



**MINISTRY**  
P R O T E C T I V E

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## CHILD PROTECTION POLICY

### Policy Statement

We at Ministry Protective Ltd are committed to practises that protect children from harm. All employees in this Company recognise and accept our responsibilities to develop our awareness of the issues that may cause children harm.

### Definition

For the purpose of this policy and procedure children are any person under the age of 18 years or those who are considered vulnerable.

We will endeavour to safeguard children by: -

- Adopting child protection policies and guidelines through a code of behaviour for all employees
- Ensuring that all employees provide Ministry Protective Ltd with a Standard Disclosure from the SIA or from the Police National Computer before they are engaged in employment.
- Ensuring that all employees are vetted in full to cover a period of ten years or to school leaving age as defined in the BS 7858 and verification sought in the form of writing and copies retained on each individuals file.
- Ensuring that all employees wear a Company identification pass showing their photograph and name at all times as well as their SIA badge. These will be clearly visible at all times whilst on duty.
- Following the best practises defined under the Work and Families Act 2006
- Making all new employees aware of our child protection procedures and policies
- Appointing two designated employees to enable any concerns to be reported in accordance with our procedures
- We are committed to reviewing our policy and good practise at regular intervals.

## Code of Behavior for all Employees

### You must not:

1. Spend excessive amounts of time alone with children, away from others whilst on duty. Any dealings you may have with individual children must always take place in sight of others. If privacy is required the door should remain open and another adult present at all times.
2. Make any physical contact with children even if they appear distressed
3. Take children alone in a Company vehicle however short the journey.
4. Start an investigation or question any child after an allegation with out the consent of your line Manager or a Director. You should just record the facts and report these to the Company
5. Employees must never [even in fun] whilst on duty
  - Initiate or engage in sexually provocative conversations or activity
  - Allow the use of inappropriate language to go unchallenged
  - Do things of a personal nature for the child that they are able to do themselves
  - Allow any allegations made by a child to go without being reported and addressed or trivialize or exaggerate any child related issues
  - Issue or threaten any form of violence towards the child at any time

### You must:

1. If you are subject to any inappropriate affection or attention whilst on duty you must report this to your Line Manager
2. Be aware of the procedures in reporting any concerns or incidents concerning children whilst on duty
3. Be responsible for your own behavior when in contact with children whilst on duty