

## **Child Protection Standards**

We would like to inform you about our Child Protection Standards so that you can be sure about the level of care we provide for children attending classes and workshops at West End Centre

### **What Parents/Guardians Can Expect of Us - We will:**

- Treat the information on this form as confidential, destroy it after the appropriate length of time and only make it available to relevant West End Centre staff (admin, tutors and duty staff).
- act *in loco parentis* from the published start time of the activity until the published end time. We do not expect to be *in loco parentis* for your child before or after the published times for activities.
- be vigilant about other users of the Centre and we may monitor users by CCTV.
- employ experienced, professional staff to run activities, who are subject to Criminal Records Bureau check, interview and monitoring by the Arts Centre
- risk assess all of our activities.
- tell you, subject to disclosure guidelines, anything we think you should know about your child. We ask tutors to record details of any incidents you may wish to be aware of.
- run classes and workshops in controlled spaces that are not open to the general public.
- register the attendance of all under 16s before activities begin.

### **What We Ask of Parents/Guardians - We ask Parents/Guardians to:**

- drop off and collect their children on time.
- know that, if your child is aged under 8, they cannot arrive or leave unaccompanied.
- tell your child/children to stay inside the Centre before and after activities.
- accompany/wait your for their children aged under 8 during activities.
- tell us anything you feel we should know about their child.
- be aware that outside published activity hours and during visits to the toilet, their children are in a public building that has other users. If any parent/guardian concerns about this, they are welcome to wait for and supervise your child during toilet visits.
- provide emergency contact information prior to their child taking part in activities.
- ensure that they keep us informed of any changes to personal details.
- note that West End Centre cannot be responsible for any loss of valuables.
- note that West End Centre reserves the right to exclude any child whose behaviour disrupts the work of the group.
- tell us if you have any comments about our service.

*If you have any comments or concerns, please do not hesitate to contact the Director.*