

**DYFED ARCHAEOLOGICAL TRUST**  
**CHILD PROTECTION POLICY**



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# **DYFED ARCHAEOLOGICAL TRUST ('DAT')**

## **CHILD PROTECTION POLICY**

### **POLICY**

**It is DAT's Policy to provide a safe and secure environment for children on work experience, engaged in volunteer work, or participating in other DAT activities.**

### **SCOPE**

This Policy addresses all aspects of child protection within the work of DAT.

For the purposes of this Policy, the term 'child' or 'children' refers to a person or persons under the age of 18 years (as defined in the Children Act 1989 and the Protection of Children Act 1999).

For the purposes of this Policy a child is abused when an individual exposes the child to neglect, physical injury, sexual and/or emotional abuse (defined in Appendix 1 to this Policy).

### **APPROACH**

DAT is determined to ensure that it maintains the highest possible standards to protect and safeguard the welfare of children on work experience, volunteering or participating in other DAT activities. DAT puts this into practice through the following actions:

DAT will ensure that all of its staff and trustees are fully briefed on the implications of this Policy.

DAT staff and trustees will be required to abide by this Policy.

DAT will train its staff to adopt best practice to safeguard and protect children from abuse and to minimize risk to themselves. This includes providing adequate information on this Policy as part of the induction process for any new DAT staff.

All incidents of alleged misconduct concerning children and/or abuse of children will be taken seriously by DAT and responded to swiftly and appropriately in accordance with this Policy.

Where appropriate, breaches of this Policy and/or allegations of misconduct concerning children and/or abuse of children may result in DAT invoking its Disciplinary Procedure.

DAT will refer concerns that a child might be, or might have been, at risk of significant harm to Social Services and/or the Police.

### **GUIDELINES FOR DAT STAFF WORKING WITH CHILDREN**

DAT staff are reminded that it is a criminal offence for an adult to engage in sexual activity with a person under the age of 18 where the adult is in a position of trust in relation to that person.

All DAT staff must take steps to ensure that they do not put themselves in a position where an allegation of abuse can be made against them. Such steps include, but are not limited to:

- Always working in an open environment with children

- Avoiding being in a one-to-one situation with a child, such as in a car
- Avoiding unnecessary physical contact with children
- Avoiding inappropriate familiarity with children
- Always acting upon and recording allegations/reports of abuse made by children
- Not inviting or allowing children to socialise with them and/or to visit them at home
- Having a witness, if possible, if they have to administer first aid to a child

In appropriate cases and in accordance with the law, DAT will report to the appropriate authorities any concerns it has that a member of DAT staff ought to be included in any list of people who should be restricted from working with children. A referral of this nature will be made by the DAT Chairman.

### **GUIDELINES FOR RESPONDING TO A SUSPICION OR ALLEGATION OF CHILD ABUSE INVOLVING DAT STAFF**

DAT staff must be alert to the possibility that the children they are working with may have been, or may be, at risk of being abused by another member of DAT staff. All complaints or allegations of such abuse must be taken seriously and dealt with in accordance with the following procedure.

If DAT staff have a suspicion that a child is being abused by another member of staff, or receive from a child an allegation that that child or another child is being abused, has been abused, or is at risk of abuse by another member of staff, they should immediately seek the advice and assistance of DAT CEO (or appropriate senior staff member), setting out the basis of the suspicion or allegation as clearly as possible.

Individual members of staff should not investigate suspicion or allegations themselves but should report them immediately to the DAT CEO (or appropriate senior staff member). On receiving suspicions or allegations the DAT CEO (or appropriate senior staff member) in conjunction with another member of staff should:

- Ensure that they do not interview the child. However, if necessary, they may seek clarification in order to be sure that they understand what the child is telling them.
- Reassure the child that they have done the right thing.
- Inform the child that the information will be passed on, but that only those that need to know about it will be told.
- Inform the child that the matter will be reported to the appropriate authorities.
- Make a detailed note of the date, time, place, what the child said and did and the questions asked of the child etc.

DAT staff should not generally make referrals to Social Services or other authorities themselves save other than in consultation with the DAT CEO (or appropriate senior staff member).

On receipt of a report of a suspicion/allegation of child abuse by DAT staff, the DAT CEO (or appropriate senior staff member) will make a referral to the local Social Services Department, and/or the Police where there is a significant risk of harm to a child, and take steps to initiate the appropriate staff disciplinary procedure during the period when an investigation is carried out.

In the absence of the DAT CEO (or appropriate senior staff member), DAT staff should consider reporting any suspicion or allegation of child abuse direct to the local Social Services department or to the Police where there appears to be a significant risk of harm to a child.

### **PHOTOGRAPHING CHILDREN**

Permission should be obtained firstly to take photographs of children and secondly for permission to reproduce the photograph.

Photographs of children should only be taken and used if written consent has been obtained from the relevant parent or guardian or, in the case of school groups, the relevant school authority.

### **RECRUITMENT AND EMPLOYMENT**

DAT will ensure that the records of any DAT staff who will have substantial contact with children are checked through the Disclosure and Barring Service (DBS).

## **APPENDIX 1**

### **Physical Abuse**

Physical abuse causes physical harm to a child. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

### **Neglect**

Neglect is the persistent or severe failure to meet a basic physical and/or psychological need. It may involve a failure to provide adequate food, clothing or shelter, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment.

### **Sexual Abuse**

Sexual abuse involves a child being forced or coerced into participating in or watching sexual activity. It may involve encouraging children to behave in sexually inappropriate ways. It may involve inappropriate physical contact or comments.

### **Emotional Abuse**

Emotional abuse occurs where there is persistent emotional ill treatment or rejection such as to cause severe and adverse effects on the child's behavior and emotional development, resulting in low self-esteem. It may involve: conveying to children that they are worthless; inappropriate expectations being imposed on children; causing children to feel frightened or in danger. Some level of emotional abuse is present in all forms of abuse.