



PRESTATYN TOWN COUNCIL

CHILD PROTECTION POLICY

2025 – 2026

Approved by the Council on 14/10/2024
2025-2026

VERSION UPDATES

Version	Date	Section	Details of Change
V1	10.09.2007	Whole Document	First draft document
V2	11.08.2025	Whole Document	Reviewed and revised

APPROVALS AND DISTRIBUTION

Version	Date	Meeting	Reference
V2	05.02.2026	Policy Review Sub-Committee	Agenda item 2(g) – policy approved
V2	08.04.2026	Finance & Management Committee	Deferred
V2	22.04.2026	Full Council	Formally approved

Signature:  Peter Davis (Cllr) Mayor Holliday

Date: 12-5-26

CONTENTS

VERSION UPDATES	1
APPROVALS AND DISTRIBUTION	1
Introduction	2
Contract & Consent	3
Information	3
Personnel.....	3
First Aid and Medicine	4
Written Procedures.....	4
Risk Assessment	4
Legislative Authority.....	5
Children Under 8 Years Old	5
APPENDIX 1.....	6
Parent / Guardian Consent Form for Child to Engage with Activities Provided	6
APPENDIX 2.....	7
Event Feedback Form	7
APPENDIX 3.....	8
Written Procedures Document for Staff	8

Introduction

Prestatyn Town Council (PTC) regularly hosts holiday activities for children and events where children are included in or are the main target audience for these.

It is strongly advised that every organisation involved in or providing activities for children adopts a formal Child Protection Policy (CPP) to ensure that all children are kept safe from physical or mental harm, and that activities and people providing them are appropriate.

It is in the interests of both the organisation and children to set out how PTC intends to carry out children's activities and to make it clear who is responsible for each part. In the event of an accident for instance, any legal dispute will typically centre around providing a degree of negligence, therefore it is important to be able to prove/demonstrate that the organisation did everything reasonably possible to ensure the proper protection of children in its care. This only be achieved by having, and following, a clear written policy.

It follows therefore that a secondary benefit of a formal policy is that it helps protect PTC and activity providers from malicious claims of impropriety that can occasionally be made.

The best type of CPP is simple, easy to understand and enforce, and addresses the key issues.

Contract & Consent

A proper set of booking terms and conditions are required to make a contract between PTC and parents. A key part of this is obtaining signed consent form from the parent, agreeing to the activities and the way they are offered (see **Appendix 1**). It is then PTC's responsibility to provide the activities according to the terms set out.

It is a common misconception that by not having any sort of contract an organisation / individual is not committing to anything specific and therefore cannot be held responsible for any eventuality. In fact, by not having a contract, in the event of an accident or incident, it can become very difficult to prove that reasonable precautions were taken, due diligence was demonstrated, and this can significantly increase liability.

Information

It is very important to keep parents and children informed of the activities PTC will be providing. Plan activities very carefully and stick to the plan unless safety issues dictate otherwise. If changes are needed, it should be explained what these are and why they are needed as soon as possible. Trust from parents will quickly be lost if activities regularly differ from those offered.

Some way for parents and children to provide feedback on the quality and appropriateness of the activities offered is needed, and one of the best ways is to get immediate verbal feedback after the event. This can be followed up with a questionnaire a week or two afterwards (**Appendix 2**). This is because a lot of people will give an immediate positive response but a more considered view later, which is of more use.

Personnel

There should be an individual nominated to be responsible for overseeing the Council's CPP and children's activities, although this does not have to be the same person.

There is a government service called 'disclosure' whereby a certificate can be applied for that gives an indication of the suitability or otherwise of someone to work with children by listing any relevant criminal record, mental health problem and occasionally other circumstances too. There are several levels of disclosure, and it is advisable to apply for a disclosure certificate for anyone who has access to children as part of their duties.

DBS (Disclosure and Barring Service) checks can be applied for at:

https://dbscheckonline.org.uk/?utm_source=Bing&utm_medium=cpc&utm_campaign=BingAds&msclkid=f64c9cf346f01c275eadf46abd75d43b

First Aid and Medicine

PTC has first aid guidelines as part of the INTERNAL Health and Safety policy, however, treating children is not normally covered by the commonly held appointed persons at work certificate that first-aiders are trained in. Differences with adults include the CPR breath/compression ration, temperatures, the onset of hyper/hypothermia, pulse rates and “greenstick” fractures.

PTC does not have a system for the storage and administration of children’s own medicines, and this cannot be accommodated safely without prior communication with parents / guardians. PTC should not give any pills, medicines or external lotions to children without parental involvement.

Written Procedures

During children’s activities, the below steps should be undertaken and undertaken in an event risk assessment if needed:

- PTC staff and volunteers should not be placed in a position where they will be alone with a child. Children’s activities are under parental supervision and should not be misconstrued as any form of childcare practice, which should be made clear to the relevant adults.
- Disciplinary actions in case of misbehaviour are to be referred to the parent / guardian for action and should not be undertaken by any PTC staff or volunteers.
- In the event of any accidents, first aiders should treat children under the supervision of parents / guardians; contact emergency services if required and follow directions from the relevant professionals.
- Provide an opportunity for feedback.
- A clear line of responsibility and accountability for every part of the children’s activities.

Everyone involved with the provision of children’s activities must read the written procedures document and sign it when they have done so (see **Appendix 3**). This ensures that staff understand what is required of them.

Risk Assessment

Most parents are understandably concerned that their children are exposed to the minimum risk possible, therefore the choice of activities and the way those activities are presented must reflect this. A risk assessment (see *the Events Policy & Procedures*) must be completed prior to any activities taking place, but this may need to be revisited and revised to consider risk implications from a child’s perspective.

All risks must be “actively” managed. Children cannot be briefed of potential hazards, in the manner that adults can be, because their attention will not be focussed on the dangers around them when they are absorbed in an activity.

Legislative Authority

- The Children's Act
- The Protection of Children Act
- Care Standards Act
- The Police Act
- The Rehabilitation of Offenders Act
- Criminal Justice and Court Services Act
- Health and Safety at Work Act
- Regulations, Orders, Guidance and Codes of Practice made under the Acts which include such things as risk assessment, health of people working with children, etc.

Children Under 8 Years Old

Organisations allowing children under the age of eight years old to participate in events may be liable for registration and inspection by The Care Standards Inspectorate in Wales.

Formal inspection and registration will be required if PTC provides more than a small number of events of short duration (without external input / responsible provider).

In Wales the trigger for inspection and registration is 5 events of more than two hours in any year. However, even if an organisation provides just a single event, they may be required to notify the inspectorate who may request informal monitoring.

The suitability of an event for under-eights is assessed on its merits (organiser, staff, venue and activity). Typically, there is requirement to provide staff with some training in early years childcare, and the organisation will also have to provide a high proportion of female staff along with a very high staff/child ratio. Other facilities required may include quiet areas with sleeping space, suitable toilet facilities, a choice of food, etc.

Inspectors normally take a firm line on outdoor sporting activities especially with size and type of equipment.

Regardless of registration and notification, all providers of activities for under-eights are expected to demonstrate compliance with government early-years childcare guidelines.

Even if the children are accompanied by parents, some or all of the above may apply depending on the nature of the event and the degree of charge given to the event providers.

Most activity providers find it easiest to simply set a lower age limit of eight years and then, if required, schedule separate events for younger children.

APPENDIX 1

Parent / Guardian Consent Form for Child to Engage with Activities Provided	
I hereby give permission for children in my care to take part in the offered activities on the below date and times. I understand that parental supervision is required at all times and none of my children must be left unsupervised by me whilst taking part in the activities on offer. My child/ren's health and safety is my priority and responsibility, and this cannot be burdened onto anyone else. I hereby indemnify Prestatyn Town Council from any legal responsibility from any accidents or injuries resulting from a lack of responsible supervision on my behalf. I understand that accidents and injuries have the possibility to occur as part of normal activity use and accept responsibility for these for myself and any children in my care.	
Date and Time of Activities:	
Name:	
Number of children in my care:	
Signature:	
Date:	
I hereby give permission to be contacted at a later date to obtain event feedback – this will provide valuable information to Prestatyn Town Council in order to improve activities on offer in future	Please tick if permission is granted: <input style="width: 40px; height: 20px;" type="checkbox"/> Please write below the email or postal address to contact:

APPENDIX 2

Event Feedback Form	
What date and times did you attend Prestatyn Town Council's (PTC) event / activity?	
What activities did you or your child take part in?	
What did you and/or your child most enjoy?	
What do you think could be improved for next time?	
Were PTC's staff / volunteers / representatives polite, informative and/or helpful? Please comment as needed.	
Any other comments, enquiries or recommendations?	

APPENDIX 3

Written Procedures Document for Staff

Everyone in the organisation involved with the provision of children's activities must read the written procedures document and sign it when they have done so. This ensures that they understand what is required of them.

I declare that I have read and understood the Written Procedures for staff as outlined in Prestatyn Town Council's Child Protection Policy:

<u>Name</u>	<u>Signature</u>	<u>Date</u>

