



CHILD PROTECTION POLICY

This Child Protection Policy (the "Policy") communicates our commitment to ensuring young people with whom we work are offered a safe and welcoming environment where they can learn, grow, and thrive in how they express themselves, recognise and appreciate the diversity in their worlds and across cultures, realise their creative potential and increase their personal wellbeing and enjoyment of life. The Policy applies to all individuals undertaking paid work with young people on behalf of Packed Lunch Productions (the "Organisation"), who in turn are expected to put it into practice.

A young person is defined as any individual under the age of 18.

A copy of the Policy will be made available to all employed and freelance staff within the Organisation, to the general public and to individuals on request, and located on the webpage. Any questions about the Policy may be directed to the Senior Leadership.

The Policy may be amended by the Organisation at any time to reflect changes in statutory obligation or the development of new work streams with young people.

The Policy is set for at least annual review.

POLICY STATEMENT

The Organisation is committed to upholding the tenets of the Policy in line with current national child protection legislation, the Equality Act 2010, the Organisation's Equal Opportunities Policy and up-to-date statutory regulations on promoting diversity and standards of best practice in youth work and engagement.

Child protection is herein understood as the response to the different ways in which a young person's physical, emotional, intellectual and sexual health and wellbeing are damaged by the actions of others, including aspects of neglect. Furthermore, the Organisation abides by the definition of a child in child protection legislation and guidance as laid out in the separate jurisdictions of the United Kingdom of Great Britain and Northern Ireland, and adheres to the rights of children as laid out in the [United Nations Convention on the Rights of a Child 1989](#).



SPECIFIC RESPONSIBILITIES

The Organisation has overall responsibility for the effective operation of the Policy and for observing relevant codes of practice. The Senior Leadership and Trustees are responsible for monitoring and reviewing the Policy and ensuring all employment-related policies, procedures and practices adhere to it.

All employed and freelance staff and organisational partners have a responsibility to protect the welfare of young people as set out in UK law and to report any contrary, illegal behaviour of which they become aware to the Senior Leadership and, where mandatory, to the authorities.

The Senior Leadership is responsible for implementing the Policy as part of the due diligence management of the Organisation. The Chief Executive is the primary contact for child protection concerns and is responsible for:

- ensuring the policy is put into practice,
- being the first point of contact in the Organisation for child protection issues,
- keeping a record of any concerns expressed about child protection issues,
- raising any child protection concerns with the local authority if necessary,
- raising any criminal concerns with the authorities and the local authority,
- ensuring employed and freelance staff working with young people are properly vetted and given appropriate supervision and support and
- ensuring everyone working with or on behalf of the Organisation on activities involving young people are aware of the Chief Executive's role as child protection lead.

SAFETY

To ensure young people and Organisation staff are kept safe at all times for the duration of their time together on workshops or similar activities:

- young people will be supervised at all times by a qualified and vetted adult;
- staff will avoid being alone with an individual young person for a long time, and if there is a need for one-to-one interaction, for instance in the administration of first aid, the staff member will inform another adult on the premises of where they are and why;
- workers from external organisations will not be permitted to arrange to meet a young person or a group of young people away from the activity without staff being present and, first, gaining consent from the child protection lead;
- staff will risk assess the area in advance to ensure it is fit for purpose and share this and related due diligence reporting with service partners;



- site-specific workers will ensure Organisation staff know where to find first aid supplies and how to record accidents and injuries in the Incidents Log, and they will ensure both Company staff and young people know what to do in case of an emergency - e.g., fire;
- staff will ensure young people only leave the activity with their designated parent(s), guardian(s) or carer(s), unless either one of these adults has given express consent that another adult will be collecting; and
- staff will report any child protection concerns immediately to the designated on-site contact and, at the soonest possible time, to the Organisation's child protection lead.

Employed and freelance staff working with young people, when presented with a potential child protection issue, are to:

- listen actively to the young person and look at them directly;
- refrain from promising to keep any secrets before knowing what they are, and let the young person know if and why you are going to tell someone;
- take whatever is shared seriously and encourage the young person to trust their feelings, taking note of exactly what is said to avoid assumptions and conjecture;
- disclose any child protection concern as per the final point in Safety (above) instead of investigating the matter independently, which could contaminate evidence if a case is brought before the courts;
- speak immediately with the local authority safeguarding board or the NSPCC regarding any child protection concerns if, in an emergency, neither the on-site contact nor the Organisation's child protection lead is available;
- refrain from discussing the concern with anyone apart from those designated in the Policy; and
- make notes after the event, writing down exactly what the young person said, avoiding assumptions and conjecture, as well as any and all actions then taken.

MONITORING

The Organisation will monitor the effectiveness of the Policy and review it from time to time in order to ensure it is achieving its objectives and is in line with UK law and international conventions. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

CONTACT US

For more information about our equal opportunities practices or if you have questions please email at hello@packedlunch.org or write to Packed Lunch Productions, 7 Cooper's Yard, London SE19 1TN, United Kingdom



Implemented: May 2022

Updated: May 2023

Next scheduled review: May 2024