

## Child protection policy

As a member of Flight horizons you may come into contact with children. This policy is in place to ensure the highest possible standards are maintained when working with children and to ensure that all possible steps are taken to ensure the safety of children. Flight horizons expects you to apply this policy to all of your work with people under the age of 18.

In your work you must not spend any time as the only other person with a child as this could lead to a potential allegations being made against you. Inside or outside work you must not have a relationship with any child that you have met within Flight horizons.

You must respect the wishes of children as you would an adult. And you must take all steps possible to ensure the health, safety and welfare of any child using the facilities provided of use by Flight horizons.

You must not engage in inappropriate activities with children, some of such activities are:

- Financial exchanges
- Sexual relations
- Close personal relationships
- Disciplining
- Abuse

This list is by no means exhaustive and all inappropriate activities are covered by this policy.

You should remember that children see adults as role models and as such ensure that all behaviours, language, gestures etc are appropriate and beyond reproach.

All staff and volunteers who are part of Flight horizons will be subjected to CRB (criminal records bureau) checking.

Any person who has allegations made against them of breaching this policy or acting inappropriately will immediately be suspended from duties and banned from property owned, leased or used by Flight horizons until such time when they are cleared of allegations. Any person who is thought to have breached this policy will be subject to the disciplinary procedure.

You have a responsibility to report any breach of this policy to the chairman of the governing committee.

You must keep any details of children you encounter within Flight horizons confidential and not disclose information to anyone outside of the organisation unless legally obliged to do so (ie to the police or a court).

Flight horizons recommends that you make accurate records of any situation which you think may lead to an allegation being made against you. In the event that a child injures themselves during their time at the facilities used by or provided by Flight horizons or during activities associated with Flight horizons the staff member or volunteer first involved in the incident should complete the accident book and each staff member of volunteer should make an accurate report of what occurred.

Written: 9.3.07

By Shane Touhey (Chairman of the governing committee)

To be updated on: 9.3.08