 7 working days.
- (4) The Chairperson of *Child* will contact any other relevant agencies (e.g. Social Services or the Police) if necessary.

information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant eg regulatory or for licensing purposes) decision has been taken, we do not keep Disclosure information for any longer than is necessary. Information will not be retained but destroyed once a decision, recruitment or otherwise has been made.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means ie by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (eg waste-bin or confidential sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police but not included on the Disclosure. However, despite the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the AccessNI unique reference number of the Disclosure Certificate and the details of the recruitment decision taken.

Security

Child agrees to abide by the following conditions in relation to all Disclosure information as described in the Access NI Code of Practice.

Child will ensure that:

- Disclosure information is not passed to persons who are not authorised to receive it under section 124 of Part V of the Police Act;
- Disclosure information is available only to those in the organisation who need to have access in the course of their duties;
- It will not retain Disclosures or a record of Disclosure information for longer than is required for the particular purpose. This will be no longer than six months after the date on which recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period will only be exceeded

Appendix 6: **Photography Guidelines**

- Children will be asked to give their cameras to their group leaders for safekeeping.
- Children will be allowed to use their cameras under supervision.
- Any photograph taken is for the child's own personal memento. Photographs are not permitted to be displayed publicly or on the internet.
- Photographs of a derogatory or private nature are not permitted. If an incident such as this occurs the matter will be investigated and the child reported to the sponsoring agency. Depending upon the nature of the photographs taken it may be necessary to involve other agencies.
- Mobile phones are not permitted on holiday and will be held for safekeeping until the child returns home.

Appendix 7: **Vetting Procedures**

Child is a registered member of Access NI*. The information below relates specifically to Disclosure Certificates.

General Principles

As an organisation using Access Northern Ireland to help assess the suitability of applicants for positions of trust, Child complies fully with Access NI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

Storage and Access

Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure

Section C: For Staff and Volunteers

There are many ways in which child abuse/neglect could come to our attention:

- i. Through our own observations of a child's physical state and/or behaviour.
 - ii. A child may tell us directly.
 - iii. Another staff member may tell us
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- (1) If you suspect that a child has been/is being abused or if a child tells you they have been/are being abused you must immediately inform the event co-ordinator.
 - (2) The above applies to **all** situations.
 - (3) The event co-ordinator must immediately contact the Chairperson of *Child for* guidance and instruction. If the Chairperson is unavailable a previously designated contact person must be contacted immediately. (see Appendix 3)
 - (4) The Contact person will contact Social Services or the Police for guidance and keep the event co-ordinator fully informed.
 - (5) Under no circumstances should the child be questioned or medically examined. These arrangements will be made, as necessary, by Social Services and the Police.
 - (6) All information must be treated as strictly confidential.
 - (7) Any release of information can only be given with the permission of the Chairperson of Council.

Our task is to ensure that children are protected and removed from situations of risk. However, the investigations of suspicions and allegations of child abuse and neglect should be properly overseen by the responsible agencies (i.e. Social Services and the Police).

3. Anti-Bullying Policy

Child regards bullying as a serious issue and it is our policy that no child should be subject to bullying during a *Child* event. Staff are trained to recognise and deal with incidents of bullying. The discipline policy exists to deal in a structured way with children engaging in bullying. The care system at group and holiday level - offering 24 hour care, supervision and protection has been designed to support children who are bullied and deal firmly but supportively with those children who engage in bullying. At the beginning of every event the director will make an address to the children indicating the organisations disapproval of behaviour constituting bullying and encourage children to report the occurrence of any such incidents to any member of staff, including the director.

4. Smoking Policy

Child agrees with the Department of Health's view that smoking presents a serious threat to health. It is *Child's* view that no child under the age of 18 should be allowed to smoke while involved in *Child* events. In the past *Child* has found that some of the children who come on holiday do smoke. A small number of these children also smoke openly at home. *Child* recognises that the need to safeguard the health of a child in our care must be balanced against the wishes of the child's parents/legal guardians. In framing a smoking policy, *Child* seeks to balance the views of parents with the philosophy of the organisation.

If a child arrives on holiday with smoking materials and/or indicates that they wish to smoke the following policy will operate:

1. No child may smoke without the Director having first obtained parental approval. Where a sponsoring agency is involved, their approval should also be obtained.
2. No member of staff may purchase cigarettes for children, even if they have obtained parental approval allowing the child to smoke. Where staff are aware that children under 18 are attempting to purchase cigarettes they must inform the shopkeeper that the children are under age. Holiday Directors may review this provision in consultation with parents.
3. Children who are permitted to smoke must be restricted to defined places and times away from other children.
4. No child may hold smoking materials. All smoking materials must be removed from the child at the start of the holiday.
5. All staff to be vigilant about smoking and act in accordance with *Child's* smoking policy.

- h. If you feel unable to deal with particular issues you should inform the Chairperson of *Child* who will provide information and guidance and if necessary visit the event.

Appendix 5: Responsibilities of the contact person and the Chairperson of *Child*.

Responsibilities of the Contact Person

- a. to respond urgently to the contact from a *Child* event.
- b. to assess with the event co-ordinator the information in question.
- c. to initiate further actions where appropriate in terms of
 - the need for the immediate involvement of outside agencies (i.e. Social Services and the Police)
 - the need for an immediate visit to the event
 - the need for the immediate removal from the event of appropriate person/s
 - the need for further inquiries either at the event or from outside agencies
- d. to agree if appropriate that no further action be taken.
- e. to record the contact and actions taken on the appropriate form (CPR2)
- f. to inform the Chairperson of *Child* as soon as possible if the Chairperson was not the contact person.

Responsibilities of the Chairperson of *Child*

- a. **Contact from *Child* events**
If not the initial contact person, the Chairperson will assume responsibility as soon as possible for investigations into the issue in question.
- b. **Contacts from parents**
Contacts from parents to be investigated urgently. A first written response is to be made within 24 hours. Parents to receive a full reply within 7 working days.
- c. The Chairperson has responsibility for contact with any relevant outside agencies.
- d. The Chairperson is responsible for reporting matters arising from the Child Protection Policy to Council.

Appendix 4: **Child Protection guidance for event coordinators**

1. Your role is to provide a professional child care service for the children in your care during the *Child* event.
2. It is not possible to legislate for every situation. The following is intended as guidance to assist you in dealing with child protection issues.
3. At the start of every *Child* event **you must:**
 - a) inform all staff of the child protection policy and procedures operated by *Child* and stress the importance of dealing with child protection issues professionally and confidentially.
 - b) inform all children of the child protection policy and procedures and of how they can make complaints.
4. You may become aware of child protection issues through a variety of channels - staff/volunteers, children or personal observation. Some of these may be dealt with in a sensible manner e.g. dangerous areas being placed out of bounds, dangerous activities/behaviour stopped, unhygienic centre conditions tackled etc. If in doubt refer to the Chairperson of *Child* for guidance.
5. Other child protection issues (child abuse and neglect) are properly investigated by the responsible agencies (Social Services and the Police). If you believe that a child has been/is being abused you must act as quickly as possible. **You must:**
 - a. Obtain as much information from the person relaying the information as possible - get them to write it down.
 - b. Ensure that the child/ren involved are removed from risk and not left unsupervised.
 - c. If a member of staff is implicated suspend them immediately.
 - d. Do not attempt to question the child or any staff member implicated yourself.
 - e. Inform the Chairperson of *Child* immediately.
 - f. Act on any instructions given by the Chairperson of *Child* immediately. They will assess the need to involve Social services and the Police and in consultation with those agencies will advise you of what action needs to be taken by you.
 - g. Fill in the Child Protection Record (CPR1) and forward it to the Chairperson of *Child* within 24 hours. Attach any relevant information (e.g. statements from staff/volunteers).

5. Discipline Policy

Good discipline is essential to the success of any holiday, and the best form of discipline is self-discipline. Children should be encouraged to be self-disciplined, and we can assist this process by providing the right atmosphere on the holidays we run. Children thrive best in an ordered environment where the structures are clear, consistently enforced, where good behaviour is rewarded and where poor behaviour is actively discouraged. Children appreciate the existence of clear rules, boundaries, guide-lines and channels of support. As child-care professionals we have a responsibility to all the children who come on holiday with us, to provide them with a secure, nurturing environment, free from danger and filled with fun. There are times though, even with the best will in the world, when children find it difficult to behave properly on holidays, and group-leaders will, during the course of any holiday, find themselves ticking-off children, withdrawing privileges etc. This is a natural and healthy way of reminding children of their responsibilities and obligations to others; while establishing boundaries and limits on acceptable behaviour. The quality of the relationship that staff establish with each child is vital to their success in disciplining children. Children accept discipline best from those whom they trust, those who explain the reasons behind their actions and those who are consistent in their approach. In short, those who have shown a genuine interest in the child as a person; those who criticize the act rather than the child.

To deal with situations which are more difficult *Child* has adopted a discipline policy that is targeted at supporting staff and kids. This discipline policy has operated on previous holidays for a number of years and staff on these holidays have felt supported by the structures laid down; structures that are clear, helpful and aimed at tackling the real problems they may face with difficult young people. Children are supported as much as staff by the policy - receiving over three hours of individualised counselling. Most children do not progress beyond stage 3, but occasionally it is necessary to progress to Stage 5, and to send a child home. This is always a difficult process for staff and child, but at least with a structured approach, we as a staff group can identify the real reasons behind our decision, and the serious attempts we have made to prevent this situation from occurring. In short, we have been professional in our approach to the situation, and fair in our approach with the child. In summary then, the discipline policy is a structured policy that supports staff and kids - staff know where to turn to for help; children are given clear guidance about the nature and implications of unacceptable behaviour. The net result is a happy and disciplined holiday for all. This is the rationale behind the discipline policy that will operate on all *Child* holidays.

Discipline Policy - Outline of Stages

- Stage 1 Staff to deal with discipline problems within groups. Staff may refer to members of support team for ideas/suggestions on discipline techniques/sanctions when necessary.
- Stage 2 Staff refers child to member of support team. Clear reasons given for referral and negative behaviours identified. Support team member to talk through with child and verbally agree a way forward. Assistant director informed. Event/action recorded on discipline policy sheet. (15 mins. withdrawal/counselling)
- Stage 3 Child referred to Assistant Director. Clear reasons given for referral and negative behaviours identified. Assistant Director to talk through problems with child, concentrating on behaviour patterns and verbally agree a way forward. Event/action recorded on discipline policy sheet. Social services / agency / parents may be contacted for advice and to inform them of the problems/progress to date. (30 mins. withdrawal/counselling)
- Stage 4 Child referred to Assistant Director/s. Assistant Director to talk through problems with child, concentrating on behaviour patterns and establish a written contract with the child. Event/action recorded on discipline policy sheet. Social services / agency / parents will be contacted for advice and to inform them of the problems/progress to date.(90 mins. withdrawal/counselling).
- Stage 5 Child referred to Director. Assistant director to outline the history of earlier stages and action / results to date. Director to discuss situation with child, agree a final written contract on the way forward and issue final warning. At this stage, the child will be told that a further breach of contract will lead to him/her being sent home. Event/action recorded on discipline policy sheet. Social services / agency / parents contacted to inform them of the problems/progress to date. (90 mins. withdrawal/counselling).

If after stage 5, the child still persists in negative behaviour, or breaches written contract then child will be sent home. A serious incident may necessitate a child moving directly to Stage 5. A child may be placed on any stage at any time depending on the severity of his or her behaviour.

Appendix 2: Statement for Parents/Guardians

The following statement will be made to parents/guardians of children involved in *Child* events as part of the literature that accompanies confirmation of arrangements.

“Child provides professional standards of care and protection to all children involved in our events. The safety and well-being of children is of paramount importance in all circumstances. This aim is achieved through the rigorous screening of prospective staff and volunteers, the intensive training which is provided, the structure and supervision operated during Child events, and our policy of dealing with difficulties and complaints. Your child will be given a clear explanation at the start of our event about how our systems work and how to make any complaints.”

Appendix 3: Guidance for Staff if a child tells them that they are being/have been abused

- Do take what you are being told seriously.
- Do not make any promises to the child not to pass the information on.
- Do listen and be prepared to believe the child.
- Do not question the child.
- Do reassure/support the child.
- Do not make the child feel guilty.
- Do tell the event co-ordinator immediately.
- Do not tell anyone else (staff/volunteers/other children)
- Do make a written record of the conversation. This should be clear, concise and objective and should be given to the event co-ordinator as soon as possible.

Appendix 1: **What is Child Abuse? - Definitions**

There are 4 main types of abuse though a child may experience more than one kind of abuse at any one time;

Neglect:

The severe and persistent failure to provide food, hygiene, warmth, clothing, stimulation, appropriate love and care. The failure to provide supervision and safety precautions appropriate to the age of a child to such an extent that the child is at physical risk or that the child's behaviour and development are severely affected. Children who are neglected usually show signs of being unhappy in some way. They may appear withdrawn or unusually aggressive, or they may have lingering health problems or difficulties at school.

Physical abuse:

Physical injury to a child, whether the injury was deliberately inflicted or knowingly not prevented. Physical abuse can cause injuries including bruising, burns, fractures, internal injuries and brain damage. In the most extreme cases, physical abuse can cause death.

Sexual Abuse:

The sexual exploitation of a child or adolescent. Sexual abuse takes place when an adult forces a child to take part in a sexual activity, using the child to satisfy his or her own sexual desires. This can include sexual intercourse, fondling, masturbation, oral sex and anal intercourse, or exposing children to pornography, videos, books magazines and other material. Sexual abuse can have very damaging and long-lasting effects.

Emotional Abuse:

The severe adverse effect on the emotional and behavioural development of a child caused by persistent coldness, hostility, rejection, or emotional ill-treatment. Emotional abuse hurts children very deeply. Children need love, reassurance and praise from their parents and carers so that they can feel confident and happy in themselves.

6. Complaints Procedure

If you as a parent or guardian wish to bring any concerns or difficulties to our attention or make a complaint please do so by telephone or in writing to the Chairperson. Contact details are given on the final page of this document.

The Chairperson will make an initial response within 24 hours of receipt of a complaint and provide a written response within 7 working days. If you do not wish to bring your concerns or difficulties to our attention directly or make your complaint to us directly we would advise you to make your views known to your sponsoring agency and tell them to convey them directly to us. You may also wish to convey positive views on your child's experience. Please convey these to the chairperson.

A written complaint should include the following information:

- Complainant name
- Child name
- Relationship to child
- Holiday attended
- Dates of holiday
- Nature of complaint

7. Event Management Policy

Staffing Levels

A staff:child ratio of 1:8 will be maintained at all child events.

Transportation

Children and staff will only use modes of transport approved by the event co-ordinator.

All modes of transport must comply with current Health and Safety Regulations and be appropriately insured. Approved staff members will always accompany child while in transit.

First Aid and Medicine

All incidents will be logged and shared with the event co-ordinator. Children's medicines will be stored in a safe location. Medicines will be dispensed in accordance with Child Medicine Guidelines.

Photography

Parental permission will be sought before publication of any image of a child. Use of cameras and recording devices will be in accordance with Photography Guidelines. (Appendix 6)

Water Based Activities

A Director or Assistant Director must be in attendance at any water based activity. This person(s) will cancel the activity if he or she has any concerns regarding safety.

Professional Services

Event co-ordinators must use reputable and recognised suppliers. Activity Providers and residential centres must provide their own public liability insurance and comply with all Health, Safety and Fire Regulations. Event co-ordinators must complete an evaluation of all services provided. This evaluation should be made available to the Chairperson and all subsequent event organisers.

E) Volunteer Development

As part of Child's commitment to the development of volunteers, Child undertakes to ensure that each volunteer shall have equality of opportunity in respect of the following:

- Receive feedback about their performance during a holiday week.
- Volunteers who demonstrate sufficient competence may be invited to train and work in a different role.
- All volunteers have the right to ask for and receive support
- All volunteers are encouraged to contribute to the Annual General Meeting.
- All volunteers are eligible to join the Council of Management
- All volunteers are equally entitled to attend and contribute to any Child event - including the right to request participation on any courses, events or trips organised by Child.

10. Data Protection

Child recognises the sensitive nature of both the volunteer and child application processes. All information will be treated confidentially and in line with the eight principles of the Data Protection Act (1998) as outlined below.

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to countries without adequate protection

Guidelines are available for staff to assist with the implementation of these principles. See appendix 8.

Procedure for Minor and Gross Misconduct

The procedure for dealing with minor misconduct starts at Stage 1, while Gross Misconduct automatically starts at Stage 2.

- Stage 1* – Minor misconduct only:
Verbal warning. Where a volunteer has committed a minor misconduct, a verbal warning will be given by a support team member/event co-ordinator.
- Stage 2* – Minor or Gross Misconduct
Formal meeting. Where one or more verbal warnings prove ineffective, a formal meeting will be called with the event co-ordinator and volunteer to consider the consequences of their behaviour.
- Stage 3* – Where this formal meeting proves ineffective, the event co-ordinator can remove a volunteer from an event. In the event of removal the event co-ordinator must report the matter to the Chairperson for further action. This further action may include dismissal.

D) Volunteer Grievance Procedure

If a volunteer feels aggrieved on any matter relating to their time with *Child* he/she should first discuss the matter with the event co-ordinator. If the volunteer is not satisfied with their response then he/she must make it clear that the volunteer grievance procedure will be invoked. The event co-ordinator will then pass the information on to the Chairperson of *Child*. The Chairperson will reply, in writing, within three days of being notified. If the volunteer remains unsatisfied with the Chairperson's reply he/she may present the grievance to the Council at its next scheduled meeting. He/she will receive a reply from the Council within three working days of its meeting. Reference to the Council is the final stage in *Child* grievance procedure. At each point in this procedure the volunteer may be accompanied or represented by a friend or fellow volunteer of his/her choice. If a member of council instigates the grievance procedure then Council will convene a committee composed of council members and arrange a hearing. The council member has the right to be accompanied or represented at this meeting.

8. Referral Procedures for Holiday Places

Application Selection

Holiday places will be awarded to children according to the criteria below.

- The child should be the correct age.
- The application form should be completed in full.
- The application form should be submitted on time.

Holiday places may be declined for the following reasons:

- We are unable to provide the necessary medical supervision.
- The child presents significant emotional or behavioural difficulties which are clearly detrimental to themselves or others and we feel we are unable to meet their needs in a holiday environment.
- The nature of the individual personal care/needs required cannot be met by our staff.
- The holiday may be oversubscribed.
- The application was submitted after the closing date.
- The nature of the individual personal care/needs required cannot be met by our staff.

9. Volunteer Policy

Child values its volunteers, recognising the central role they play in allowing the organisation to achieve its objectives. In recognition of this central role Child provides appropriate opportunities for recruitment, training, supervision, development and retention of volunteers. This policy seeks to define the relationship between Child and its volunteers by identifying the right and responsibilities of each and protecting and defending the interests of each.

A) Recruitment

Pre-Employment Child Protection Checks

1. Prospective volunteer completes written application form providing details of two referees.
2. References taken up.
3. If applicant is considered suitable, an assessment will take place.
4. If application assessment successful, police vetting will be undertaken. Child is a registered member of Access NI and is fully compliant with their disclosure procedures. (Appendix 7).
5. If police vetting is clear, applicant will be offered place on an assessed residential course.
6. If applicant successfully passes course, an offer of a holiday placement will follow.
- 7.

Checks During Employment

1. During all subsequent holiday and follow-up placements, volunteer will be supervised and assessed by experienced and trained staff.
2. Volunteer Record card and file maintained.
3. Each year volunteers are required to complete a self declaration of fitness for work and give consent for further police checks.

Post Employment Checks

1. Volunteer Records kept on file.

Child reserves the right to decline the services of an existing volunteer or applicant at any stage.

B) Equal Opportunities

It is the policy of Child to provide equality of opportunity in relation to the selection and treatment of all our volunteers. This is irrespective of age, gender, marital status, ethnic or national origin, colour, disability, religious or political beliefs, sexual preference, social background or employment status.

C) Volunteer Disciplinary Procedure

Child recognizes that good standards of personal discipline and high standards are essential to meeting the organisations aims. High standards and personal discipline are the norm for the vast majority of our volunteers. Where our high standards are not met, two types of misconduct and procedures for dealing with volunteers who fall short of our high standards are outlined below.

Minor Misconduct

- lateness
- discourteous or offensive behaviour
- poor effort
- performance of duties below required standard
- absence without leave
- minor misuse of materials, telephone or vehicles.

Gross Misconduct

- theft
- physically violent behaviour
- refusal to perform duties which are known to be within a volunteers capabilities and which can be required of him/her
- gross misuse of materials, telephone, or vehicles
- fraud
- intoxication induced by alcohol or drugs
- non compliance with *Child's* policies and procedures.

These are examples of what *Child* recognizes under each category, but is not a complete list. The event co-ordinator has the right to decide how any other misconduct shall be categorized.

Procedure for Dealing with Misconduct

Any volunteer who engages in minor or gross misconduct may be subject to disciplinary action up to and including dismissal. It shall be at the discretion of the event co-ordinator to suspend any volunteer pending investigation of the alleged offence. Volunteers will be given a fair hearing with the opportunity to state their case. Volunteers will be given the right to be represented at each stage of the procedure by a friend or fellow volunteer of their own choice. At any stage the volunteer may appeal the content or consequences of the disciplinary procedure to the Council of *Child* who will appoint a sub-committee to consider the matter. If a volunteer is dismissed from any role within *Child* this information shall be held and they will not at any time in the future be invited to perform in any role in the organisation.