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The Culture, Heritage and Arts Assembly, Argyll and Isles (CHARTS) is a SCIO registered in Scotland: SC049113

# CHILD PROTECTION POLICY

**Adopted: 22.09.2023**

At the Culture, Heritage and Arts Assembly, Argyll and Isles (CHARTS), we believe that a child or young person should never experience abuse of any kind. It is our policy to ensure that all participants in workshops, projects, events and other CHARTS activities are protected from physical, sexual and emotional harm whilst taking part.

In order to achieve these safeguards, CHARTS requires all staff, including the board of trustees, paid staff, volunteers, artists and anyone working on behalf of CHARTS working with children and young people to follow the Code of Good Practice set out below.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989 • All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm and abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- CHARTS is supported by Argyll and Bute Council and adheres to Council policy guidelines for managers on Child Protection and Safeguarding. For further information see [this policy](#).

## CODE OF GOOD PRACTICE

CHARTS demands that all education, community, events and project staff, hold certification as appropriate, from the Protecting Vulnerable Groups (PVG) membership scheme. This helps to ensure highest standards of care and practice.

Any other CHARTS staff and Trustees potentially coming into contact with children and young people at project workshops and or events, are only expected to do so alongside properly trained and qualified practitioners, unless also personally holding appropriate certification from the PVG Scheme.

Prior to offer of contract, project staff will discuss PVG status with appropriate management staff and apply to the PVG Scheme, if necessary.

Please note that potential staff not already in possession of suitable PVG certification are expected to meet their own costs of application and only in exceptional circumstances, may receive assistance from CHARTS.

For more information see, [PVG Scheme](#)

Staff working with children and young people for CHARTS will:

- Treat all children and young people with respect
- Provide a good example of acceptable behaviour
- Plan activities which involve more than one person being present, or ensure that other adults are within sight or hearing whenever possible
- Respect everyone's right to privacy
- Be available to listen to the concerns of young participants, and to refer them to other sources of help where appropriate
- Try to ensure that your actions cannot be misunderstood or cause offence • Encourage young people to feel comfortable enough to point out attitudes and behaviour they do not like
- Show understanding when dealing with sensitive issues and recognise that caution is required when discussing such issues
- Be aware that even caring physical contact with a child or young person can be misinterpreted
- Staff should not:
- Permit abusive behaviour e.g. bullying, taunting, racist behaviour
- Have inappropriate physical or verbal contact with children and young people • Jump to conclusions about others without first checking the facts
- Allow yourself to be drawn into inappropriate attention seeking behaviour, such as crushes or tantrums
- Show favouritism to an individual
- Exaggerate or trivialise any child abuse issues
- Make suggestive remarks or actions, even jest
- Deliberately place yourself or others in potentially compromising situations • Believe it could never happen to me

### **What to do:**

If you have any reason to suspect a child or young person in a CHARTS workshop, event or other activity is being abused:

- Urgently inform by telephone/email, the CHARTS Development Manager or a Trustee in the absence of staff being available.
- Please see CHARTS Child Protection Recording Form, link: [HERE](#)

- Please use the Child Protection Recording Form to make a written record of all details of the facts known to you as soon as possible and give a copy to the CHARTS Director with whom you have spoken

If a child or young person tells you about abuse by someone else:

Stay calm, do not be shocked, and try to act normally

Allow the individual to speak freely, without interruption, but do not question them or investigate yourself

Offer support and reassurance; assure them that you believe what they say • Explain that you cannot keep it a secret and that you will speak to a CHARTS staff and/or Trustee about it. Never promise a child that you will keep it a secret • Report the matter as detailed above

In all cases, you must refer the matter to the CHARTS Development Manager or a Trustee – do not try to deal with any possible cases of abuse on your own.

## CHARTS CHILD PROTECTION PROMISE

All of us at CHARTS promise to make sure that vulnerable people have the best time possible while taking part in our activities. We all believe that everyone has the right to feel safe and comfortable while you are with us. We will do our very best to live up to the promises that we make to you. We promise to:

- Create welcome environments
- Be aware of participant and staff needs
- Treat all people fairly
- Make sure that all our staff and volunteers know what they are supposed to be doing • Engage with partner agencies and venues also adhering to best policy practice.
- Make our activities as safe as possible

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Document version control

Version number	Change or update	Author or owner	Date
1.0	First version	CHARTS BOARD	22.03.24

Any questions contact [info@chartsargyllandisles.org](mailto:info@chartsargyllandisles.org)

For more information, please contact [info@chartsargyllandisles.org](mailto:info@chartsargyllandisles.org)

