



## Tyne Valley Community Rail Partnership

### Child Protection Policy

#### Introduction

Tyne Valley Community Rail Partnership (TVCRP) works with teachers, youth leaders and parents. **Directors, employees and volunteers do not assume the role of *loco parentis*.**

This policy sets out the procedure for welcoming children, in the company of their responsible adults, into the TVCRP's building at Haltwhistle. The Haltwhistle Centre is only open to accompanied children.

TVCRP undertakes no other activities specifically involving children.

#### Policy

##### Data

TVCRP has no access to data for individual children, other than the child's first name, and school that they attend. All health data, next of kin and address is held by the child's responsible adult.

TVCRP respects the wishes of parents/guardians not to have their child included in photographs. At the time of booking a class/group visit to the Old Booking Hall, the Officer shall discuss photographic permissions with the lead adult and abide by guidance issued by the group leader.

TVCRP has a photographic permission form, copy attached, which may be issued to groups who are unclear as to the level of permission held by the group. The forms will be held securely by the Officer. Data will not be shared with volunteers.

##### Behaviour

School and groups are encouraged to visit the TVCRP's building, The Old Booking Hall, at Haltwhistle Railway Station. This is a small, single storey building, approximately 59msq. One open area forms the majority of the space. There is one disabled toilet and a small kitchen area. Directors, employees and volunteers are asked to maintain the following levels of behaviour:

- Be welcoming and positive
- Do not offer personal assistance to any child in terms of toileting
- At no time should a director, employee, volunteer of TVCRP be on their own with a child or children in the building
- At no time should a director, employee, volunteer of TVCRP be solely responsible for children on a walk around the station vicinity
- Should any first aid be required, the group's lead adult is responsible for it to be administered. However, an entry should be made in TVCRP's First Aid log

##### Updating procedures

TVCRP advises all directors, employees and volunteers to participate in Child Protection Training offered by TVCRP's Education Advisor.

All directors, employees and volunteers are required to sign the Child Protection Policy to certify their understanding and abidance by the policy.

This policy will be reviewed by TVCRP Board in September 2019.