



Medway Voluntary Action Safeguarding Children Policy

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Medway Voluntary Action (MVA) Safeguarding Children Policy

1. Child protection policy

- 1.1 MVA enables supports and builds a thriving voluntary and community sector in Medway. MVA supports local voluntary organisations to support, promote and develop local Voluntary Action.
- 1.2 It is recognised that MVA staff do not directly work with Children under the age of 18 but its member organisations may deliver front line services to children, young people and families within Medway.
- 1.3 MVA believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice that which protects them.
- 1.4 MVA is committed to safeguarding and promoting the welfare of children and young people and engages with children and staff in policy and practice developments. We expect all staff and volunteers to share in this commitment.
- 1.5 Judgements relating to client protection will err on the side of protecting clients from possible risks or perceptions of risk which may deter someone in need from using the service.
- 1.6 This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and session workers, agency staff, students or anyone acting on behalf of MVA
- 1.7 All staff, voluntary and paid, and trustees must adhere to the policy and guidelines. Failure to do so could have implications for MVA as a provider of services and for its reputation
- 1.8 This policy follows guidance from, and adheres to, the Kent and Medway Safeguarding Children procedures (2018) and “What to do if you’re worried a child is being abused” (2015)
- 1.9 We will review our child protection policy and procedures annually to ensure they are still relevant and effective. Or when there are any significant changes to the way services are delivered or any new legislation.
- 1.10 The aim of the policy is to ensure that the bureau has procedures to provide a speedy and effective response for dealing with concerns about a child or young person aged under 18.
- 1.11 The words “child” and “children” are used to refer to children and young people. Within this policy a child is defined as anyone who is under the age of 18.

We recognise that:

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal

protection from all types of harm or abuse. This policy applies to all children and young people.

- Working in partnership with children, young people, their parents and carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who receive MVA services, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm.

2 Child Protection Procedure

- 2.1 There will be a named person for child protection who will be responsible for dealing with any concerns about the protection of children. The designated child protection co-ordinator is **Jane Howard**.
- 2.2 All staff/volunteers will be vetted appropriately and as required by law through the Disclosure and Barring Service (Standard or enhanced DBS checks)
- 2.3 All staff/volunteers will be expected to conform to the code of conduct.
- 2.4 All staff/volunteers will, as their induction, be given this document and basic training in safe conduct, what to do if they have concerns for a child and recognising reasons for concern.
- 2.5 All staff/volunteers will be monitored and have supervision to ensure the child protection policy is followed and their practises are in keeping with this policy and it's procedures, as well as all relevant policies of this organisation.
- 2.6 All staff/volunteers will be aware of the procedure for dealing with allegations against staff, volunteers and those outside of the organisation.
- 2.7 All staff will be aware of how to record concerns in a confidential manner and know what the organisations information sharing arrangements are.
- 2.8 Children and young people, their parents and carers will be informed about the child protection policy, what they should do if they have concerns and who the designated child protection co-ordinator is. We will convey this information by placing leaflets and posters around the building.
- 2.9 This document will contain details of contacts for other agencies and resources.
- 2.10 There will be a complaints and whistle blowing procedure.

3. Abuse – Different kinds of abuse:

- Child abuse is a form of maltreatment of a child and can be in the form of neglect, physical injury, sexual abuse or emotional abuse. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.
- Abuse can take place within a family, in an institutional or community setting by those known to them, or more rarely by others. Children may be abused by an adult or adults, or another child or children. Some abuse can be face to face, via the telephone, texting, emails, internet, social networking or any other form of written/verbal contact.
- Physical abuse takes place when a child is physically hurt or injured by hitting, shaking, squeezing, burning/scalding, biting or attempting to drown or suffocate them. Physical abuse also includes giving a child alcohol, inappropriate drugs, poison or failing to prevent physical injury. It can also be caused by a parent/carer deliberately causing ill health of a child, or fabricating symptoms, in order to seek attention.
- 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).
- Professionals in all agencies need to be alert to the possibility that children can be at risk of sexual exploitation. Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

- If you have concerns about a child or young person whom you believe is at risk of sexual exploitation speak to your designated safeguarding lead and please call Kent Police on 101 quoting Operation Willow. You can also contact the National Child Sexual Exploitation Helpline on 11 60 00.
- Emotional abuse is persistent or severe emotional ill treatment or rejection that has, or is likely to have, a serious effect on the child's development. It occurs when a child's need for love, security, praise and recognition is not met. This can include withholding love, constantly shouting and threatening or demeaning the child, being persistently over protective or undermining a child's self-esteem and prevent them developing a positive self-image. It may result from children being prevented from having social contact with others. It may involve seeing or hearing the ill-treatment of another (i.e. witnessing domestic abuse). Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Neglect occurs when there is a 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. Examples of neglect include children being left alone in possibly dangerous situations or left alone at an inappropriate age or being denied access to education or proper health care or not having adequate food, clothing or shelter, or being unresponsive to a child's basic emotional needs..
- It is also important to consider bullying as emotional abuse and it may play a part in form of other recognised abuses and causes a child to feel frightened or in danger. Bullying is deliberately hurtful behaviour, usually repeated over a period of time. Bullying can be physical verbal or emotional. Although bullying normally involved child and their peers adults can also inflict it. The damage inflicted by bullying can frequently be underestimated. Bullying can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm).

4. How to recognise the signs of abuse

Each type of abuse can have possible signs and effect behaviour. This list is not exhaustive and recognising the signs and behaviour does not necessarily mean a child is being abused. They may help you identify if something is wrong, the possibility of abuse should be investigated if a child shows a number of signs or any of them to a distinct degree. Many signs are applicable to more than one type of abuse. Alternatively the child may show no outward signs of abuse.

Physical Abuse

- Unexplained recurrent injuries or burns. Finger, bite and pinch shaped bruising, scratches and bruising to face, cigarette and shaped burns, fractures in young/small children and bald patches can all be signs of abuse.
- Improbable excuses or refusal to explain injuries.
- Wearing clothes to cover injuries, even in hot weather.
- Refusal to undress for activities requiring change of clothes.
- Chronic running away.
- Fear of medical help or examination, or delayed presentation for medical assistance.
- Self-destructive tendencies. (Harmful risk taking behaviours)
- Aggression towards others.
- Fear of physical contact - shrinking back if touched or flinching at sudden movements.
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')
- Fear of going home or of suspected abuser being contacted.

Sexual abuse¹

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age and more concerned with sexual matters.
- Medical problems such as chronic itching, pain in the genitals, sexually transmitted infections (STIs).
- Other extreme reactions, such as depression, self-mutilation, and suicide attempts, running away, overdoses, anorexia.
- Personality changes such as becoming insecure or clinging.
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys.
- Being isolated, fearful or withdrawn.
- Inability to concentrate.
- Lack of trust or fear of someone they know well, such as not wanting to be alone with another member of staff or volunteer.
- Starting to wet again, day or night/nightmares, with no physical cause.
- Become worried about clothing being removed.
- Suddenly drawing sexually explicit pictures.
- Trying to be 'ultra-good', overly compliant or perfect, overreacting to criticism.
- Unexplained sources of gifts/money.
- Talks about "a friend" being abused.

Emotional Abuse

- Physical, mental and emotional development lags i.e. speech delay, poor verbal ability and lack of communication skills. Lack of concentration and learning problems.
- Sudden speech disorders.

¹ Adapted from <http://www.kidscape.org.uk/professionals/childabuse.shtml>

- Continual self-depreciation and low self-esteem ('I'm stupid, ugly, worthless, etc')
- Overreaction to mistakes.
- Self-mutilation/harming.
- Attention seeking and lack of appropriate boundaries with strangers.
- Extreme/unreasonable fear of any new situation.
- Inappropriate response to pain ('I deserve this') and inappropriate emotional responses to stressful situations.
- Neurotic/obsessive behaviour (rocking, hair twisting, self-mutilation).
- Extremes of passivity or aggression.
- Alcohol, drugs and solvent misuse.
- Eating disorders (over or under eating).

Neglect

- Constant hunger, compulsive scavenging or stealing (for food and clothes) and emaciation.
- Poor personal hygiene, poor skin/hair.
- Constant tiredness.
- Poor state of clothing or inappropriate clothing for conditions.
- Untreated medical problems.
- No social relationships and withdrawal from relationships with other children.
- Destructive tendencies or repeated accidents.
- Frequent lateness or non-attendance to activities.

Bullying

- Change in behaviour and avoidance of certain activities but not others.
- Unexplained damaged property.
- Repeatedly "lost" money.
- Unexplained bruising (also sign of physical abuse).
- Social isolation.

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law in England. MVA does not condone practices that are illegal or harmful to children. Examples of particular practices are:

- **Forced Marriages**

No faith supports the idea of forcing someone to marry without his or her consent. This should not be confused with arranged marriages between consenting adults.

- **Under-age Marriages**

In England, a young person cannot legally marry or have a sexual relationship until they are 16 years old or more

- **Female Circumcision**

This is against the law yet we know that for some in our communities it is considered a religious act and a cultural requirement. It is also illegal for someone to arrange for a child to go abroad with the intention of having her circumcised.

- **Ritualistic Abuse**

Some faiths believe that spirits and demons can possess people (including children). What should never be condoned is the use of any physical violence to get rid of the possessing spirit. This is physical abuse and people can be prosecuted even if it was their intention to help the child. (*Telling a child they are possessed and evil also amounts to emotional abuse*)

5. How to respond to signs of abuse

5.1 If you recognise signs of abuse keep a written record of any physical or behavioural signs or symptoms. If patterns emerge or signs become frequent report them to your designated child protection coordinator. Try and be specific and write down what you have actually seen so that your notes can be used as evidence in any investigation. It may be a good idea to record what you have seen on a body map (included in the appendix C) for an accurate record that cannot be misinterpreted. Body maps may also be of use for your first aid records.

5.2 If you suspect abuse you must report your suspicions to the designated child protection coordinator who will be able to deal with your concerns.

5.3 All reasonable support will be given to staff/volunteers should someone disclose to them i.e. management support in supervision giving them a chance to feedback on what they are feeling.

5.4 Medway's First Response service
Telephone: 01634 334466 24 hour emergency number 03000 419191

5.5 Medway now have a new referral and contact form for members of the public and professional where you can report any safeguarding concerns about a child or young person. Once the form has been submitted, it will be reviewed and assessed and action will be taken.

To report a child safeguarding concern on line please follow this link https://www.medway.gov.uk/info/200170/children_and_families/600/worried_about_a_child/1

6. How to respond to allegations of abuse against a member of staff

6.1 If the concerns are about the appointed Child Protection Officer report your concerns to the Deputy Appointed Person. You can speak to a LADO for advice by calling 01634 331065 If they are unavailable report your concerns directly to the local authority First Response service via the online referral form <http://www.msrb.org.uk/practitionersandvolunteers/lado-1.aspx>

for the attention of the LADO² or the Police (101 in non emergencies), who will advise on the action to be taken including advice on contacting parents. Alternatively contact the NSPCC for advice (0808 800 5000).

6.2 It is crucial that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the young person, arising from abuse, poor practice or harassment by a member of staff or volunteers, should be reported immediately.

6.3 Suspension will not be an automatic response to allegations. The seriousness and plausibility of the allegation will be considered following consultation with the LADO*, along with the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and the organisation.

6.4 All incidents should be investigated internally after any external investigation has finished, reviewing organisation practice and putting in place any additional measures to prevent a similar thing happening again.

7. How to respond to allegations of abuse against someone not working in the group

7.1 Report the concerns to the appointed Child Protection coordinator immediately who will report the concerns directly to the local authority First Response Service or Police who will advise on the action to be taken, including advice on contacting parents.

7.2 If you cannot contact the appointed Child Protection Officer or their deputy report your concerns immediately to the local authority (01634 334466) or Police who will advise you appropriately. Should you wish to seek expert advice to help you decide on the best course of action you can contact the NSPCC Helpline on 0808 800 5000 or Child line on 0800 1111.

8. How to respond to a child telling you about abuse

If a child tells you about abuse:³

- Stay calm and be reassuring, respond with tact and sensitivity. Don't make judgements.
- Find a quieter place to talk and allow the child to speak in their own time, this should still be in the open but away from the crowd and you should tell somewhere else where you are going and who with.
- Believe in what you are being told; take allegations or suspicion of abuse seriously.

²The local authority designated officer who manages allegations against staff

³ <http://www.kidscape.org.uk/professionals/childabuse.shtml>

How to respond to an abuse disclosure is taken partly from the kidscape website.

- Listen, possibly confirm details but do not press for information or ask leading questions as this may void any disclosure you receive in a court case or investigation.⁴
- Make brief notes using the person's own words. Do not interpret what has been said or make assumptions.
- Say that you are glad that the child told you. Do not promise confidentiality and discuss who you need to tell. Do not investigate the allegation yourself and do not contact the parents/carers in the first instance until advised to do so by the local authority/officer in charge of the allegation.
- Say that you will do your best to protect and support the child.
- If necessary, seek medical help and contact the police or social services. Ensure the safety of the child and that they are away from the alleged abuser.
- Acknowledge that the child may have angry, sad or even guilty feelings about what happened, but stress that the abuse was not the child's fault. Acknowledge that you will probably need help dealing with your own feelings and your employer/organisation should provide additional support this could include a follow up session, time off or counselling.
- Follow procedures for reporting allegations and suspicions to the designated child protection coordinator.

9. How information will be recorded

9.1 Referrals to the designated child protection person should be clearly documented. Any notes made during a disclosure should also be passed onto the designated person. These records will be kept in a locked drawer/cabinet, dated and signed. The documents will be made available to the police or social care and the designated person for child protection will follow the guidance for information sharing. Those expressing their concerns must not consult others in the first instance.

9.2 Your report of concern should contain, as far as possible, the following:

Items to be included in a Record of Concern
<ul style="list-style-type: none"> • Name of child • Child's address • Name of parent/carer(s) (if available) • Phone numbers for parent/carer(s) and child (If available) • What is said to have happened or what was seen? • When and where did it occur? • Who else, if anyone, was involved and how?

⁴ Additional information on listening and questioning skills can be found

- What was said by those involved?
- Were there any obvious signs e.g., bruising, bleeding changed behaviour?
- Was the child able to say what happened, if so, how did they describe it and record using their words?
- Who has been told about it and when?
- Do the parents know?
- Signature of person filing the record and their name
- Date of record
- A completed body map (where appropriate) See appendix C

10. Confidentiality policy

The legal principle that the “welfare of the child is paramount” means that taking action to safeguard the child is most important. Privacy and confidentiality should be respected, but if doing this leaves a child at risk of harm, the child’s safety has to come first. If you are worried about a child’s safety it should be reported to those that need to know, respecting the child’s/families/staff’s right to privacy. It is fine to say that a concern has been raised and it is being dealt with following the group’s procedures.

11. Designated child protection person

11.1 The designated person (and their deputy) needs to complete child protection awareness training and have a good understanding of “What to do if you are worried a child is being abused”. They will have an enhanced DBS check.

11.2 The role of the designated child protection person is to:

- Know about the signs and symptoms of abuse and know how abusers behave.
- Ensure the organisations child protection policy and procedures are followed and updated.
- Ensure information is shared appropriately⁵.
- Receive and record information from anyone who has concerns and store information in a locked drawer/cupboard.
- Assess the information promptly and carefully, clarifying or obtaining more information when they need to.
- Consult initially with a statutory child protection agency; such as the local children’s social care teams or the NSPCC’s child protection helpline (0808 800 5000), to talk about any doubts or uncertainty.
- Make a formal referral to a statutory child protection agency or police.

11.3 The designated person must have relevant contact number and addresses of statutory agencies in their area.

11.4 If you have concerns that a child in Medway may be suffering from harm please contact:

First Response Service Broadside, Leviathan Way, Chatham, ME4 4LL

Tel: 01634 334466

Or: when out of hours 03000 419191

Alternatively call:

NSPCC 0808 800 5000

⁵ See page 55 “What to do if you are worried a child is being abused”

If you have concerns that a child in Kent may be suffering from harm please contact:

Kent police (Child abuse investigation unit)

01622 690690 / 101

(These calls are answered by the Kent Police Force Communications Centre in Maidstone. You will be diverted to the person best able to respond to your call)

Kent Children's Social Services

03000 41 11 11

12. Code of conduct for everyone⁶

12.1 This code applies to all staff and volunteers.

You must:

- treat all children equally and with respect.
- provide an example of good conduct you wish others to follow.
- ensure that, whenever possible, there is more than one adult present during activities with children (or where the staff member or volunteer is under 18) or at least that you are within sight or hearing of others. If you are asked to talk in private ensure someone else knows where you are and leave a door ajar or stay in clear view, always make a note of the conversation, tell the child or young person they are free to leave or stop talking at anytime.
- respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring 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 physical contact with a child may be misinterpreted
- recognise that special caution is required when you are discussing sensitive issues with children.
- operate within the organisation's principles and guidance and any specific procedures.
- challenge unacceptable behaviour and report all allegations/suspicions of abuse.

You must not:

- engage in sexual activity with a young person (even if they are over 18) you have met through your duties within the organisation, this would be an abuse of trust.
- invite a child to your home or arrange to see them outside set activity hours.
- Give out personal contact details or contact them unnecessarily outside of activity hours.

⁶ Taken and adapted from the *Final report of the independent review on Child Protection in the Catholic Church in England and Wales*, September 2001 and *Firstcheck*, NSPCC, 2006.

- give child gifts personally, any appropriate gifts such as token birthday gifts should come from the organisation. You should not accept gifts from children unless they are small token gifts appropriate to a celebration. All gifts must be reported to your activity leader.
- Lend or borrow any money or property.
- allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children.
- jump to conclusions about others without checking facts.
- either exaggerate or trivialise child abuse issues.
- show favouritism to any individual.
- rely on your good name or that of the organisation or to protect you.
- believe “it could never happen to me”.
- take a chance when common sense, policy or practice suggests another more prudent approach.
- allow abusive peer activities e.g. initiation ceremonies, bullying or horse play.

12.2 You should give guidance and support to inexperienced helpers. Staff relationships are based on mutual respect and it is everyone’s responsibility to ensure a positive working environment.

13. Staff/volunteer selection and training

13.1 Staff and volunteers will be selected based on their suitability to the role. All staff/volunteers are required to complete the recruitment process before activity commences.

13.2 Job descriptions and personal specifications will be made for each new role/position and agreed with staff/volunteers.

13.3 Staff/volunteer’s ability to deal with disclosures should be assessed. Special consideration should be given when recruiting under 18s.

- All staff/volunteers will be required to:
- complete an application form.
- provide proof of identity and qualifications.
- provide two references who may be contacted before interview.
- attend an interview, with at least two interviewers.
- explain gaps in employment.
- complete a self-disclosure form.
- obtain a full disclosure through checks from the Disclosure and barring Service (when they will be in contact with children or vulnerable adults both directly and indirectly).
- complete an agreed probationary period.
- Undertake induction and training.

13.4 Advice will be sought when recruiting someone with a criminal record.

- 13.5 Any applicant refusing to go through a DBS check will not be employed as a paid member of staff or as a volunteer if their role includes regulated or controlled activities that require registration. Current definitions of controlled and regulated activity can be found on the DBS website.

14. The criminal records bureau process and vetting and barring system

- 14.1 All staff and volunteers will go through DBS checks as necessary should legislation require it.
- 14.2 All staff/volunteers who have regular, unsupervised access to children or vulnerable adults will have the Enhanced check as will the designated person for child protection.
- 14.3 Staff/volunteers who have regular contact with children and young people through mixed groups (activities that both adults and children participate in together), and who have positions of responsibility and trust where contact with children is possible will in most cases have the Standard check.⁷

15. Complaints procedure

- 15.1 Complaints are any clear expression of dissatisfaction with the group, its personnel, or its services that calls for a response**
- 15.2 The procedure deals with specific concerns including: a risk to the health or safety of any individual or improper conduct or unethical behaviour or inappropriate behaviour in relation to children.**
- **Anyone may make a complaint including children, parents/carers, volunteers, paid workers, or other people outside the group.**
 - **Complaints are treated seriously whether it is made in person, by telephone, by letter, by fax, or by e-mail**
 - **Complaints will be dealt with promptly, politely, and with respect - give timescales to resolve.**
 - The group learns from complaints and uses them to improve its services.
- 15.3 Complaints will be taken in person, in writing or by telephone by a member of the management team/senior workers. Formal complaints should be written down in as much detail as possible, including names of people the complaint has already been taken to.
- 15.4 Complaints can be made anonymously although a name and contact details would help for further investigation.

⁷ You can find more information on DBS at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

15.5 Initial complaints will be dealt with by **Jane Howard CEO, MVA**, within 7 working days of receipt.

15.6 If you feel that your complaint has not been dealt with to a satisfactory level please contact **Jane Howard CEO, MVA**.

15.7 Whistle blowing is supported when reporting concerns of actual or possible unethical, illegal or unprofessional conduct by anyone within the organisation. Complaints should be reported through normal line management unless they are unable to deal with the matter, in which case it should be taken to the management team.

16. Resources/contacts

If you have concerns that a child in Medway may be suffering from harm please contact:

The First Response Service, Broadside, Leviathan Way, Chatham ME4 4LL

Tel: 01634 334466

Or: when out of hours 03000 419191

Alternatively call:

NSPCC 0808 800 5000

If you have concerns that a child in Kent may be suffering from harm please contact:

Kent police (Child abuse investigation unit)

01622 690690 / 101

(These calls are answered by the Kent Police Force Communications Centre in Maidstone. You will be diverted to the person best able to respond to your call)

Kent Children's social services

03000 41 11 11

"What to Do If You're Worried a Child Is Being Abused" (DH) 2015.

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Kent and Medway Safeguarding Children Procedures 2018

(Available at www.mscb.org.uk)

Working together to safeguard children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Appendix A

Special circumstances

a) Trips away from home

Children need to be kept safe when taking trips away from home. It is therefore important that rigorous child protection policies and procedures are in place, in addition to health and safety procedures, adequate insurance, etc. In putting together a trip away from home, some procedures to follow include:

General

- Ensure children know how to behave, e.g. through a behaviour policy.
- Getting written consent from parents and, if necessary, holding a meeting for parents to give them a briefing on the outing.
- Asking parents about any special needs or requirements for their children.

Using activity centres and other external providers

- Use reputable organisations that have in place any licences or accreditation required (some adventure activities require specific licences).
- If possible, visiting the centre beforehand and complete a risk assessment. You can ask the centres for their own risk assessment and follow it up with your own.
- Get agreement on the activities to be undertaken if using an adventure activity provider.
- Ensure external providers have proper safety procedures in place (e.g. insurance, maintenance of equipment/ transport, health and safety policies, recruitment of staff to work with children, Child Protection policies etc.).
- Ensure the accommodation is suitable.

Staff/volunteers

- Have a person trained in first aid and suitable equipment.
- When staying in self-catering accommodation a member of staff will need a food hygiene qualification (e.g. Level 2 NVQ in Food and Hygiene)
- Have adequate staff ratios. These will depend on the age of the young people and the activity being planned, but DfES guidance on a typical school trip to a museum or historical site are:
 - 1 adult to 6 pupils for under-eights (more adults if under-fives).
 - 1 adult to 10-15 pupils for eight to eleven-year olds.
 - 1 adult to 15-20 pupils for over-elevens.
- Ensure all those attending are aware of their roles and responsibilities.
- Ensure staff/volunteers are competent to lead children in activities.
- **Even greater care should be taken over trips abroad.**

Two publications in particular provide more detailed information on planning trips away are:

- *Safe Sport Away*, produced jointly by the Amateur Swimming Association and the NSPCC.
- *Health and Safety of Pupils on Educational Visits*, published by the Department for Education and Skills, available free or to download from www.dfes.gov.uk.⁸

b) Working with children with disabilities

For a number of reasons, children with disabilities are more vulnerable to abuse than others. For example children with disabilities may be more dependent on others for intimate care and may be less able to tell people about any abuse they experience. For these reasons, it is essential that rigorous safe recruitment procedures are in place, especially with regard to recruitment checks on volunteers and paid workers, whistle blowing policies, and having clear guidelines setting out acceptable behaviour by those working with children with disabilities.

c) Groups of parents and children

In some cases, the volunteers may consist solely of parents or carers looking after their own children. It is recommended that the group still have a policy to cover the activity, as the group and its trustees are still accountable. However, the policy and procedures might be adapted, e.g. to focus more on a code of conduct for parents and children whilst using the service and how parents might deal with the reporting of an allegation of abuse by a child. In this circumstance the duty of care for the child remains with the parent whilst the organisation hold the duty of care for the environment and overall moral duty of care.

d) Working with older teenagers, e.g. 16+

Given that child protection legislation covers all children and young people up to the age of 18, groups working with older children are still required to have a child protection policy and procedures. The policy is likely to cover the same ground as a standard policy, but the section on acceptable behaviour might reflect the age of the young people.

e) Use of the Internet

The following procedures are recommended for community groups:

- Place the computer where everyone can use it and where everyone can see it, rather than out of sight in another room.
- Supervise use of the Internet.
- Suggest sites that could be visited by children and young people, e.g. those connected with children's TV programmes.
- Talk to children and young people about what sorts of sites they can and cannot visit.
- Ensure children are aware that chat sites are open to misuse and they should be as cautious of strangers they meet on the Internet, as they would be when meeting strangers in real life.

⁸ Further information and advice can be found at www.hse.gov.uk and www.lotc.org.uk

- Ensure that children and young people do not give out personal details over the Internet, e.g. surname, address, phone number or e-mail address.
- Ensure children never arrange a face-to-face meeting with anyone they come into contact with on the Internet.
- Encourage children to report anything they come across which they feel is abusive or offensive.
- Limit the amount of time children spend online.
- Explore the use of filters, which block access to certain sites (although remember that these are unlikely to be fool proof and cannot replace proper supervision).
- In addition, groups should not publish recognisable photographs of children on their own websites.

f) Social networking

Over the past years the use of social networking sites such as Instagram, Snapchat, Twitter, and Facebook has become increasingly popular. Such sites are used to share information, photographs and news with friends across the world.

Whilst the use of such sites (known as social networking) has very many benefits there are potential problems concerning privacy and appropriate usage. These may include breaches of confidentiality, unsuitable language or images, and in some cases breaches of the law.

Examples of such problematic usage of publicly accessible social networking could be:

- Staff/volunteers referring to children by name on their profiles.
- Staff/volunteers referring to private organisation matters
- Staff/volunteers using derogatory or offensive language about fellow colleagues or children.
- Staff/volunteers posting images of themselves in inappropriate dress or situations, especially when it can be accessed by children and young people.
- Staff/volunteers participating in illegal activities such as the sharing of indecent images of children.
- Photos published can identify the staff/volunteers home.

Your policy should cover such things as;

- The use of online contact with young people as part of professional duties i.e. using personal email to contact a group about an upcoming activity. Will you require appropriate online contact to be recorded?
- That Staff and volunteers have appropriate security on their profiles to stop anyone viewing them that they are not friends with.
- Friend requests from children and young people, or their families, should be declined by explaining it is against the organisations policy to do so.
- Staff/volunteers should not create web pages, groups or contact lists concerning professional activities carried out on behalf of the organisation without expressed permission.

There must be absolutely no private online contact between professionals and any young people with whom they have a work-related relationship.

g) Use of photos

This policy would apply to all forms of publications; print, film, video, DVD, on websites and in the professional media.

Consent forms signed by parents and guardians can be used as blanket permission for the taking and publication of images when you are working with the same group of children and young people continuously or over a long period of time. Or for one off events, or when the conditions of on which permission was granted have changed, new permission forms may need to be signed.

Consent/information forms could include;

- How long the permission will be considered valid.
- How images may be used.
- For how long will you be able to use the photos etc.
- That you will not publish names or any personal details.
- Only images of children suitably dressed will be used.
- Specific detail of how a photo may be used i.e. in a newsletter.
- Give the option for a parent/carer to give permission to photos being taken but not filming.
- Issues with parents/visitors taking pictures.
- That every effort will be made to prevent the capturing of any image of a child who should not be identified.

If a general event is taking place, such as a fete, you could warn visitors by sign or on any invitation. General consent is then implied by attendance.

Alternatively you could have a no photo policy.

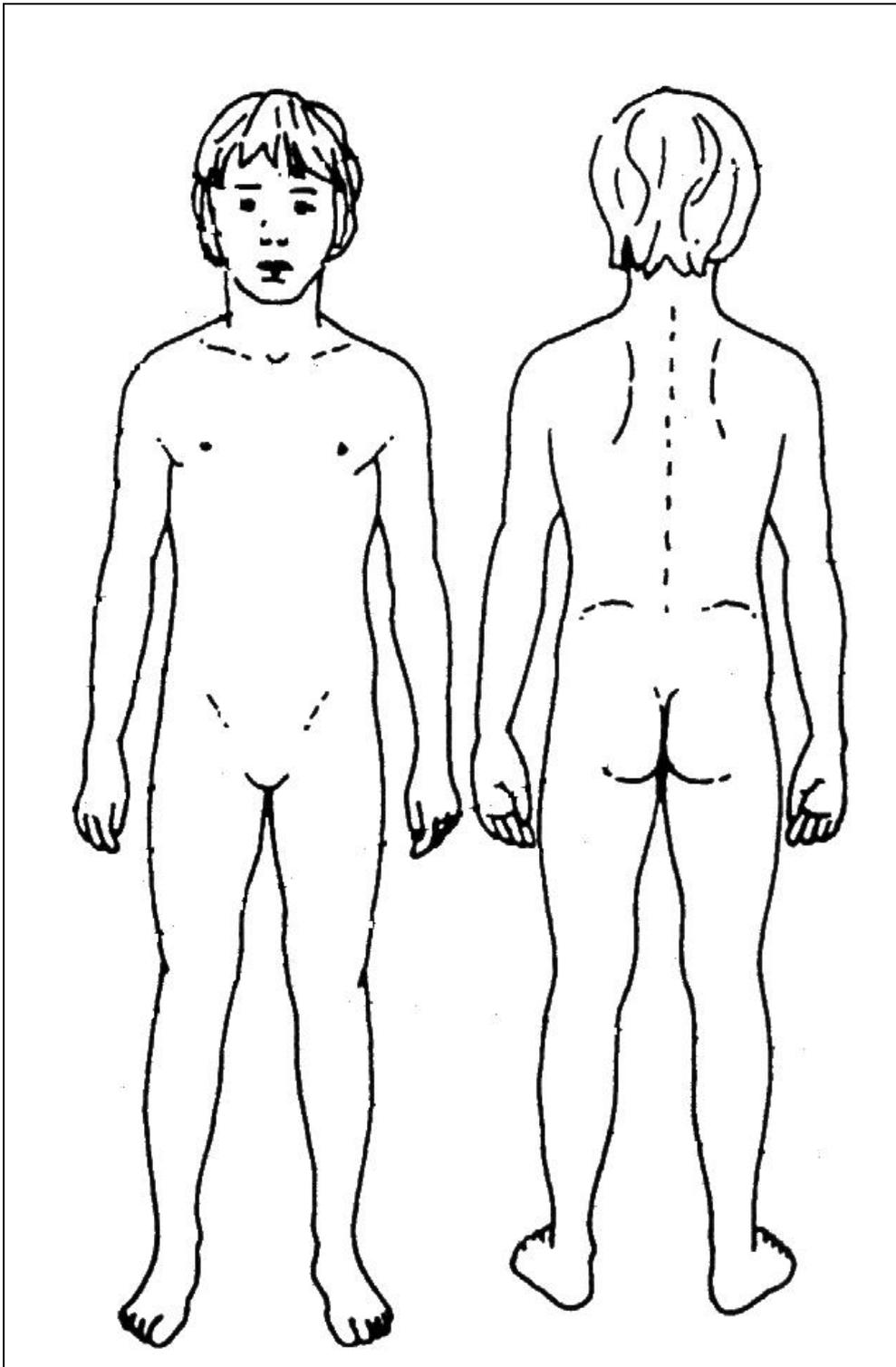
Appendix B

IMPLEMENTATION CHECKLIST

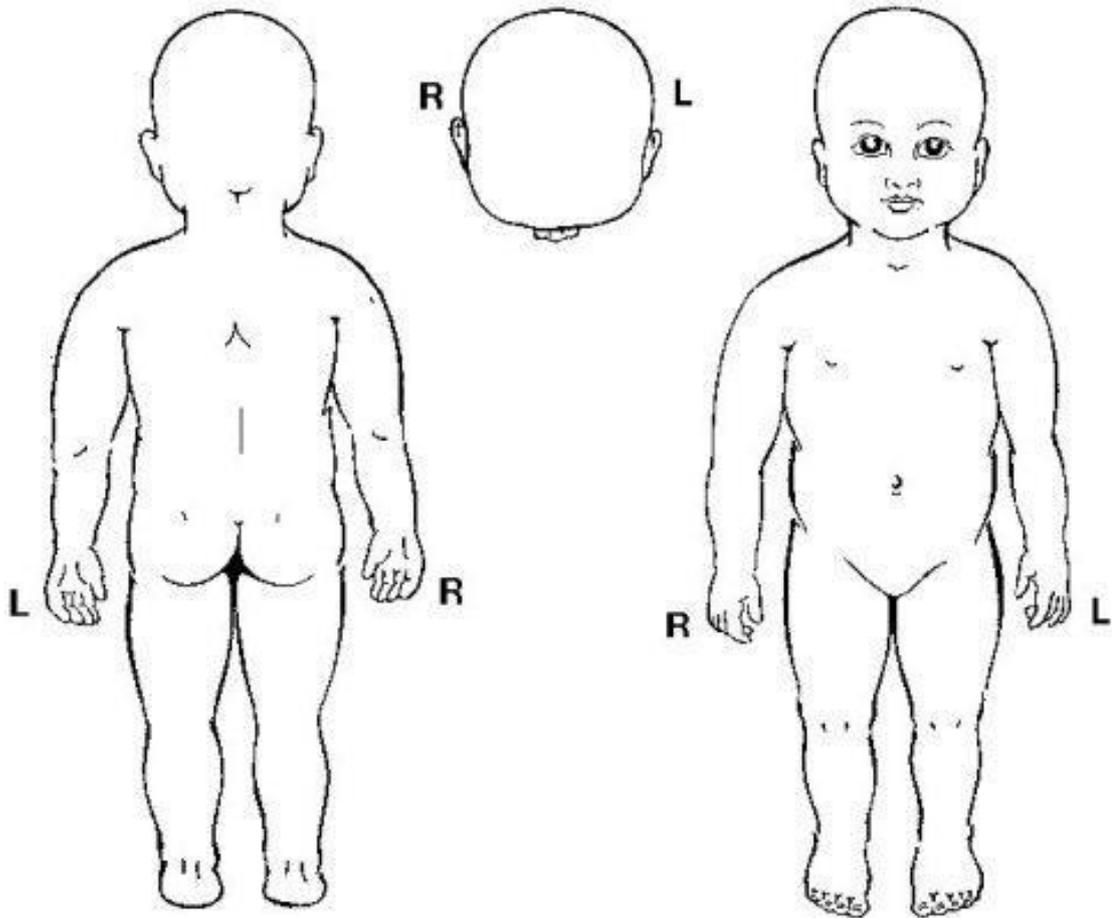
- Identify a designated child protection officer (CPO) and deputy.
- Add Child protection coordinator (CPC) name and contact details to procedure
- Ensure CPC attends training on child protection and updates that training regularly
- Ensure all staff and volunteers have a copy of child protection procedures which, they have signed to say they understand them
- Ensure that all staff and volunteers know what to do if they have concerns about a child
- Ensure all existing staff and volunteers who have contact with children have DBS Disclosures
- Ensure that new staff/volunteers who have contact with children have DBS Disclosures before they start work
- Ensure that the premises conforms to health and safety guidelines
- Ensure that any letting arrangements are bound by contracts that include an agreement to adhere to the host organisation's child protection procedures

Appendix C Body Map

Child body map



Baby/infant Body Map



Policy Last Updated By:
Date Policy Updated:

Jane Howard, CEO
August 2018

Next Policy Review Date:

August 2019