



*DangerSpot Books Ltd*

# Child Protection Policy



DangerSpot Books are children's picture books with safety stickers helping to prevent accidents within the home and elsewhere.

## **Our Mission**

Designed as storytelling books, DangerSpot Books are used to inform children and remind parents and teachers of the dangers. Very often it is an adult's lack of thought or awareness that causes a child to be injured.

First and foremost, the stories are funny and entertaining for children. That way, they pay attention and the safety message sinks in.

DangerSpot Books respects and values each and every child, listens to children and learns, and believes in a world where all children have hope and opportunity. The future of our world is our children.

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# Introduction

The Convention on the Rights of the Child is the first legally binding international instrument to incorporate the full range of human rights. In 1989, world leaders decided that children needed a special convention just for them because people under 18 years old often need special care and protection that adults do not. The leaders also wanted to make sure that the world recognized that children have human rights too.

DangerSpot Books staff and directors are committed to the prevention of child abuse and the protection of children.

This policy states our principles, common values and beliefs to uphold our commitment to maintaining the dignity and protection of children.

The welfare of the child is paramount.

# Code of conduct

**All staff and directors must sign up to and abide by this Code of Conduct.**

## **Staff and directors must always:**

- Treat all children equally, and with respect and dignity.
- Always put the care, welfare and safety needs of a child first.
- Always work in an open environment, avoiding unobserved situations.
- Be a good role model, avoiding smoking, drinking or use of bad language in front of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical contact is required during an activity that the child is informed of what is required and their consent is obtained.
- If children have to be supervised in changing rooms ensure you work in pairs.
- Ensure that if mixed groups of children are taken on trips that they are accompanied by a male and female members of staff/volunteer/helper.
- Ensure that when on trips away from home you do not share a room with a child, other than your own. Adults should not enter a child's room on their own, except in an emergency. A child/children who require/s additional support or supervision may be accompanied by a designated carer, who can provide agreed one-to-one support.
- Ensure that you do not invite children to come to your home.
- Obtain written parental consent if you are required to transport a child in your car.
- Never hit or otherwise physically assault or physically abuse children.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never allow or engage in any form of inappropriate touching
- Never make sexually suggestive comments to a child, even in fun.
- Never allow allegations made by a child to go unrecorded or not acted upon.
- Report immediately any suspicion that a child could be at risk of harm or abuse.
- Never do things of a personal nature for a child, that they can do themselves.
- Never form inappropriate emotional or physical relationships with children.

## **It is important for all staff and others in contact with children to:**

- be aware of situations which may present risks and manage these.
- plan and organise the work and the workplace so as to minimise risks.
- as far as possible, be visible in working with children.

# Maintaining our commitment to child safety and protection

All DangerSpot Books staff and directors will be required to sign and abide by the attached code of conduct.

- All staff and volunteers will have access to a copy of the child protection policy.
- Recruitment procedures will include checks on suitability for working with young people.
- Induction will include briefing on child protection issues.
- Every workplace will display contact details for reporting possible child abuse and every member of staff will have contact details for reporting.
- Systems will be established by every Member to investigate possible abuse once reported and to deal with it in the appropriate manner.
- All staff will be trained to ensure commitments are maintained.



## **INAPPROPRIATE CONDUCT PROCEDURE**

This procedure outlines the approach we will take should a member of staff/volunteer breach the code of conduct.

We will aim to ensure that workers within the company are trained and are clear about appropriate and inappropriate conduct. If any act of gross misconduct was ever perpetrated then the procedure below would be followed.

### **IN THE EVENT OF ANY GROSS MISCONDUCT**

**Any of the following would constitute gross misconduct:**

- Theft from any worker/volunteer /helper or child in the group
- Physical or verbal violence or abusive behaviour towards any worker/volunteer/ helper or child in the group.
- Misappropriation of funds, including falsification of expense claims.
- Harassment of any worker/volunteer/helper or child in the company.
- Serious incapability through alcohol or being under the influence of illegal drugs.
- Serious negligence which causes inappropriate risk, unacceptable loss, damage or injury.
- If a member of staff/volunteer is thought to have committed serious misconduct we reserve the right to suspend them from continuing working with the company, while the case is investigated and reported to the appropriate authorities.