



Balloon Art Studio Child Protection Policy

We at Balloon Art Studio are committed to maintaining practices that will prevent children from harm. This is why we have adopted this voluntary policy.

Staff (full time and casual) in our organisation should accept and recognise that we have responsibilities to develop awareness of the issues which cause children harm.

We will endeavour to safeguard children by:-

1. Adopting child protection guidelines through a code of behaviour for staff.
2. Sharing information about child protection with staff.
3. Following careful recruitment procedure.
4. Providing effective management to implement the policy

We are also committed to reviewing our policy at regular intervals.

1. Code of behaviour

- Treat every child as a respected individual.
- Do not spend excessive amounts of time with one particular child.
- Do not spend time alone with children.
- Necessary meetings with an individual child should take place as openly as possible.

Our staff are advised not to make un-necessary physical contact with children. In occasions where physical contact is un-avoidable this should only take place with the consent of the child or young person. It is not good practice to take children alone on car journeys, however short.

Our staff who are involved in relationships with other staff should ensure that their personal relationships do not affect their role within the organisation.

Staff should never:

- Engage in sexually provocative or rough physical games, including general horseplay.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to – or about – a child, even in fun.
- Let a child make allegations without them being addressed and recorded.
- Do things of a personal nature for children that they can do themselves.

2. Sharing information with staff

All staff will be issued with a copy of the CPP before they come into contact with children in the field.

Each team that we send out into the field will have a designated leader. If any problems do arise while working a particular job, please refer these problems to the team leader. They in turn are to report back to the director as soon as the job is complete.

3. Recruitment procedure

Any prospective staff member will be required to fill in a form giving two references who we can write to or phone to ascertain the suitability of the prospective staff member to work with children. Any full time staff member who is not known to us will be put through the POCVA system.

4. Management of the procedure

Each staff member will be given an overview of the CPP at the annual start of year meeting. They will also be issued with a copy of the CPP to take away with them. Each new staff member recruited throughout the year will be provided with a copy of the procedure before let loose in the field.

5. Specifics in relation to Balloon Art Studio

- In character, be very aware of where you should not touch children
- Contact during face painting should never need to exceed your hand on the child's head
- Balloon modellers (or any staff) should NEVER make suggestive comments about the balloons (CPP or not, this behaviour would be deemed totally unacceptable and subject to dismissal)
- If working a craft type activity, if a child's language is unacceptable, ask them to stop it or leave the activity.
- BE SURE to report any problems to your team leaders.