

The Monkey Sanctuary Trust Child Protection Policy

1. Definition of terms

The Monkey Sanctuary Trust: The environmental and educational charity.

The Monkey Sanctuary: All the public and non public areas owned by the Monkey Sanctuary Trust at Murrayton House.

Child: The [Convention on the Rights of the Child \(CRC\)](#) defines a child as anyone under the age of 18 years old.

2. Introduction.

Every year many thousands of children and young people visit the Monkey Sanctuary, Looe, Cornwall. Many of these children and young people visit as part of organised groups or with family and friends. While the primary responsibility for children's welfare rests with the supervising adult, the Monkey Sanctuary Trust wishes to ensure that all children are safe and protected from harm whilst on its premises.

3. Policy Statement.

As a popular Cornish visitor attraction the Monkey Sanctuary Trust believes that:

The welfare of the child or young person is vitally important:

- All children have the right to protection from abuse
- All suspicions and allegations of abuse should be properly investigated and dealt with swiftly and appropriately
- All staff, contractors and volunteers should be clear on appropriate behavior and responses. Failure to maintain appropriate standards may be dealt with using the Monkey Sanctuary Trust's disciplinary procedure.

The Monkey Sanctuary Trust will therefore ensure that:

- Staff are carefully selected and trained in issues of child protection.
- All staff are aware of the Child Protection Policy and Procedures.
- Group leaders, schools, institutes and any other interested parties can access information on The Monkey Sanctuary Trust's procedures regarding the safety of children.
- Teachers, group leaders and any other interested parties are provided with information about The Monkey Sanctuary's

expectations regarding Child Protection responsibilities whilst visiting the Sanctuary.

- The Monkey Sanctuary's complaints procedure is accessible to all visitors.

4. **Our Promise to Children.**

All of us at The Monkey Sanctuary Trust are committed to making sure you have the best time possible whilst you are visiting us. We all believe that you have a right to feel safe and comfortable whilst you are with us. Therefore we will do our very best to live up to the promises that we make to you.

We promise to:

- Make you feel welcome;
- Always think about your needs as the main consideration;
- Treat all children and young people fairly;
- Make sure that all our staff and volunteers know what they are supposed to be doing;
- Make our activities and your visit as safe as possible;
- Listen to what you want to tell us;
- Make sure your visit is educational and fun.

5. **CRB Checks.**

The Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, provide an integrated system of child protection. Essentially, the legislation provides that individuals may be disqualified from working with children by inclusion on one or more of a number of official lists. It is a criminal offence for an employer to, knowingly, recruit a disqualified individual into a post working with children (NB this also applies to voluntary work).

Any staff member who will be in regular contact with Children will require enhanced criminal record certificates under section 115 of the Act (referred to in this code as "Enhanced Disclosures").

Those job roles within the Sanctuary have been identified as:

- i) Volunteer Coordinator.
- ii) Education Officers.

Checks will be carried out with Human Resource Background Checks.

6. Code of Behavior for all Monkey Sanctuary Trust Staff.

DO

- Approach any child apparently in distress and ask if you can help.
- Seek assistance from colleagues where appropriate.
- Be aware of the possibility of danger from others and question situations that you find suspicious.
- Keep a look out for children who are apparently unaccompanied and communicate the details of any lost children to the appropriate member of the Personnel Team.
- Keep any lost children in a public area where they can be clearly seen either the front lawn or a bench on the porch.
- Act professionally in all matters.
- Be aware of appearances and avoid any situations which might appear compromising.
- Report any allegation (even if this is just a suspicion) of abuse or inappropriate conduct immediately to a member of the Personnel Team.

DO NOT

- Physically restrain a child or young person except in exceptional circumstances (e.g. to prevent injury, damage to property or distress to the monkeys) and even then be careful to use only the minimum restraint necessary.
- Do things of a personal nature for children that they can do for themselves or that a parent/leader can do for them.

It is strongly recommended that staff do not, except in emergency situations:

- Go into the toilet with children unless another adult is present or gives permission (this may include a parent, teacher, group leader)
- Spend time alone with a child on his/her own. If you are in a situation where you are alone with a child, make sure you can be clearly observed or seen by others. You should, wherever possible, also avoid being alone in a vehicle with otherwise unaccompanied children or young people although this may not always be practicable, for example when accompanying work experience placements.

7. Leaders/Teachers Responsibilities While Visiting the Monkey Sanctuary.

The Monkey Sanctuary Trust wishes to ensure that children are protected from harm while visiting the Monkey Sanctuary. In addition

to the Monkey Sanctuary Trust's responsibilities, we ask that leaders/teachers of groups exercise their own responsibilities. In particular all leaders/teachers shall:

- Ensure they supervise the children/young people at all times
- In the case of an accident, contact a member of the Monkey Sanctuary Trust staff who will follow the Monkey Sanctuary Trusts' Emergency Procedures
- In the case of a lost child, contact a member of The Monkey Sanctuary Trust staff who will follow Monkey Sanctuary Trusts' procedures.
- Ensure adequate insurance cover for the group and leader. The Monkey Sanctuaries Insurance will not cover off site activities.
- Inform their group of how to behave while at the Monkey Sanctuary, Looe.

We wish to remind all leaders/teachers that the primary responsibility for the welfare of the children in their care rests with them at all times.

We will communicate concerns to the leader/teacher-in-charge.

8. **Group conduct while at the Monkey Sanctuary**

The Monkey Sanctuary Trust wishes all visitors to have an enjoyable stay; we therefore expect all visitors to display courtesy and respect for the monkeys, other visitors and for the Monkey Sanctuary Trusts' property at all times while visiting.

Group leaders should therefore not allow members of their group to:

- Behave in an abusive or inappropriate manner.
- Leave litter on the Monkey Sanctuary premises.
- Feed, touch or behave in such a way as to scare animals present.
- Enter areas of the Monkey Sanctuary that are cordoned off or marked no entry.
- Eat around the monkey territories.
- Climb over any barriers or gates.
- Run around the monkey territories.

In the event that any of the above are not followed the Monkey Sanctuary Trust reserves the right to refuse admission and/or ask the group to leave.