

SAFEGUARDING PROCEDURES

SCOPE

The following procedures are designed to promote the safety and welfare of children, young people and vulnerable adults in relation to their contact with FFL.

- A. Definition of abuse and signs to look for
- B. Assessment of children and young people
- C. Assessment of activities
- D. Photography
- E. Medication & Feeding
- F. Bullying
- G. E-safety

Local authorities have overarching responsibility for safeguarding and promoting the welfare of all children, young people and vulnerable adults in their area. They have a number of statutory functions under the 1989 and 2004 Children Acts and the Care Act 2014. The Directors of Children's and Adults' services and Lead Members for Children's and Adults' services in local authorities are the key points of professional and political accountability.

ROLES AND RESPONSIBILITIES WITHIN CHESHIRE EAST COUNCIL

The Safeguarding Unit is an integrated service covering adults and children's safeguarding.

Local Safeguarding Children Board (LSCB) Cheshire East LSCB is responsible for co-ordinating the safeguarding and child protection work of every agency, in any sector, that works with children and young people within our Local Authority boundaries.

http://www.cheshireeast.gov.uk/children_and_families/lscb

Cheshire East Consultation Service (ChECS) is the front door of children's services within Cheshire East. The service is staffed by qualified and experienced social workers and practitioner support officers, who will be able to give advice to all professionals working with children and families.

All contact will be by telephone in the first instance. Where the concern is clearly safeguarding, the case will be given priority. **Tel: 0300 123 5012**

Local Area Designated Officer (LADO) is involved in the management and oversight of individual cases where an allegation is made against an adult who works with children and young people within their LSCB area.

The LADO provides advice and guidance to employers and voluntary organisations. The LADO will liaise with the police and other involved agencies, monitoring the progress of cases to ensure that they are dealt with as quickly as possible, through a fair and consistent process. **Tel: 01270 685904 / 01606 288931** **E-mail: LADO@cheshireeast.gcsx.gov.uk**

Local Safeguarding Adult Board (LSAB) is a multi-agency partnership which provides strategic leadership for the development of safeguarding policy and practice, consistent with national policy and best practice. Membership includes representatives from adult social care; health; housing; probation; police; fire; the third sector; service user representation

The vision is to ensure that vulnerable adults living in Cheshire East feel safe and free from abuse and neglect. The service is based on the principles of prevention, protection, choice, self determination, independence and recovery, and its mission is to ensure that adult safeguarding becomes everyone's business.

Adult Services Social Care If you have any concerns about the welfare or safety of an adult call 0300 123 5010 (8.30am – 5pm). At all other times contact Social Care out of hours team on 0300 123 5022

INFORMATION SHARING

Front-line practitioners who provide services to children, young people, vulnerable adults and families often have to make decisions on sharing information with other practitioners about those they are involved with. This calls for professional judgement on a case-by-case basis.

Cheshire East has a Multi-agency Information Sharing Protocol (March 2012), which has been signed off by partner agencies at the Safeguarding Children Board, Safeguarding Adults Board, and the Children's Trust. Details can be found on the LSCB website.

Information sharing is vital to safeguarding and promoting the welfare of children, young people and vulnerable adults. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it, to understand its significance and then take appropriate action.

Friends for Leisure has a duty under section 11 of the Children Act 2004 to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions. Further details can be found in **DFE-00128-2015 (Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers, March 2015)**.

Please also see CP 1.0 Confidentiality & Data Protection policy

ROLES AND RESPONSIBILITIES WITHIN FRIENDS FOR LEISURE

Safeguarding Coordinator (SoCCo) – Gillian Jones

Designated Trustee – Mel Stockdale

WHISTLE-BLOWING

Members of staff (including volunteers) should voice their concerns, suspicions or uneasiness as soon as they feel that they can. The earlier a concern is expressed, the easier and sooner action can be taken

- Try to pinpoint exactly what practice is concerning you and why
- Inform the manager
- If your concern is about the manager, speak to the chair of trustees. (Amdt. 06/12)
- Make sure you get a satisfactory response - don't let matters rest
- Ideally, you should put your concerns in writing, outlining the background and history, giving names, dates and places wherever you can

REFERENCE DOCUMENTS

WORKING TOGETHER TO SAFEGUARD CHILDREN, JULY 2018 - The Government's guide to inter-agency working to safeguard and promote the welfare of children is available to all staff & volunteers. VCFS involvement is covered in Chapter 3 of this guidance.

“WE HAVE THE RIGHT TO BE SAFE” Protecting disabled children from abuse – NSPCC, October 2014.

PLEASE ALSO SEE CHILD PROTECTION & PROTECTION OF VULNERABLE ADULTS PROCEDURE – S1.4

A. DEFINITIONS OF ABUSE AND SIGNS TO LOOK FOR

Children/young people and vulnerable adults deserve to be safe and secure. The best way of helping to achieve this is to know what to look for and be sensitive to the signs when they occur.

Disabled children/young people are at significantly greater risk of physical, sexual and emotional abuse and neglect than non-disabled children. The majority of disabled children/young people are abused by someone who is known to them.

Disabled children and young people are particularly vulnerable because:

- They may be dependant and reliant on others for everyday support and basic personal functions
- They may not recognise that they are being abused
- They may be unable to tell someone that they are being abused
- They may be less likely to be believed

Recognising the symptoms of abuse can be difficult, but it is important to remember that victims of abuse can be any age and from any social background.

1. Physical abuse – this may involve:

- Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child.
- Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately induces illness in a child.
- Injuries in babies and non-mobile children

The following signs may be due to ill-treatment:

- Unexplained cuts, fractures or bruises, including black eyes
- Burns and swellings
- Repeated minor injuries
- Children or young people appearing cold, undernourished or unkempt
- A change in facial expression
- A change in general attitude/behaviour/mood or personality
- Use of inappropriate language
- Unexplained absences from activities, or
- Lethargy, tiredness or aggressive tendencies.

2. Emotional abuse – this may involve:

- Conveying to them that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person.
- Not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- Developmentally inappropriate expectations being imposed; interactions that are beyond the child's developmental capability
- Overprotection and limitation of exploration and learning
- Preventing the child participating in normal social interaction.
- Seeing / hearing the ill-treatment of another.
- Serious bullying causing them frequently to feel frightened or in danger
- Exploitation or corruption of them

There often aren't any obvious physical symptoms of emotional abuse and sometimes it can take a long time for symptoms to show.

3. Sexual abuse – this may involve:
- Forcing or enticing a child/young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child/young person is aware of what is happening.
 - Physical contact: including assault by penetration e.g. rape or oral sex; or non-penetrative acts e.g. masturbation, kissing, rubbing & touching outside of clothing
 - Non-contact activities: e.g. involving children/young people in looking at/ in the production of sexual images/ activities, encouraging children to behave in sexually inappropriate ways, grooming a child/young person in preparation for abuse.

Children/young people who are being sexually abused may:

- Stay away from/avoid certain people
- Show sexual behaviour/use sexual language that is inappropriate for their age
- Have physical symptoms

4. Child sexual exploitation (CSE) is a form of sexual abuse and can have a serious impact on every aspect of the lives of children/young people involved.

Child sexual exploitation doesn't always involve actual physical contact and can also happen online and by mobile phone.

“Sexting” - is when a young person takes an indecent image of them self and sends this to their friends or boy/girlfriends via mobile phones. When people talk about sexting, they usually mean sending and receiving:

- naked pictures or 'nudes'
- 'underwear shots'
- sexual or 'dirty pics'
- rude text messages or videos

Sending a sexual text, image or video can be dangerous if shared with the wrong person. Once a message has been sent, the sender is not in control of what happens to it.

Child sexual exploitation can be hard to detect. Due to the nature of the grooming methods used by their abusers, it is very common for children and young people who are sexually exploited to trust their abuser and not to recognise that they are being abused.

They may depend on their abuser or be too scared to tell anyone what's happening. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status.

The following tell-tale signs could indicate that a child/young person is being sexually exploited:

- Unexplained relationships with older people
- Unexplained money, gifts or new possessions
- Asking for money, but not giving a reason
- Unknown vehicles dropping the young person off or picking them up
- Change in appearance, or borrowing clothes from others
- Displaying inappropriate sexualised behaviour
- Wearing inappropriate clothing

5. Domestic Abuse (Relationship Abuse) is where one person hurts, controls or bullies another person who they are in a relationship with. Sometimes it carries on even when the relationship is over. It can happen when people live together or in different houses.

There are different forms of relationship abuse:

- “Honour” – based violence

- Peer on peer abuse
- Child to parent violence
- Stalking
- Child sexual exploitation
- Forced marriage

Domestic abuse affects significant numbers of children/young people and their families, causing immediate harm as well as damaging future life chances.

Some of the signs below could indicate that a child/young person is experiencing relationship abuse. IMPORTANT - These signs could also be due to other causes, but it is useful to be aware of some common responses:

- Regular late/early arrival at an activity (to avoid the abuser)
- Being withdrawn, passive, compliant
- Becoming noticeably clingy or eager to please
- Frequent texts and calls from boyfriend / girlfriend
- Inappropriate sexual behaviour/ language / attitudes
- Pregnancy
- Use of drugs / alcohol (where there was no prior use)
- Self-harm
- Eating disorders or reports of problems sleeping
- Symptoms of post-traumatic stress
- Not focussed/poor concentration

Cheshire East Domestic Abuse Hub (CEDAH) is a single point of contact, information, consultation, referral, triage and case allocation for families affected by domestic abuse and those who support them - formally or informally.

Telephone: 0300 123 5101 24/7

E-mail: cedap@cheshireeast.gov.uk

6. Neglect – this may involve a parent/carer failing to:
- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
 - Provide appropriate help with personal and/or intimate care
 - Encourage a child to make independent choices/decisions
 - Protect a child from physical and emotional harm or danger
 - Ensure adequate supervision (including the use of inadequate care-givers)
 - Ensure access to appropriate medical care or treatment.

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

Some indicators of neglect include:

- malnutrition, begging, stealing or hoarding food
- poor hygiene, matted hair, dirty skin or body odour.
- unattended physical or medical problems.
- comments from a child that no one is home to provide care.
- being constantly tired.
- frequent lateness or absence from school.

7. Extremism - includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others

- increased levels of anger
- increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

8. **Child criminal exploitation** - where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity –

- (a) in exchange for something the victim needs or wants, and/or
- (b) for the financial or other advantage of the perpetrator or facilitator and/or
- (c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology. Disabled children and young people are particularly vulnerable to this type of abuse. Indicators can include:

- starting to use new or unknown slang words
- holding unexplained money or possessions
- having a new nickname
- unexplained physical injuries, and/or refusal to seek / receive medical treatment for injuries
- graffiti style 'tags' on possessions, school books, walls
- constantly talking about another young person who seems to have a lot of influence over them
- starting to adopt certain codes of group behaviour e.g. ways of talking and hand signs

An important feature of gang involvement is that, the more heavily a child is involved with a gang, the less likely they are to talk about it.

There are links between gang-involvement, criminal exploitation and young people going missing from home or care. Some of the factors which can draw gang-involved young people away from home or care into going missing are linked to their involvement in carrying out drugs along county lines.

Code of Behaviour

Disabled children and young people have the same right to be protected from harm as non-disabled children and young people but they also have additional needs and some different experiences.

All staff and volunteers must ensure that they adopt a personal code of conduct. The following is a list of key principles:

- Respect all individuals, whatever their age, developmental stage, ability, sex, sexual orientation or ethnicity;
- Provide an example of good conduct you would wish others to follow;
- Place the safety and well-being of children/young people first. It must be placed before any personal or organisational goals and before loyalty to friends and colleagues;
- Form appropriate relationships with children/young people. These should be based on mutual trust and respect;
- Be aware of the relative powerlessness of children (especially disabled children) compared to adults;
- Respect a child/young person's right to personal privacy and encourage children/young people and adults to feel comfortable and confident enough to point out attitudes or behaviour they do not like;
- Remember that someone else might misinterpret your actions – no matter how well-intentioned;
- Be aware that any physical contact with a child/young person may be misinterpreted;
- Recognise that special caution is required when you are discussing sensitive issues with children/young people;

- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.

You should also look out for family signs which may lead to children or young people being harmed:

- A history of domestic violence, or excessive drinking
- The attitude of parents if they are unfeeling or mechanical in their approach
- Noticeable changes in parental engagement with the charity
- Social or financial difficulties which may lead to family breakdown, or
- Failure to seek medical help for an obvious injury.

Remember: The most important thing is to make sure the child/young person is safe and free from danger.

B. ASSESSMENT OF CHILDREN/YOUNG PEOPLE

All children/young people must have an individual assessment before they take part in any activities. This will normally be carried out by the Project Worker at the home address with the parent/carer present.

This information will form the basis of a risk assessment to determine the level of support needed and the appropriate activities for the young person.

Re-assessment should be offered every 2 years (or earlier if there is a relevant change of circumstances).

The Child/Young Person Profile Form can be found at Y 4.2.

The Common Assessment Framework

The Common Assessment Framework (CAF) is a standardised approach to conducting assessments of children's additional needs and deciding how these should be met. The CAF also aims to improve integrated working by promoting coordinated service provisions.

All relevant FFL staff will be trained in the CAF process and will be supported at all stages by the manager, who will be the designated lead professional.

Cheshire East Council's CAF Team can be contacted via ChECS (Tel: 0300 123 5012)

C. ASSESSMENT OF ACTIVITIES

See Policy No. H 4.0.

D. PHOTOGRAPHY

Friends for Leisure recognises the positive contribution that photography can make to the organisation, highlighting group and individual achievement and promoting services. We also appreciate that parents, families and the young people themselves often derive great pleasure from seeing their loved ones in print or on a website.

However, all members of the community need to be aware that placing any identifying information in the public domain has risks as well. Parents/carers specifically will need to understand these issues in order to give properly considered consent. It is also important that parents have the opportunity to fully consider the issues before any problems arise.

Friends for Leisure recognises the risk posed directly and indirectly to children and young people through the misuse of photographic images. Increased use of technology, in particular

mobile phones make pictures instantly available for distribution and not subject to the regulation that commercial developing provides.

Photographs can be used as means of identifying children/young people when they are accompanied with personal information. Any information, however innocent, can make a child/young person vulnerable to an individual who may wish to start to “groom” that child/young person for abuse. The content of the photo can be used or adapted for inappropriate use.

In order to safeguard children and young people (including young volunteers) against inappropriate use of their photographic image, the following action must be taken:

- Photographs and images may only be taken by FFL staff or people who have been specifically approved by FFL and are adequately supervised. A dedicated memory card must be used by anyone who is approved by FFL and wishes to use their own camera. The card must be removed from the camera and given to a member of FFL staff immediately after the photographs have been taken. Once the memory card is returned to the office, FFL staff must ensure that only images with the relevant consents are retained by the charity.
- Staff should avoid the use of any personal equipment to take photos/recordings of children/young people and to use equipment provided by FFL. One potential danger is an allegation that an adult has taken an inappropriate photograph of a child/young person and with a personal device it would be more difficult for the adult to prove that this was not the case. With approved equipment there is at least a demonstration that the photography was consistent with this policy. See point above relating to a dedicated FFL memory card.
- Photographs are ‘personal data’ as far as Data Protection legislation is concerned and must be used responsibly. Care must be taken that photographs are stored appropriately. Copying the photograph onto a personal laptop or memory stick might make it difficult to retain control of how the picture is used and could lead to a breach of the Data Protection Act.
- Written and specific consent must be obtained from parents/carers before taking photographs. The consent form is shown at Appendix 1. The parent/carer has the right to refuse or withdraw their consent at any time. Partial or restricted consent can also be given where deemed necessary by the parent/carer. Images of children/young people who have left FFL must not be used, unless specific consent has been obtained to cover this extended period. (See Alumni)
- Images of children/young people for which consent has never been given are not to be used, unless the specific consent of the parent/carer is obtained. Should it not be possible to obtain such consent, then images must be deleted or destroyed. If two parents disagree over consent for their child/young person to appear in photographs or recordings, then treat it as if consent has not been given. Likewise, if the parents give their consent but the child does not, then it is safer to assume that consent has not been given.
- When using photographs of children/young people, it is preferable to use group pictures. When taking group images, you must ensure that children/young people whose parents have not given consent are not included. The taking of images of a child/young person in a one to one situation with an adult is to be avoided whenever possible; unless there is an agreed, specified reason for doing so. It must be recognised that the context of such situations is likely to be perceived as sensitive and the use of cameras may be seen as intrusive and open to misinterpretation. It should be recognised that this may leave both the adult and child/young person in a vulnerable position and is therefore not considered as accepted practice.

Where group photographs are taken, it is important that children/young people whose parents have specifically requested that photographs should not be taken are

excluded from the photograph (if this is practicable), or deleted from the image by FFL staff as soon as possible after the photograph has been taken.

- Only use images of children/young people in suitable dress to reduce the risk of inappropriate use.
- Staff should be aware that children/young people could be identified by logos or emblems on sweatshirts etc.
- Do not use images accompanied by personal information; for example, 'this is X who likes to collect stamps' – this information could be used to trace a child/young person or learn more about them.
- Activity providers or representatives of outside organisations must give written confirmation that they will not take their own images (photographs/videos).
- Parents/carers taking pictures or recordings of their own children for own personal use is lawful under the Data Protection Act 1998. However, it should be made clear at all group activities that Friends for Leisure's policy is that parents/carers cannot take their own photographs/videos of children/young people, even if they contend that they are only taking images of their own children. Where possible, staff should give parents/carers the opportunity to take individual images of their own children. Parents are not permitted to take photographs or to make a video recording for anything other than their own personal use.

NOTE 1: There may be occasions where the press are invited to activities/events to take photographs of the children/young people who take part. It should be noted that the press enjoy special rights under the Data Protection Act, which permit them to publish material for journalistic purposes. Should a parent/carer choose not to give permission for their child to be photographed in such circumstances, this right must be observed at all times.

NOTE 2: The use of digital devices, including mobile phones by children/young people should always be appropriately supervised by staff to ensure that images are taken in a safe and enabling environment. It is possible that if children/young people are left unsupervised with a camera that they could unintentionally (or intentionally) take inappropriate or even indecent/illegal images of themselves or other children/young people. This should be discouraged as it could potentially lead to criminal offences occurring and could place FFL in a very difficult situation.

E. MEDICATION & FEEDING

Volunteers or staff will not normally give medication.

Injections

No staff or volunteers shall administer injections (see Emergency Medication below).

Feeding

No staff or volunteers will undertake tube feeding.

Emergency Medication

If a child/young person requires emergency medication:-

- Call for the Emergency Services – request an ambulance and explain the situation
- Summon help
- Stay with the person at all times
- Have the medication to hand for when the Emergency Services arrive
- Contact the parents/carer as soon as possible

The law in the UK means that a lay person cannot administer any prescription medication or encourage someone to take another person's prescribed medication. The exception to this is using adrenalin via auto-injection for the purpose of saving a life in an emergency.

Where a child/young person is known to have seizures, FFL must discuss with the parents/carers prior to the young person attending an activity, the best course of action. This should be to call for an ambulance, unless directed otherwise by a parent/carer. Volunteers will not be expected to administer injections. Staff must consent to administering injections and receive appropriate training.

F. BULLYING

See also FFL Procedure P 4.2.

Bullying will not be accepted or condoned. All forms of bullying will be addressed. Bullying can include:

- physical pushing, kicking, hitting, pinching, etc.
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
- sectarian/racial taunts, graffiti, gestures
- sexual comments and/or suggestions
- unwanted physical contact.

Disabled children/young people and adults with learning difficulties, young people who are gay or lesbian, or children from ethnic minorities are known to be more vulnerable to this form of abuse and may well be targeted.

Everybody has the responsibility to work together to stop bullying – the session leader, volunteers, the parent/guardian, the child/young person and staff.

FFL is committed to the early identification of bullying and prompt, collective action to deal with it.

“**Cyber bullying**” is defined as a person tormenting, threatening, harassing, or embarrassing another person using the Internet or other technologies. The psychological and emotional outcomes of cyber bullying are similar to those of real-life bullying.

Where cyber bullying is witnessed (or suspected), it must be reported in the same way as any other abuse (see above).

G. E-safety

E-Safety is the responsible and safe use of technology, but it is not just computers and the internet. E-safety can be applied to other forms of technology, such as mobile phones.

Staff, trustees and volunteers are advised not to exchange telephone numbers with registered young people, unless under the direct supervision of a parent/carer.

It is not permitted to contact registered young people via social media sites.

See also G. 4.0 IT and Social Media policy and procedures.

Useful Contacts

- **Disclosure & Barring Service:** Disclosure helpline: 0870 90 90 811
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/customerservices@dbs.gsi.gov.uk>
- **National Council for Disabled Children:** www.ncb.org.uk
- **NSPCC Child Protection Helpline:** Tel: 0800 800 500
- **National Childline:** Tel: 0800 1111
- **Cheshire East Council:** www.cheshireeast.gov.uk
- **Local Safeguarding Children Board (LSCB):** LSCB@cheshireeast.gov.uk
Tel: 01625 374753/374965
- **Local Safeguarding Adults Board (LSAB):** Safeguarding Unit (Adults), Cheshire East Council, Dalton House, Dalton Way. Middlewich. CW10 0HU.
- **Child Exploitation and Online Protection (CEOP):** <https://ceop.police.uk/safety-centre/>
- **Cheshire East Domestic Abuse Hub (CEDAH):** Tel: 0300 123 5101 (24hours) E-mail: cedap@cheshireeast.gov.uk