

CHILD AND VULNERABLE ADULT PROTECTION POLICY FOR WEST OXFORD COMMUNITY ASSOCIATION (WOCA)

WOCA is committed to ensuring that children and vulnerable adults are safe when attending events or activities at the West Oxford Community Centre. We will ensure that children and vulnerable adults are looked after in the following ways.

I. Children/vulnerable adults at the Community Centre

Category A. WOCA-run family events and activities (parent/carer present)

Parents/carers remain fully responsible for the health and safety of their children/vulnerable charge. They must not leave children/vulnerable adults unattended.

This currently (January 2007) includes activities such as Halloween Parties, Parent-Toddler Groups, and Messy Play.

Category B. WOCA-run activities and events with children/vulnerable adults left in the care of Centre

- WOCA will carry out appropriate Risk Assessments and address identified risks, as well as ensuring that there is an appropriate Emergency Plan in place.
- WOCA will ensure that regular leaders of events have undergone relevant CRB checks and appropriate monitoring.

Such activities are relatively rare, and currently only include children's Urdu classes. Any activities that may fall into this category will be scrutinised by the Child/Vulnerable Adults Sub-committee for approval.

Category C. Activities or events run by groups that belong to a recognised charity or business organisation

- Such groups are advised by WOCA through the booking procedure that their staff must have CRB checks as appropriate and should complete relevant Risk Assessments and Emergency Plans.

WOCA cannot take direct responsibility for child/vulnerable adult safety with regard to events or activities run by recognised charity or business organisations. Parents/carers need to ensure for themselves that they are satisfied with their children's/vulnerable charge's safety. Any such group should have satisfactory Child or Vulnerable Adult Protection Policies (as relevant), and concerned parents/carers should ask the leaders of the group to supply copies, as well as the name of their local Child/Vulnerable Adult Protection Officer (or equivalent).

This category is common, and most activities or events run at the Centre will fall into it, including, for example, Brownies, Woodcraft Folk, Tae Kwon Do, Kickboxing and Youngstar.

Category D. Regular activities or events run by individuals or private groups

At the time the booking is made, WOCA will inform the hirer that s/he must have a CRB certificate. Before the booking is confirmed the hirer will be required to produce the certificate and its contents will be noted in a confidential manner by the Centre Manager. The hirer will also be informed that a risk assessment and emergency plan are required.

If the Centre Manager has any queries, they will be referred to the Child/Vulnerable Adults Sub-committee for scrutiny.

There are currently no regular activities, which fall into this category.

Category E. One off activities or events run by individual or private groups

WOCA cannot take direct responsibility for child/vulnerable adult safety with regard to one off events or activities run by one-off users of the Centre. Parents/carers need to ensure for themselves that they are satisfied with their children's/vulnerable charge's safety. If you are not comfortable leaving your charge, WOCA would strongly recommend that you stay as a chaperone.

In these circumstances, the individual/group has hired space in the West Oxford Community Centre, and it runs the event and retains responsibility for children/vulnerable adults. WOCA can give no assurances regarding the nature of the individual/group or its members.

This category includes events such as children's birthday parties and occasional publicly advertised events (eg children's salsa dance recently offered)

II. Contacts in case of concerns

- If failures in child/vulnerable adult protection procedures come to the attention of the Centre Manager, WOCA reserves the right to cancel the booking.
- If **anyone** has concerns about the care of children or vulnerable adults at the Centre, s/he should contact the Centre Manager or any committee member immediately.
- WOCA will display the phone number of Child-line (0800 1111) for the use of children or adults concerned about children.
- WOCA will display the contact details of the Centre Manager for the use of children or adults concerned about children or vulnerable adults.
- WOCA will display the names of Committee members to whom local people can turn if they have concerns.

III. Informing parents/carers about the limits of WOCA's responsibility for the care of their children/vulnerable adults

- This policy to be available on WOCA's website.
- The key messages from this policy to be printed large and in red ink and posted on a bulletin board in the entrance lobby and also in the main hall, with references to how parents/carers can obtain copies of the full policy.
- Key messages from this policy to be printed in every WOCA newsletter, with references to it and how to obtain copies of the full policy.
- Group leaders will be asked to inform parents about the existence of this policy and to direct them to copies of it.

IV. This policy will be reviewed by the Committee 6 months after implementation in order to check that it is working, and every 2 years thereafter.