



In association with



SAFE Community Interest Company
Safer Activities For Everyone CIC

**Safeguarding
Children & Young People
Policy**

**Version 12.6
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Introduction: SAFE Child Safeguarding Toolkit and safeguarding policy

The safeguarding of children and young people is of paramount importance. It continues to attract high media attention, especially when there is a child protection incident within an organisation.

Government guidance, consistently stresses that the welfare of children and young people is the corporate responsibility of the local authority in partnership with public, private and voluntary organisations.

The "Every Child Matters" agenda aims to ensure that every child, whatever their background or circumstances:

- Is healthy
- Stays safe
- Enjoys their education and achieves high standards
- Makes a positive contribution to their community
- Achieves economic well-being

The SAFE Child Safeguarding Toolkit has been specifically developed to assist organisations in fulfilling their "duty of care" with the assessment of risk and the development of sound working practices. The sections include guidance for:

- Child safeguarding and associated policies
- Recruitment and induction of staff, both paid and unpaid
- Criminal records bureau checks
- Photography and filming guidance
- Child/adult ratios
- Dealing with complaints
- "Whistleblowing" and handling allegations
- Confidentiality and information sharing
- Managing difficult behaviour

The toolkit is accompanied by a comprehensive SAFE training strategy and the full benefits of SAFE membership, including advice and support from the highly experienced SAFE team.

Why do we need the toolkit?

All adults have a duty of care towards the children and young people in the organisations they are responsible for, including:

- Health and safety
- First aid
- General well-being
- Child protection

Use of toolkit

Current SAFE members may freely print and use the contents of this toolkit. All information and content remain the copyright of SAFE. If membership ceases, an organisation must stop usage of this documentation.

The aims of the toolkit

The toolkit is designed to support organisations and complement SAFE training. It aims to:

- Raise awareness of child protection issues
- Offer guidance for policy making
- Promote good standards of practice
- Provide accurate and relevant information

- Provide an award to recognise all those who can demonstrate that they have studied and reached the recommended standards

Organisations will be able to demonstrate that they have:

- Nominated the leader or other experienced adult to be responsible for child protection
- Nominated a deputy person
- All attended training with an approved body
- Adopted a child protection policy and circulated it within their organisation
- Signed up to the codes of conduct and circulated it within the organisation
- Completed a risk assessment
- Addressed any issues raised by the risk assessment
- Ensured first aid certificates are current
- Taken out public liability insurance
- Followed recruitment guidance and retained details

What is the SAFE Award?

This will be given to each organisation that can successfully demonstrate that they have studied and followed the advice in the toolkit to attain SAFE standards. This is verified by completing an online risk assessment, which is then checked by a member of the SAFE team.

Organisations that have attained the Award will be issued with a certificate to display. The SAFE logo can then also be used on any promotional material under licence.

To ensure the continued high standards of child protection, the Award must be renewed on an annual basis.

Tasks required to achieve the SAFE Award

A	NOMINATE the lead/deputy and preferably experienced person to be responsible for child protection within the organisation.
B	ENROL all staff (unpaid & paid) on the widely available inductions/training courses.
C	ADOPT, if necessary, the child safeguarding policy model.
D	ADOPT the procedures for safer practice throughout the organisation.
E	COLLECT evidence of what you have done.
F	COMPLETE the online Award risk assessment

Safeguarding Children Policy (Full Model)

Organisation: KLUB GROUP ADVENTURE

Policy Statement

We recognise that the welfare of all children is paramount and that *all* children and young people; regardless of ability or culture, have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Policy Aim

As members of SAFE, we aim at all times to attain the SAFE standards in all our activities with children, young people, their families and/or carers. We will achieve this by adhering strictly to this policy and the guidance and risk assessments

Child Safeguarding Lead and Deputy

The responsibility of managing the safeguarding of children can be both demanding and challenging, and therefore must be appointed at managerial level to personnel who are available when we are operational.

NAME OF ORGANISATION:	Xplore	
LEAD PERSON FOR CHILD SAFEGUARDING:	Name Paul Harding	Contact Details Paul.harding@xploretheworld.com 07702911374
DEPUTY PERSON FOR CHILDSAFEGUARDING:	Name Neil Marchant	Contact Details Neil.Marchant@xploretheworld.com 07889353285

Their role is to oversee and ensure that our safeguarding children policy is fully implemented and that we attain SAFE standards. These details will be made available to all adults, children and parents/carers by training, posters, leaflets, staff handbooks, information in staff areas and/or enrolment information. This includes ensuring they and all staff receive child protection training as appropriate. The deputy should be available to support or cover for the nominated lead. S/he will also handle any complaints or allegations against the nominated lead if appropriate.

Why do we need a Safeguarding Children Policy?

The five main outcomes for children as detailed in "Every Child Matters" agenda 2003 and subsequent Children Act 2004 are:

- being healthy
- staying safe
- enjoying and achieving
- making a positive contribution
- economic well-being

Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities (see Appendix for References). It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

All organisations should:

- have senior managers committed to safeguarding
- be clear about people's responsibilities and accountability
- have a culture of listening to children
- safe recruitment practices for all staff and volunteers working with children & young people
- procedures for safeguarding children and young people
- procedures for dealing with allegations against, and concerns about, staff & volunteers
- make sure staff have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

Working Together to Safeguard Children 2015

4. Everyone who comes into contact with children and their families has a role to play in safeguarding children. School and college staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and colleges and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance *Working Together to Safeguard Children 2015* 3 Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

5. Each school and college should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.

Keeping Children Safe in Education 2016

“Children are individuals whose rights, needs and welfare are paramount.”

Children Act 1989

The 2 key principals of Working Together to Safeguard Children 2015 are:

- Safeguarding is everyone's responsibility; for services to be effective each professional and organisation should play their full part and
- and
- a child centred approach: for services to be effective they should be based upon a clear understanding of the needs and views of children

“No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs”

Equality Act 2010

All references and documents are available under “References” on the homepage of www.safecic.co.uk

Recognising Abuse

Physical:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional:

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate it. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. It may feature age or developmentally inappropriate expectations being imposed on children.

Sexual:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect:

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Other issues include:

- Children living away from home or gone missing.
- Peer abuse, including bullying.
- Racism.
- Radicalisation
- Violent extremism.
- Sexual exploitation.
- Female genital mutilation.
- Forced marriage.
- Concealed pregnancy.
- Child trafficking.

- Modern slavery
- eSafety.

Treating Children with Respect

We endeavour to treat all children and young people with respect, regardless of ability or culture. We ensure that everyone signs up to the SAFE Adult's and/or Young People's Codes of Conduct (along side any relevant governing body's guidance such as Ofsted, British Canoe Union, Mountain Leader Training England, and the Learning Outside the Classroom Badge).

We also circulate and make available to everyone by training, posters, leaflets, staff handbooks, information in staff areas, enrolment information, our confidentiality statement, complaints procedures, allegations and "whistleblowing" statements and disciplinary and grievance procedures.

Any pastoral care (e.g. encouraging showering, teeth cleaning, etc) given to younger age groups is done with at least two staff present and must not involve unnecessary or intimate touch.

Celebrating Children's Achievements

We positively encourage all children and young people to succeed and celebrate their achievements by:

- Session reviews on how the activities went and what children felt they achieved
- Awarding Company specific certificates for achievement
- Issuing Suffolk Childrens University certificates to Suffolk school children who attend

We are particularly sensitive to the needs of disabled children who may achieve in smaller steps than their peers but are equally entitled to celebration.

Rigorous Recruitment

We adhere to the Local Safeguarding Children Board Key Standards for Recruitment, DfE , Ofsted and SAFE guidelines for recruiting all staff, paid or unpaid by obtaining full personal details and application forms with particular relevance to previous work with children and young people.

We always take up two written references from previous employers (or university in the case of NQTs) and insist that any appointment, where staff has direct and/or unsupervised access to children and young people, will only be confirmed subject to a satisfactory DBS check at the appropriate level (with Children's Barred List check if appropriate) and Prohibition Orders check for teaching staff. We also check any UK nationals who have worked abroad via the ACPO and CEOP International Child Protection Certificate (ICPC).

At interview we have sound procedures and recording to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable. This includes sight of original, relevant professional qualifications and ID checks as demanded by the Asylum & Immigration Act 1996. All interview panels will have at least one member who has completed "Safer Recruitment" training. We maintain a comprehensive single central staff record to record all of the above as detailed in Keeping Children Safe in Education 2016

Induction & Training

In line with SAFE recommendations we have a clear induction and training strategy detailing clear job descriptions and responsibilities and all relevant procedures as detailed under "**Treating Children with Respect**". All new staff sign to record they have received and understand the "Safeguarding Children" leaflet and those with direct contact with children and young people, or managers, will attend SAFE child

safeguarding training within 3 months of appointment. We also agree a probationary period of 3 months with clear goals and then provide supervision, mentoring, and appraisals at regular intervals of 3 months with Centre Manager and / or HR.

Prevent

Xplore have a 'duty of due regard' (sec 26 Counter Terrorism and Security Act, 2015) to take appropriate steps to prevent the radicalisation of visitors or their exposure to ideologies that might tend towards radicalisation, in support of terrorism, acts of terrorism or the joining of terrorist groups. Xplore's policy will take due account of the additional guidance on *Prevent* issued by the Home Office in April 2016. This guidance clarifies the need to ensure that policy takes local procedures and cultural/demographic circumstances into consideration when providing guidance and training for staff.

Xplore will ensure that staff have 'Prevent Awareness' training to detect and respond to signs of radicalisation.

Confidentiality

We have a clear policy in line with SAFE recommendations about confidentiality and information sharing and these details will be made available to all adults, children, parents and carers by training, poster, leaflet, staff handbook, staff areas, enrolment information.

We fully endorse the principal that the welfare of children and young people over ride any obligations of confidence we may hold to others. Individual cases will only be shared or discussed on a "need to know" basis. Under "whistleblowing" anyone in our organisation may refer direct to either children's social care services or the police if they are concerned that a child is at risk of harm and this policy is not being adhered to. All media enquiries will be handled by Ben Sinclair.

Handling Disclosures

A disclosure may be made verbally or through play or through the behaviour by a child, young person or an adult and it is important for everyone to remember the following:

If you are concerned about a child it is important that this information is communicated to the Lead for Safeguarding and deputy.

You may become aware of suspected or likely abuse by:

- Your own observations and concerns;
- Being told by another person that they have concerns about a child;
- The child tells you;
- The abuser tells you.

Also remember that you may not always be working directly with the child but become concerned because of difficulties experienced by the adults e.g.

- Domestic violence incidents
- Mental health issues
- Substance and alcohol abuse Incidents

Other concerns may be:

- Children living away from home or gone missing
- Peer abuse including bullying
- Race and racism
- Violent extremism
- Sexual exploitation

- Female genital mutilation
- Forced marriage
- Concealed pregnancy
- Child trafficking
- eSafety

Remember:

- Do not delay.
- Do not investigate.
- Seek advice from the Lead for Safeguarding or deputy.
- Make careful recording of anything you observe or are told.

Responding to Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the Lead for Safeguarding and deputy. We do this by training, posters, leaflets, staff handbooks, staff areas and / or enrolment information. Everyone including both the Lead for Safeguarding and deputy will deal with concerns using the following:

Step 1

If you are worried a child has been abused because:

- You have seen something
- A child says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a member of staff
- There has been an anonymous allegation
- An adult has disclosed they are abusing a child
- An adult has disclosed they were abused as a child

Important: Any consultation should not delay a referral. In an emergency dial 999

Step 2 (within 24 hrs)

Your organisation should have a policy for child protection. Talk to the Lead Person for Child Protection or their Deputy.

**Consult
Monitor & Record
(Sign/date/time)**

Step 3

S/he (or anyone else if not available) should refer the concern to Children's Social Care Services and/or the police (in an emergency) and follow up the referral in writing within 24 hours^{**}.

*** In cases of allegations against a person with a "duty of care", the LADO will coordinate the next procedural steps.*

The same flow chart can be applied to any suspicions or allegations concerning staff / adults. If there are suspicions of an adult get directly in touch with the Lead for Safeguarding. Do not disclose any information to the Centre Manager.

Any person can speak with Social Services if they have a concern.

Once a concern has been raised, the Lead for Safeguarding or Deputy for Safeguarding will contact Social Services and the Police (if required). Any consultation between the person raising the concern and the Lead or Deputy Lead for Safeguarding **MUST NOT DELAY A REFERRAL**

Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

We have clear policies in line with SAFE recommendations about handling allegations, dealing with complaints and our own disciplinary and grievance procedures and these details will be made available to all adults, children, parents and carers as necessary by training, posters, leaflets, staff handbooks, staff areas and / or enrolment information.

We are mindful that the three procedures may confuse the next appropriate steps to take. We are clear that, in any case where a complaint has been made with regards to any inappropriate or poor practice, we will discuss the situation with children's social care services before making an open decision about the best way forward.

It is the responsibility of the Lead for Safeguarding and/or deputy to ensure that these procedures are rigorously adhered to. In the case that the Lead for Safeguarding is implicated, the deputy should be informed. In the exceptional circumstances that both are involved, it is the duty of the person concerned to contact children's social care services direct.

Children's social care services will manage any investigations, overseen by the Local Authority Designated Officer (LADO) in accordance with Local Safeguarding Children Board (SCB) procedures. These are available on the SCB website.

With regards to disciplinary and grievance procedures, we are very clear that we will take no steps until we have fully discussed and agreed a strategy with the Local Authority Designated Officer, children's social care services and/or the police. Any investigation will over ride the need to implement any such procedures. Providers of child care, educational, health or other formal services are responsible for making any referral of an individual who does or may pose a danger to children and young people. Other organisations will liaise with their LADO and local agencies if such a referral needs to be made.

Record Keeping

All records will be securely kept in a locked cabinet or drawer (if paper), and password protected (if also produced electronically) at the relevant site, and when transferred to head office stored electronically and password protected. Only the Lead for Safeguarding and/or deputy will have access and records will only be kept as long as necessary.

Normally these records will be passed to children's social care services as soon as possible. All records will be handwritten (and if recorded electronically, kept in a secure area) by the person with the concern within 24 hours, on headed paper or incident sheets and will be factual, non-judgmental. All such records will have a front page listing the papers in chronological order.

It is helpful to record any known details of the child/children or young people involved e.g. name, address, date of birth etc. All records should be factual. It is equally important to record the reasons for making the decision not to refer to children's social care services as when the decision is taken to refer. Always sign, clearly detail name and job role of the person making the record. date and time these records.

Providers of child care, educational, health or other formal services will use the Common Assessment Framework referral forms

SAFE Recommendations

In order to attain and retain our SAFE award everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the lead and/or deputy for child protection; however it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFE policies and practices that we can all be confident we have done everything we can to safeguard the children and young people in our care. (For large organisations audits may optionally be carried out by the SAFE team every three years for each site.)

Policy Date

This policy was agreed and disseminated on 1 January 2010 and will be reviewed annually or when there are substantial organisational changes.

WE WILL REVIEW THIS POLICY ANNUALLY:	
DATE OF CURRENT REVIEW:	10th January 2016
DATE OF LAST REVIEW:	10th January 2017
DATE OF NEXT REVIEW:	10th January 2018

Date: 10/01/18

Signed:



Lead for child safeguarding :



Deputy for child safeguarding :



Chair/Senior Manager/Director:

A separate record for staff signatures should be maintained to evidence they have seen and understand this policy

References

Note, all references can be found in the reference section at www.SAFE.co.uk

Web Sites

All safeguarding resources, legislation, guidance can be accessed at www.safecic.co.uk

APPENDIX

Child Protection Training Diary

NAME OF ORGANISATION / GROUP

NAME/S:	DATE:	TRAINING UNDERTAKEN
<i>KG Adventure Staff</i>	<i>February and Summer 2007</i>	SAFE Training
<i>KG Adventure Staff</i>	<i>February and Summer 2008</i>	SAFE Training
<i>KG Adventure Staff</i>	<i>February and Summer 2009</i>	SAFE Training
<i>KG Adventure Staff</i>	<i>February and Summer 2010</i>	SAFE Training
<i>KG Adventure Staff</i>	<i>February and Summer 2011</i>	SAFE Training
<i>KG Adventure Staff</i>	<i>February and Summer 2012</i>	SAFE Training
<i>KG Adventure Staff</i>	<i>February and Summer 2013</i>	SAFE Training
<i>Xplore Staff</i>	<i>February and Summer 2014</i>	Online SAFE Training
<i>Xplore Staff</i>	<i>February and Summer 2015</i>	Online SAFE Training
<i>Xplore Staff</i>	<i>February and Summer 2016</i>	Online SAFE Training
<i>Xplore Staff</i>	<i>February and Summer 2016</i>	Online SAFE Training
<i>Xplore Staff</i>	<i>February and Summer 2017</i>	Online SAFE Training

Recruitment guidance

It is essential to treat all staff, paid or unpaid, as you would any job applicants:

- Obtain full personal details
- Name and date of birth
- Current and recent addresses for the past 5 years
- Request proof of identity that bears a photograph e.g. new style driving licence or passport
- Obtain details of any previous work involving children or young people.
- Contact at least two people who have experience of applicant's work history involving children or young people.
- State clearly that the post involves direct contact with children/young people and other relevant details
- Request the references in writing
- Follow up any queries from the reference
- Use the Pro Forma Disclosure in this toolkit if DBS checks are not possible/appropriate.
- Interview all prospective staff, ask someone else to help.
- Check out:
 - Details as given on written form

- Any gaps in details
- Previous work with children/young people - formal and informal
- Why the applicant wants to work in your group/organisation
- Any doubts you have about answers to questions
- Appoint subject to a probationary period, do not put new staff in sensitive/ vulnerable positions e.g. intimate care, changing rooms etc.
- Ensure that staff are given clear induction as to their responsibilities for duty of care.

Induction of staff (paid and unpaid)

Proper induction of all staff takes time and needs careful planning to ensure that everyone understands both their roles and responsibilities. If successful, induction will ensure that new staff feel appreciated and remain happy giving their valuable time to the organisation/group. Induction includes:

- Any specific information as provided by any governing body or umbrella group.
- A clear job description including tasks, times, responsibilities.
- All procedures in place, including incident recording, health and safety and first aid arrangements.
- Information about future or necessary training needs.

In addition, volunteers need to sign that they have received and understood the following:

- Child Safeguarding Policy
- Code of Conduct
- Confidentiality Statement
- Complaints Procedure
- Allegations and "Whistle Blowing" statement
- Disciplinary and Grievance Procedure (Seek outside support for developing this if you have no governing body or umbrella group)
- eSafety Policy

A probationary period with clear goals has been set and identifies a suitable monitoring and support process. This may be staff meetings, peer support or more formal supervision, as necessary.

Child / Adult Ratios

It is vital that careful checks are made with the relevant authorities/national governing bodies to ensure that you we the correct ratios. In any event, there must always be a minimum of two adults present for any activities.

We make sure we know:

- the recommendations of governing body or umbrella organisations
- the specific regulations for the more hazardous sports/activities e.g. abseiling, rock climbing, canoeing etc
- Use risk assessment for any other specific activities

Confidentiality & Information Sharing

We have an agreed policy on confidentiality for our organisation, particularly if you are providing a special service to children & young people such as respite care, counselling or mentoring. In such cases, a common law duty of confidence may arise and it is important to seek professional advice.

However, you also need to ensure that you are clear with volunteers, leaders, children, young people and their families that:

- In general, all personal information will be treated as confidential
- Confidential information may be disclosed to children's social care services or the police if a child's health and welfare needs protecting, or when a crime has, or may be, committed
- In cases of medical or other sensitive information being held, members of the organisation will only be informed on the 'need to know' basis
- If a disclosure of abuse is made by a child or young person it is important for everyone to understand that they may not promise confidentiality
- A young person of 16 years or younger (if they can understand and make their own decisions) may give or refuse consent. If in doubt, seek professional or legal advice

All of the above information can be included with any registration or joining documentation to ensure everyone understands from the outset.

Dealing with Complaints

When children, young people, parents or volunteers are unhappy it is vital to have an agreed procedure to deal with the issues calmly and fairly. Remember that when complaints are dealt with in a positive way, the sound practices of a healthy organisation will continue to evolve and improve.

The procedure also needs to link in with 'whistleblowing' and handling allegations to ensure decisions are made appropriately, especially when the welfare of children/young people is implicated.

Make sure that everyone understands:

- Any complaint will be taken seriously and referred to the appropriate person

or

- If the complaint is about the leader, it will be passed onto either their deputy/member of the management/trustee as appropriate to your organisation
- That complainants will receive a written acknowledgement of their complaint within 5 working days including details of how it is being dealt with

and that:

- Within 30 working days they will receive resolution or details of what has happened so far
- If there are delays to resolving the issues the complainant should be kept as fully informed as possible.
- There is a need to identify a third party or higher authority to approach if the complainant is unhappy with the outcome to their complaint
- Many governing bodies and umbrella groups can assist with identifying the appropriate recommendations and steps to be taken.

If in doubt, always seek outside professional advice.

Photography & Filming Guidance

Photography is really important to record the successes and achievements of children & young people in their activities. However, it is vital to remember that photography can be used and distributed inappropriately including on the Internet.

It is therefore important to be clear about:

- explaining to parents and carers why caution is necessary
- the purpose of photos e.g. parent's own record, media & publicity etc
- the content required when using a professional photographer
- informing parents and seeking their consent for any publication or media use
- publishing only limited children/young people's details alongside their photos in newspapers etc
- taking photographs openly and away from changing areas

- the suitability of clothing e.g. swimsuits
- any club/group photos being taken only during the activity or on the premises
- all those taking photos signing the registration form
- the above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras

'Whistleblowing' And Handling Allegations Within The Organisation

It is the duty of everyone in the organisation to pass on any concerns or allegations of child abuse without delay:

- There should be a lead child protection person to whom all concerns are referred. That person would then refer to Children's Social Care Services.
- It is important to share *any* child protection concerns with Children's Social Care Services and to make a joint and open decision as to how to proceed.
- In the rare situations that the concerns are about the child protection person, it is important to refer to the deputy person. This may not be appropriate, in which case any member may personally refer direct to Children's Social Care Services.
- In an emergency, dialling 999 may be the only sensible course of action.
- Both Children's Social Care Services and the police will advise, assist and support you in any future actions you would need to take e.g. informing parents
- Ensure that all everyone understands that:

Any whistleblower disclosing information in good faith will be protected if s/he has a reasonable suspicion of child abuse.

Verify your procedures by following the risk assessment

The attached risk assessment covers all of key points from the Child Protection Toolkit and is an important checklist.

The same questions form the basis of the SAFE Award submission.

Risk Assessment

	Yes/No	Details
Is there a Lead Person for Safeguarding?	Yes	PH
Is there a Deputy Person for Child Safeguarding ?	Yes	NM
Do all staff attend Child Safeguarding training every three years?	Yes	SAFE training
Does everyone have a copy of the child safeguarding policy?	Yes	Training and Induction
Are all staff (paid and unpaid) inducted, supported and supervised with regards to appropriate communication and behaviour?	Yes	Induction process
Are application forms used for recruiting all staff (paid and unpaid)?	Yes	Electronically
Does your advertising for all staff carry a clear statement about commitment to safeguarding children and that all posts require a DBS check at enhanced level?	Yes	
Are DBS checks or disclosures undertaken for all staff (paid and unpaid)?	Yes	
Are declarations of fitness required and requested for all staff (paid and unpaid)?	Yes	On Application Form
Are references checked for all staff (paid and unpaid)?	Yes	3 requested and min 2 required
Are all staff interviewed (paid and unpaid)?	Yes	Face to face
Is evidence retained of all applications and interviews?	Yes	Electronically
Is there an induction process with all adults?	Yes	
Is there a supervision process?	Yes	
Has everyone signed and agreed their Induction Information?	Yes	Filed electronically
Is there a health and safety policy?	Yes	
Has a copy of 'Whistleblowing information' been circulated to all staff (paid and unpaid)?	Yes	
Has a copy of 'Confidentiality Statement' been	Yes	

circulated to all staff (paid and unpaid)?		
Is there an agreed statement about appropriate touch?	Yes	Training and Ops manual plus induction
Is there a first aid box and trained first aider?	Yes	
Are all first aid certificates current?	Yes	
Have the Codes of Conduct been circulated to all staff (paid and unpaid) and signed copies returned?	Yes	
Are there ways in which to communicate such codes to younger members?	Yes	
Is there an agreed approach for communicating with parents and carers?	Yes	
Do parents/carers complete the parental consent forms?	Yes	
Are there agreed appropriate adult/child ratios for all activities?	Yes	
Does anyone take photographs or videos of activities?	Yes	Marketing Material with permission.
Are there photographic and filming equipment registration forms to complete?	No	Only Marketing department has permission to take photos / film.
Are guidelines for photography and film made clear?	No	As above
Is there business insurance cover on vehicles?	Yes	
Are there appropriate seat belt arrangements?	Yes	
Is there Public Liability Insurance, including professional indemnity and safeguarding, where relevant, to cover all aspects of work?	Yes	
Are children or vulnerable adults transported?	Yes	
Do workers use their own cars?	Yes	
Is any such transport monitored?	Yes	
Are arrangements in place to avoid lone working whenever possible?	Yes	
Is lone working monitored when it cannot be avoided?	Yes	
Are computers used?	Yes	

Do you have an e-safety policy? Are arrangements in place to control the use of computers and prevent inappropriate websites being accessed?	Yes	
Are there organised one-off activities?	Yes	
Are risk assessments carried out for child and vulnerable adults?	Yes	
Are there visiting artists, demonstrators etc?	Yes	
Are checks made as to their suitability of any additional visitors such as artists and demonstrators?	Yes	
Are parents/carers alerted as to their responsibilities when visiting?	Yes	
Are risk assessments for child protection carried out for all premises e.g. isolated areas?	Yes	
Are there any other details you wish to submit as part of the risk assessment?	No	

How to react

Keep calm.

Reassure the child or young person

Consider who else can hear

Listen very carefully

Do not ask leading questions – the less you say, the better

Inform the Lead for Safeguarding

RECORD all you can remember as soon as possible

It is important that you are as prepared as you could be for a child, young person or adult to disclose abuse to you. Make sure you have worked through the following questions in your own mind.

How might you feel if abuse was disclosed to you?

How would you respond?

What if they ask you to keep it to yourself?

What can you say to the child?

What process would you follow immediately after any abuse disclosure?

Remember:- Do not delay, do not investigate, seek advice from the Safeguarding lead or deputies, make careful recording of anything you observe or are told.

Once the various types of abuse are understood, staff can then be aware of the signs of abuse:

Commonest Physical Signs of abuse

- Finger tip bruising, thumb marks under clavicles (shoulder blades)
- Multiple and unexplained bruising, especially: Face and head; genitalia; limbs
- Linear bruising (belt or strap)
- Scalds and burns (dunking, splashing)
- Adult bite marks
- Cigarette burns of different ages
- Mouth injuries, torn lips, gums fraenum
- Ear Injuries
- Head injuries, blows or shaking in young babies
- Babies with non moving limbs, fractures
- Abdominal internal injuries
- Torn, stained or bloody underclothes
- Pain or itching of genital areas
- Difficulties walking or sitting
- Distended stomach, emaciated
- Obviously some children may have been injured innocently through play or genuine accidents. So, in line with the signs of physical abuse, there are indicators for suspicion for non accidental injury:
- Children taken late for examination or treatment
- Injuries of multiple or mixed type
- Inappropriate or inconsistent history to the injury; to the age of the child; complicate history; variable history
- Inappropriate parental reaction
- Child's appearance and interaction with parents cause concern to others
- What the child says
- What others say

Sexual Abuse – Possible Behaviour Signs

- Mood changes, tantrums, aggression
- Insecurity
- Sleep and eating disorders

- Poor self-esteem, anxiety, depression, despair
- Withdrawal, secretiveness
- Poor peer relationships
- Lies, stealing, arson
- Running away
- Suicide attempts, self poisoning, self mutilation
- Unexplained money, gifts
- Premature understanding of sex, inappropriate sex play
- Seductive, promiscuity
- Abuse of solvents, drugs, alcohol.

Signs of Neglect

- Inappropriate clothing
- Poor Hygiene
- Chaotic attendance
- Hungry, stealing food, losing weight
- Difficult relationships
- Growth or development delay
- Unexplained and/or frequent illness
- Low self-esteem / attention seeking

Symptoms of Emotional Abuse

- Lack of parent/child bonding – parent pushes the child away, child then gives up
- Punishment of self-esteem – endless criticism and negative all the time
- Lack of special/quality time – parents lack of time creates the child's inability to play
- Punishment of inter-personal skills – lack of friends
- Discipline and control are big issues

It is often stated that prevention is better than cure – the same is the case with child protection. With the generally limited time that KK staff would meet and talk to parents, spotting possible predictive factors in child abuse would be almost impossible, but again, an understanding of these factors will help develop the approach towards child protection.

Possible Predictive Factors in Child Abuse

- Vulnerable Parents
- Unhappy childhood
- Early parenthood
- Psychological problems
- Bereaved Parents
- Drug and alcohol misuse
- Ill health
- Poor relationships
- Diffuse social problems
- Social isolation

Vulnerable children

- Born too soon
- Born sick
- Born different
- Born unwanted

Other issues include:

- Children living away from home or gone missing

- Peer abuse including bullying
- Race and racism
- Violent extremism
- Sexual exploitation
- Female genital mutilation
- Forced marriage
- Concealed pregnancy
- Child trafficking
- eSafety

There are many identifying factors to be aware of and remain vigilant to. However, as has been the case with several children that have stayed with us, a child may volunteer information to a member of staff.

How this information is handled will directly influence the future of that child. As dramatic as that may sound, it may be the only situation that the child feels comfortable to talk, away from the environment where the abuse potentially occurs, and if the disclosure is ignored, laughed off, or handled too aggressively, the opportunity for the child to resolve the abuse may be missed.

Do not investigate

Many people want to sort out any problems or be very sure before referring to an agency. This is not the way to ensure children are safeguarded. Passing on information to the right agency to investigate is likely, in the long run, to cause less harm. Taking time to investigate also delays the referral and may cause the abuse to continue.

Do not ask questions

As soon as there is a concern or disclosure, the less said to the child and / or others, the better. Listen to the child attentively, stay calm and let the child know you are taking what they say seriously.

Let the child have their say but do not try to continue the story by asking leading questions. It is better to be clear with the child that they will need to speak with someone else who will be able to help them. Remember to record the child's words as accurately as possible as soon as you can. Date, sign & time the recording.

The reason for not asking too many questions is that the reliance the court will place on the information obtained from the people involved, particularly from the child, will be reduced if it is known that someone has discussed the issues with the child outside of the normal investigation process.

Do not give a guarantee that you will keep the conversation confidential or secret

If a child makes no complaint but his behaviour or other circumstances lead to a suspicion that abuse has occurred, the staff member should contact the Lead for Safeguarding.

Do not delay - Do not investigate - Seek advice from the Safeguarding lead or deputies. Make careful recording of anything you observe or are told.

Xplore Specific Guidelines

So far this document has identified the indicators to be aware of in child behaviour and the appropriate course of action to take if there is a concern.

Xplore as a work environment is quite complex with regard to the intricacies of child protection. There are many aspects of the work that could, and would leave a member of staff vulnerable to accusation from children or fellow staff / adults.

In their dealings with children, staff must observe the following guidelines. These are for the benefit of the children and staff. The children must be protected from being put in an intimidating environment where they may accuse (rightly or wrongly) a member of staff. Therefore staff must be protected from being in a situation where they could be accused.

It cannot be stressed strongly enough that any member of staff seen to break or neglect these guidelines must be looked upon with suspicion. In terms of Child Protection it cannot be assumed that anyone is beyond scrutiny.

It must be reported immediately to the Lead for Safeguarding of any such incident.

- Children must not be taken into private areas of the site, particularly not into staff accommodation areas. There are no exceptions.
- Where a child requires medical treatment, there must be 2 (two) adults present at all times. The appropriate paperwork must be countersigned where necessary.
- Where duty is taking place in accommodation areas, staff must work in pairs. No member of staff should be alone in a bedroom with child(ren).
- Where a member of staff (in a pair) enters a room, the door must remain open.
- No photos are permitted to be taken of ANY child or young person on a Xplore holiday or at one of the Xplore centres by centre staff without first seeking permission from parents or guardians. Failure to comply will be seen as breach of this Child Safeguarding Policy.
- Physical contact is only permitted where absolutely necessary. Any unnecessary or lingering contact will be deemed as breach of the guidelines and must be reported.
- Any attempt at physical contact outside of public areas / activities is considered gross misconduct.
- Social occasions involving children at Xplore should always be in a 'public' area, Private discussions with a child should be conducted in an "official" location (an office, the surgery, a classroom; not in a dormitory or staff living room).
- Xplore does not sanction any form of corporal punishment; the use of violence, including violent or unwarrantable threatening language, against children is to be scrupulously avoided,
- It is one of the primary aims of Xplore to ensure that undue violence or pressure (bullying) does not occur amongst any children staying at Xplore. Staff should be vigilant to ensure that no child is being unduly distressed by the aggression of others,
- All members of staff in Xplore, whether "on duty" or not, should be alert to child's needs and receptive to any approach from a child with a complaint or problem.

These guidelines are designed to minimise the chance of child abuse, or the suspicion of it, arising in Xplore. Nonetheless, because many of our participants come from, backgrounds of which we know little, we must accept the possibility that children might be suffering from abuse.

If the alleged abuse occurred outside Xplore and the child is a resident, he / she is likely to be safe following a normal Xplore routine. If the alleged abuse occurred at Xplore the child must be kept from further contact with anyone upon whom suspicion falls. In this event he / she should immediately be placed in the care of the Xplore appointed Lead for Safeguarding

Never make the assumption that abuse is impossible within the company, or think that an accusation against someone you know and trust is bound to be wrong. The statistics from the quiz show how many people are affected by abuse, so the odds are, there is the need to watch everyone carefully.

Children and young people often tell other young people, rather than staff or adults, about abuse. Therefore ensure that communication is open with all children, not only those where abuse may be suspected.

On obtaining initial information the CPO will decide to do one or more of the following:

- Immediate referral to the Social Services and/or the Police.
- Take steps to secure safety of any child or children at risk.
- Further initial information gathering, without contaminating existing information.
- Contact parents (on advice from Social Services).
- Make a subsequent referral to Social Services or Police.
- Take appropriate disciplinary action, within the normal Xplore disciplinary policy.
- Contact Ofsted (concerning any children under 8).
- Provide a written report of the referral within 24 hours.

After a referral is made all investigations become the business of Social Services or the Police. However, Xplore will continue to be responsible for:

- Securing the safety and well being of children
- Providing any required medical services via duty first aider or the doctor
- Co-operation with Social Services or the Police in making their enquiries, or in making a Child Protection Action Plan.

Xplore Directors retain the sole right to decide on suspensions or expulsions regardless of any action taken by an outside investigating agency. Where serious allegations are made against a member of staff the following procedure will be followed:

- The member of staff will be suspended
- Any necessary steps to protect children or staff will be taken
- He or she may be required to leave the premises until such time as the investigation is complete.

At the conclusion of an investigation by an outside agency the Company will seek a written summary of the findings of that agency.

Standard 13 of the Ofsted 'Out Of School Care' National standards for under 8s day care and childminding policy identifies the need for Child Protection.