


Reference Number: 11.1			
Procedure Name: Child Protection Policy			
Created By:	Clare Ireland	Date:	17/03/2020
Checked By:	Clare Ireland	Date:	17/03/2020
Review Date:	17/03/2021		

No	Process	Documentation	Officer Responsible
Responsibilities			
1	It is the responsibility of all of the Beatles Story team to ensure that the child protection policy is adhered to at all times.	-	All trained staff
2	The education officer is responsible for ensuring all staff are trained and aware of the Child Protection Policy	-	Education Officer
Procedures			
1	<p>The Beatles Story offers a wide range of learning opportunities for all people regardless of age, background or ability.</p> <p>We have a comprehensive exhibition, Discovery Zone and Chill Out area for all visitors and schools to use during their visit.</p> <p>Children use all the areas as general visitors with their parents/guardians or visit for a specific purpose i.e. school trips. Children can be involved in a range of activities ranging from self guided tours of the exhibition, workshops, Discovery Zone activities and family days. These activities are led by the Education Officer, Discovery Zone team members and outside professionals such as a visiting artist/musician.</p> <p>This policy is written to ensure that all children and vulnerable adults are guaranteed appropriate and safe treatment in all circumstances within our organisation.</p> <ul style="list-style-type: none"> The Beatles Story will strive to create a healthy, positive and safe environment for all children who visit. We will provide written information to teachers and group leaders about our expectations regarding child protection when they are visiting the Beatles Story. 	-	<p>All Trained Staff</p> <p>Education Officer</p>

- CCTV camera recording is in operation in all public spaces for the safety of all of our visitors and is covered by the data protection act.
- The Beatles Story is a public visitor attraction and as such photography by the general public is permitted in most areas.
- Recruitment of staff. We will carefully follow recruiting and selection procedures to ensure suitability of staff and freelancers who are going to work closely with children. All staff in these roles are CRB checked if necessary and regularly updated.
- Due to the nature of our work, it is unlikely a child will make an allegation of abuse to a member of the Beatles Story staff – it is more likely a child will tell an adult with whom they have built a strong relationship. However, should this happen, the following guidelines are recommended:
All adults who come into contact with children and young people have a duty of care to safeguard and promote the child's welfare. If you are concerned for a child that may be suffering abuse it is your duty to report it to the Education Officer who will contact the correct authorities.

Useful Contacts:

Childline Provides a telephone counseling service for children and young people in danger and distress.
Tel 0800 1111 (24 hour Freephone)

NSPCC

Works to prevent child abuse and neglect.
Tel 0800 800 5000 (24 hour child protection helpline)

The Children's Service Careline Based in Liverpool
Tel 0151 233 3700.

Integrated Children's Services The Integrated Children's Service is a multi-agency service that acts as a single point of access to all services for children and families within the City of Liverpool.

Tel 0151 233 3029 (24 hours)

The Beatles Story Child Protection – Good Practice Guidelines

The following guidelines have been completed to ensure that young children, young people and vulnerable adults who visit our organisation enjoy their experience in a safe and friendly environment.

- i) Always be publicly open when working with children. Avoid situations where staff and an individual child are completely unobserved.
- ii) Recognise that parents or teachers should be involved in the monitoring and development of their children's behaviour.

Code of Conduct for working with children

Always:

- Treat all children and young people with respect.
- Provide an example of good conduct you wish others to follow.
- Approach any child that is apparently in distress and ask if you can help.
- Always be aware of the possibility of dangers from others and question a situation you find suspicious.
- Avoid any compromising situations.
- Be aware that physical contact with a child can be misinterpreted.
- Report any incidents to the Education Coordinator.

You should never:

- Make suggestive or derogatory remarks in front of children.
- Engage in rough, physical or horseplay activity.
- Use foul or abusive language.
- Allow or engage in inappropriate touching.
- Do anything for a child that either they or their parent/guardian can do

	<p>for themselves such as going to the toilet.</p> <ul style="list-style-type: none">• Be alone with a child in an unsupervised area.		
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Procedure Staff Sign Off		
Procedure Name: Child Protection Policy		
Staff Name:		
Staff Signature:		
Date:		