



YMCA
BURTON UPON TRENT
& DISTRICT

POLICY AND PROCEDURE FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Document Control

Version Number:	Policy Owner:	Prepared By:	Date adopted
	Paul Laffey	Peter O'Reilly	5.7.2022

Date of next review:	Reviewed By:	Date of review:
4.9.2023	Board of Trustees	4/9/2023

Original copy of this policy was signed and dated by
the CEO on 4th Sept 2023.

POLICY

1. Introduction

The definition for safeguarding and promoting the welfare of children in **Working Together to Safeguard Children 2018**:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

YMCA Burton aims to ensure that all children and young people are welcomed into a safe, caring environment with a happy and friendly atmosphere and takes a zero-tolerance approach to abuse and neglect.

All children and young people have the right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs, sexual identity, personality or lifestyle.

YMCA Burton is committed to:

- Ensuring that the welfare of the child or young person is paramount and that all those who work directly with or have regular access to children and young people are familiar with the contents of this policy and are offered support and on-going training
- Appropriately screening all staff and volunteers who work with children and young people
- Ensuring that full consideration is given to the appropriateness of venues and locations to carry out safe and enjoyable activities
- Working with appropriate statutory agencies where there are allegations or suspicions of abuse
- Treating all suspicions and allegations of abuse seriously
- Implementing, maintaining and regularly reviewing procedures and guidelines
- Providing a range of high quality and safe provisions for children and young people

2. Purpose of this Policy and Procedure:

- To set out the principles underpinning YMCA Burton's approach to the safeguarding of children and young people
- To assist staff and volunteers through the process of safeguarding children and young people
- To define the different types of abuse and identify associated signs, recognising that this will not include every potential area of abuse
- To set out a clear procedure for employees and volunteers who suspect possible abuse
- To set out a clear procedure for dealing with staff or volunteers who are suspected of harming a child or young person
- To provide a framework for vetting, training and supporting those who work with children and young people.

3. Principles

YMCA Burton is based on the Christian core values of caring, honesty respect and responsibility and believes that everyone is entitled to live free from abuse. We also recognise that children and young people are at particular risk of abuse and exploitation.

We have an important shared responsibility to increase awareness around issues of abuse and to have clear procedures for employees to follow should they have any suspicion that abuse is occurring or has occurred. The Children Act 1989 placed a duty on all Local Authorities and other agencies to cooperate in the best interests of children (i.e. Individuals under the age of 18) including sharing information as appropriate. When sharing information, it should be necessary and proportionate, relevant, accurate and always shared with confidentiality in mind.

All staff and volunteers have a duty to protect children and young people and report suspicions or disclosures of abuse.

Service users should be made aware, prior to the commencement of any service, that staff or volunteers have a duty to report any concerns, allegations or suspicions of abuse and will not be able to 'keep secrets' of this nature. All confidentiality clauses must clearly state that confidentiality cannot be maintained where there is an allegation of abuse although clearly any investigations, reporting etc will be done only to appropriate bodies or persons.

Our Policies and Practices Are Guided by The Six Principles:

i Empowerment

This principle is all about informed consent and **empowering vulnerable people to make their own choices**. For example, a vulnerable person should be able to give permission for medical treatment with complete knowledge of the potential outcomes.

For a vulnerable person to make these kinds of decisions, you should ensure that they are given all necessary information in an objective manner. Services should also be tailored to the specific needs of the vulnerable adult you are working with. You could, for instance, ask them what their desired outcome to a situation would be and plan your response around their wishes.

As with all Safeguarding Principles, it's important to act in the best interests of the vulnerable person. The Empowerment principle ensures that their thoughts, feelings and opinions are taken into consideration. Unless they do not have the capacity to make decisions, as defined in the Mental Capacity Act 2005, they should always have control over their own choices.

ii Prevention

Where there are signs that abuse, harm or neglect could occur, **it is essential that action is taken to stop a person being put in danger:**

To make this possible, it is important to raise awareness of who may be more likely to become vulnerable. For example, a vulnerable adult can include those with mental or physical disabilities, those with chronic or terminal illness, and the elderly.

It is also important to be able to recognise the signs of abuse, harm and neglect. For this, thorough Safeguarding Training is crucial. Advice and information around safeguarding must also be easily accessible and communicated with others, so that any signs can be recognised and acted on as early as possible.

iii Proportionality

Ensure that **the way you deal with a safeguarding issue is proportional to the risk presented**. As a general rule, it is important to respond using the least intrusive method. However, to ensure that a safeguarding concern is dealt with in the most appropriate way, you will need to properly assess the risk presented.

Ask yourself, how likely is abuse, harm or neglect to occur? And how severe is the situation? Some situations may only need a small amount of intervention, whereas severe risks (such as where a person's life is in danger) would necessitate an urgent, more invasive response. Always act in the best interests of the vulnerable person.

iv. Protection

The Protection principle reiterates the whole purpose of safeguarding: to **support those who are vulnerable and protect them from harm**. This must be done in the best possible way for the vulnerable person.

Under this principle, organisations and individuals should understand safeguarding processes and best practice. They will need to know what to do if they have a safeguarding concern, how to stop danger from happening or escalating, and how to provide help and support to the vulnerable person who requires it.

Knowledge is power here. Accessible training, education and communication between people and organisations can all help to ensure people know how to deal with safeguarding concerns, and in turn can protect those at risk.

v. Partnership

The Partnership principle encourages **collaboration between organisations and local communities**. Organisations are advised to raise awareness around safeguarding issues. If local communities understand how abuse, harm and neglect can be spotted, prevented, and reported, then vulnerable people living in that community stand a better chance of being protected.

Organisations can also share relevant information about a vulnerable person with other organisations and the local community, as long as it is absolutely necessary to keep that person safe.

vi. Accountability

Everybody has a responsibility to keep others safe.

If you are in contact with someone who may be vulnerable, it is your duty to recognise, record, respond and report any safeguarding concerns. This includes if you are that person's carer, doctor, social worker, or even if you are a friend, relative or colleague.

To ensure accountability, it is helpful to establish clear roles and responsibilities around safeguarding within the workplace. That way, everyone understands exactly what they need to do when it comes to keeping people in their circle safe.

4 Definitions

Definition of a child

A child is defined as anyone who has not reached their 18th birthday, including unborn children.

Child protection guidance highlights that under 18's who are:

- Aged 16 or over;
- Living independently
- In further education
- A member of the armed forces
- In hospital
- Or in custody in the secure estate; Are still legally children and should be given the same protections and entitlements as any other child. (HMP Government 2015)

The Children Act 2004 defines Safeguarding as protecting children from maltreatment; preventing impairment to their health or development; taking action to enable all children to have the best life chances and ensuring children grow up in circumstances consistent with the provision of safe and effective care.

Child Protection is part of safeguarding and promoting welfare and is the activity undertaken to protect specific children who are suffering or likely to suffer significant harm.

Working Together to Safeguard Children 2018 defines the main categories of child abuse, which are also used for the purposes of drawing up child protection plans for children at risk of harm.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, in an institutional or in a community setting; by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children. Abuse can be physical, sexual, emotional or due to neglect.

See Appendix 1 for more information and for potential indicators of abuse.

See Appendix 6 for other legislation guiding our policies and practices.

5. Staffing

5a. Selection and Vetting of Workers

All staff, volunteers and trustees will be required to complete a criminal record declaration and two references will be taken up and verified. For those working directly with children, at least one of the references should be from the most recent setting where the applicant worked with children.

An Enhanced Disclosure and Barring Service (DBS) Disclosure with a Check of the Barred List for Children and Young People or a check via the DBS Update Service will be undertaken for all staff and volunteers who have unsupervised access to children and young people. We are a charity that works with children, young people and adults at risk, therefore all trustees will be subject to an Enhanced Disclosure and Barring Service (DBS) Disclosure, with a Check of the Barred Lists or a check via the DBS Update Service.

It is a criminal offence to allow someone to work with children and young people if they are barred from doing so.

As appropriate, DBS disclosures / checks of the DBS Update Service will be repeated during

employment. For those working directly with children and young people this will be on at least a three-yearly basis. Refusal to comply could be grounds for dismissal for gross misconduct. All staff and volunteers will declare any issues immediately that arise that may compromise their ongoing suitability to continue working with children, young people and adults at risk. This will be communicated to Senior Managers and Designated Safeguarding Trustee and Chair of Trustees.

5b. Induction and Training

All staff and volunteers should receive basic training in safeguarding children and identifying and responding to evidence or suspicions of abuse. This training is included in the induction process for staff and volunteers as appropriate to their role. Staff and volunteers will have clinical supervision provided when appropriate to their role. There is a clear approach to implementing the Prevent duty <https://www.gov.uk/government/publications/prevent-duty-guidance> and keeping children and learners safe from the dangers of radicalisation and extremism.

5c. Professional Boundaries

Staff and volunteers must remember that this policy covers young people up to the age of 18. Members of staff and volunteers must:

- Maintain professionalism in their conversations and conduct at all times
- Maintain appropriate dress and personal appearance when working with children and young people
- Not undertake other work e.g. babysitting services, childminding etc for children young people who are receiving services from us or attending our provisions.
- Not disclose their home address or personal phone numbers, share information about their personal lives, arrange to meet children, young people or their parents socially or allow access to their personal social networking sites, on line messaging systems etc
- Never start a personal relationship with a young person or child receiving our services or accessing our schemes.
- In posts working directly with children and young people any potential relationship with a young person who has previously accessed our provisions should be discussed with the line manager and formally declared.
- In the interests of transparency, pre-existing relationships must be declared to the line manager and on a declaration of interest form.

Barring and Criminal Offences

Employees who, whilst employed with us, become barred from working with children and or vulnerable adults must inform their manager and HR immediately so that appropriate action (which may include redeployment or dismissal) can be taken. Failure to inform will result in dismissal.

If an employee is facing criminal charges or is convicted of a criminal offence they must inform their manager and HR immediately (and complete a new annual declaration form) so that appropriate action (which may include redeployment or dismissal) can be taken. Failure to inform will result in dismissal.

6. Responsibilities

It is the responsibility of the Board of Trustees to ensure that there is a robust policy and procedure for safeguarding children and young people and to monitor safeguarding issues at each Board meeting.

- The senior designated officers and the Safeguarding Senior Staff member are

responsible for reviewing the policy at least every two years for formal approval by the Board of Trustees

- Managers and designated officers are responsible for ensuring that staff and volunteers are aware of and comply with the Safeguarding Children and Young People Policy and Procedure and that they receive training appropriate to their role
- It is the responsibility of all employees and volunteers to be familiar with the Safeguarding Children and Young People Policy and Procedure, to reread it annually and to be aware of the Whistleblowing Policy and procedure
- It is the responsibility of all employees and volunteers to ensure the wellbeing of the children and young people with whom they work
- It is the responsibility of all employees and volunteers who receive an allegation or disclosure of abuse from any source, or who suspect abuse to report their concerns to their line manager and or a designated officer. In the situation where an allegation or suspicion of abuse involves or implicates the line manager or designated officer they should inform a different designated officer
- Designated officers receiving allegations are responsible for referring the concerns to the appropriate bodies as appropriate, informing the senior designated officer and maintaining confidential records
- In the case of allegations relating to our volunteers or staff it is the responsibility of the senior designated officer to liaise with the Local Authority Designated Officer (LADO) before progressing the issue
- It is the responsibility of the senior designated officer, to make any required referrals to the Disclosure and Barring Service (DBS)

7. Roles and Contact Details:

For YMCA Burton the **Senior Designated Officer** for dealing with Safeguarding Adults at Risk issues is:

Peter O'Reilly – Mediation Officer

Peter.Oreilly@burtonymca.org Tel: 07735 299336 or 01283 547211

In the absence of the senior designated officer please contact:

Paul Laffey – CEO

Paul.Laffey@burtonymca.org Tel: 07753 701367 or 01283 538802

In the first instance however issues, alerts, concerns or questions regarding safeguarding adults at risk can be referred to any one of the following designated officers:

Debra Crooks – Deputy Housing Manager

Debra.Crooks@burtonymca.org Tel: 07526 132551 or 01283 547211

Louise Di-Rito – Senior Complex Needs Worker

Louise.Di-Rito@burtonymca.org Tel: 01283 741229

Amie Blockley – Safeguarding Trustee

Amie.Blockley@burtonymca.org

If required, referrals to external agencies will be made by one of these named designated officers. Such referrals should be made as soon as possible once a concern has been received and certainly no more than 24 hours later. **The Senior Designated Officer must be informed of all referrals made.**

Please see section 8b below regarding concerns regarding any of our employees or volunteers

as such concerns **must** be dealt with by the senior designated officer, in liaison with the Local Authority Designated Officer (LADO).

8. External Agencies Contacts

Please see section 7 for the contact details of YMCA Burton's **Senior Designated Officer Peter O'Reilly** and all the designated officers.

In an emergency and or in the unlikely event that none of the designated officers are available then, depending where the child lives, a referral can be made to or advice sought from:

- **Staffordshire County Council** - Staffordshire Children's Advice and Support (SCAS) on 0300 111 8007
- Out of hours - Emergency Duty Team – 0845 6042886
- **Derby City Council** 01332 641172
- **Careline** – 01332 786968
- **Police** - 999 or 101

Staffordshire County Council and Derby City Council can also be contacted for advice and guidance in relation to safeguarding. The NSPCC can also be contacted for advice or guidance on their free helpline - **0808 800 5000**.

If an allegation or concern relates to a volunteer or member of staff the senior designated officer or Operations Manager or, in their absence, one of the other designated officers will contact the relevant Local Authority Designated Officer (LADO) before taking any further action (see section 8b). If an allegation or concern has been reported but the person reporting it does not think it has been appropriately dealt with they should, in the first instance raise this with the senior designated officer but if they are still concerned they should report the matter to the relevant **LADO**.

Staffordshire County Council

LADO Manager: Staffordshire Childrens Advice and Support (SCAS) on 0300 111 8007.

Date Adopted: 05.07.2022

Date Reviewed: 04.09.2023

Appendix 1 Indicators of Abuse

Physical abuse	Physical abuse is the deliberate infliction of pain, physical harm or injury and includes withholding or misuse of medication.
----------------	--

Indicators include:

-

- Injuries not consistent with falls or offered explanations
- Unexplained loss of hair in clumps
- Cuts that are not likely to be explained by self-injury
- Finger-marks
- Flinching or evidence of pain/discomfort during normal activity

<p>Psychological abuse</p>	<p>Psychological abuse is any pattern of behaviour by another that results in harm and may include insults, humiliation, ridicule, bullying, threats, enforced isolation, interference in relationships and contact between consenting adults, coercion, lack of privacy or choice, denial of dignity.</p> <p>Indicators include:</p> <ul style="list-style-type: none"> • Signs of strain within a relationship and or tension when a particular person is present • Indicators that an individual act differently when a third person is present than at other times • Suggestions of refusal to allow a choice eg to eat or not eat more or less of particular foods, to dress according to preference • Signs of withdrawal or fear or other changes to emotional state • Signs of unexplained sleep or weight loss
<p>Sexual abuse</p>	<p>Sexual Abuse is any sexual activity involving but carried out without the informed consent of an adult at risk. Sexual abuse may include sexual intercourse, inappropriate touching, offensive or suggestive language, 'voyeuristic' behaviour and exposure to the suggestive or sexually explicit activities of others, including films, photographs, images etc.</p> <p>Indicators include:</p> <ul style="list-style-type: none"> • Unexplained bruising around or bleeding from the genital area; • Stained or bloody underclothing • Unexplained difficulties in walking • Reluctance of the person to be alone with an individual known to them • Unusual and inappropriate sexualised language
<p>Financial or material abuse</p>	<p>Financial abuse is the misappropriation of funds (savings or income) or property of an adult at risk. This may include exploitation, theft or fraudulent use of money, misuse of property or possessions and incurring financial liabilities on behalf of an adult at risk without their informed consent.</p>

	<p>Indicators include:</p> <ul style="list-style-type: none"> • Unexplained shortage of money despite a seemingly adequate disposable income • Unexplained withdrawals from savings accounts • Unexplained disappearance of financial documents for example bank statements, receipts for non-routine expenditure • Loss of personal possessions
Neglect and Acts of Omission	<p>Neglect may be deliberate or by default where the abuser is not able to provide the care and support needed or may not recognise the need for the care and support to be given. The abuser may also be neglecting themselves.</p> <p>Indicators include:</p> <ul style="list-style-type: none"> • Persistent hunger and weight loss • Poor hygiene • Dress inappropriate to weather or activities • Denial of religious or cultural needs • Physical problems and medical needs that are not attended to
Discriminatory abuse	<p>When the adult at risk is harassed or discriminated against because of their age, race, gender, sexuality, religion, disability, culture etc</p> <p>Indicators include:</p> <ul style="list-style-type: none"> • Signs of strain within a relationship and or tension when a particular person is present • Signs of withdrawal or fear or other changes to emotional state • Unexplained outbursts • Out of character discriminatory language, behaviour
Organisational abuse	<p>Where neglect and poor professional practice impact on care. It can occur when poor communication, systems, practice and norms mean the care received is below that what should be expected.</p> <p>Indicators include:</p> <ul style="list-style-type: none"> • Medication errors • Poor record keeping • Complaints from service users and their family • Loss of personal possessions and clothing • Controlling relationships between staff and service users
Self - neglect	<p>Where the adult at risk is neglecting to care for their own personal hygiene, health or surroundings</p> <p>Indicators include:</p> <ul style="list-style-type: none"> • Hoarding • Poor personal hygiene • Unexplained weight loss • Wearing the same clothes for a number of days • Physical problems and medical needs that are not attended to

Modern slavery	<p>Includes forced labour, debt bondage, sexual exploitation, criminal exploitation and domestic servitude</p> <p>Indicators include:</p> <ul style="list-style-type: none"> • Not being allowed to travel alone or make decisions • Lack of personal possessions • Reluctance to seek help • Poor levels of nourishment, dress and energy
Domestic Violence	<p>Includes controlling, coercive or threatening behaviour and or violence between people who are or have been intimate partners or family members</p> <p>Indicators include:</p> <ul style="list-style-type: none"> • 'Honour' based violence • Female genital mutilation (FGM) • Forced marriage • Signs of strain within a relationship and tension when a particular person is present • Signs of withdrawal or fear or other

Appendix 2

Guidance When Dealing with A Disclosure

General Points:

- Show acceptance belief of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Tell the young person child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule e.g. used the internet when told not to, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you, then accept that and let them know you are always ready to listen and record immediately

Helpful things you may say or show:

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

Don't

- Say "Why didn't you tell anyone before?"
- Say "I can't believe it"
- Say "Are you sure this is true?"
- Ask "Why? How? When? Who? Where?"
- Make false promises
- Probe or ask questions other than to clarify points made
- Never make statements such as "I am shocked, don't tell anyone else"
- Say you won't tell anyone else

Concluding:

- Reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (we might have to consider referring to the Police – see Extreme Circumstances 11 below)
- Contact one of the designated officers directly or via your line manager as soon as possible
- Consider your own feelings and seek appropriate pastoral support if needed whilst maintaining confidentiality

Follow Up

- Make notes as soon as possible (preferably within one hour of being told), writing down exactly what the child said and when, what you said in reply and what was happening immediately beforehand (e.g. description of activity)
- Record dates and times of these events and when you made the record. Keep all hand-written notes securely, even if these have been typed subsequently
- Report the discussion to your manager or one of the designated officers as soon as possible. If you are school based then the person responsible for safeguarding in the school must also be informed
- You must not discuss your suspicions, allegations or any disclosure with anyone other than those named in this policy

Extreme Circumstances

A child may be in immediate danger due to extreme circumstances e.g. their life is at risk, they are likely to run away, they need urgent medical attention etc.

If this is the case then call the Police and seek their advice or consult the senior designated officer or one of the other designated officers (see sections 7) as a matter of urgency.

Appendix 3

Protocol When There Are Allegations – Suspicions of Abuse

Referrals

A child, a young person, a colleague, relative or member of the public may disclose to a member of staff or volunteer, information about an incident or incidents that could be construed as abuse. They must listen to and record exactly what is said, encouraging them to speak without asking questions directly as far as possible about the incident itself, other than clarifying basic factual details. She may ask if the person is injured in case immediate medical treatment is required. Every allegation must be recorded and reported to a designated officer, whether or not the staff member/volunteer hearing the allegation believes it is well founded.

If a member of staff or volunteer suspects abuse, it is their responsibility to report their concerns to a YMCA designated officer or their line manager who will then report the issue immediately to one of the designated officers. They should give as much detail as possible about the nature of their concerns and the time, place, content and nature of any discussions with anyone else involved.

Grounds for suspecting that abuse is occurring may also be based on personal knowledge of the child or young person and observations of changes in their mood, behaviour or personal presentation, as well as evidence of injury or disclosure. These indicators should be reported to a designated officer and recorded in detail.

The designated officer will document the full details of the situation and make further enquiries if necessary to ensure that the child or young person is protected from any further harm while the appropriate authorities are informed.

Where risk of harm is suspected, the manager or designated officer will take further steps to protect that child or young person from further harm.

If there is not an immediate explanation, the suspicion that abuse has occurred must be referred to Children's Social Care at the Council.

If the designated officer decides, after investigation, that a referral is not required (for example independent witnesses to an accident) the incident must still be fully documented and the senior designated officer informed.

If staff or volunteers believe that a child or young person has injuries or requires medical attention they should be supported in gaining access to emergency treatment. The clinical staff should be informed of the nature of the suspicions about the source of the injury so that they can take steps to ensure that potential evidence is not destroyed or compromised.

Record:

All conversations and discussions must be noted as follows:

- Note the date, time, location and who is present
- Note the discussion
- Note decisions
- Note the rationale for each decision
- Note actions to be taken and for each one, by whom and by when

Concerns regarding Employees or Volunteers

If any concerns or allegations relate to an employee or volunteer, the senior designated officers must be informed immediately and they, will consult the Local Authority Designated Officer (LADO) at Staffordshire Council or Derby City Council prior to any action and before the employee or volunteer is informed. This is to ensure that Child Protection Processes and any criminal investigations are not compromised. In the absence of the Senior Designated Officers, the CEO or Safeguarding Trustee should be contacted and in either case, must be done within one working day of being advised of the concern.

If an allegation is received out of office hours that requires immediate attention then the senior designated officer or designated officer should consult the Childrens Social Care Emergency Duty Team or the local police and then inform the LADO.

An allegation against an employee or volunteer could come from a number of sources including a report from a child, a concern from a colleague or a complaint by a parent. It may also arise from the volunteer's - employee's life outside work.

When informed of a concern or allegation the senior designated officer must not investigate the matter or speak to the child, parent, volunteer, employee, witness etc. They must obtain written details of the concern or allegation, signed and dated by the person receiving or making the allegation; approve and date the written details and record any additional information. The LADO must then be contacted and the allegations discussed with them. The LADO and senior designated officer will consider how much information can be shared with the employee, whether a police investigation may be required, whether the child needs additional support, if anyone else needs to be informed and what the next steps will be.

We want to encourage staff and volunteers to feel confident about raising concerns about the actions and attitudes of colleagues and want to create an atmosphere of transparency, openness, shared good practice and professionalism. If a concern is raised but the individual does not believe it is being dealt with appropriately then the individual should speak to the senior designated officer and, if still not satisfied, could use our Whistleblowing Procedure or contact the LADO directly.

Appendix 4

Use of Cameras, Recording Equipment and Mobile Phones

Please remember that only designated staff are authorised to publish photos, images or moving images on behalf of the Association.

When taking still or moving images the following key principles should be remembered:

- Parents, carer's, children and young people have a right to decide whether images are to be taken, and how those images may be used.
- Parents, carer's, children and young people must provide written consent using the standard consent form, to take and use their image, which will be stored confidentially by the Association, for images to be taken and used. This consent must state how long the image(s) will be stored for as well as for what purpose(s).
- Carer's must be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- All images of children and young people will be securely stored and in the case of images used on web-sites, particular care will be taken to ensure that no identifying details facilitate contact with a child or young person by a potential abuser.
- If we use external photographers they will be advised of our safeguarding and other pertinent policies and will sign to acknowledge that they have read, understand and will abide by them.

If care's, parents or other spectators are intending to photograph or video at an event or activity, they must be told of our expectations and wherever possible written notices to this effect will be displayed. Any concerns regarding inappropriate or intrusive photography, filming should be reported to the event activity manager co-ordinator immediately and dealt with in the same manner as any other safeguarding concern.

Mobile Phones

We believe our staff and volunteers should be completely attentive during their hours of work to ensure all children and young people are properly looked after. For those working directly with children and young people, personal mobile phones must not be used during working hours and must be kept on silent or switched off and placed with staff belongings and may only be used on a designated break and only in a child or young person free area of the setting.

Staff should not allow young people or children to use Association owned phones without supervision. Staff must never allow young people or children in our provisions to use the staff members personal phone.

Concerns will be taken seriously, logged and investigated appropriately and thoroughly.

The Designated Safeguarding officers, in their absence, reserves the right to check the image contents of a member of staff's personal mobile phone should there be any cause for concern over its use.

Should inappropriate material be found on any device then the Senior Designated Officer will be contacted immediately and they will inform the LADO

Appendix 5

Behaviour Management (Children) Guidelines

YMCA Burton recognise the importance of positive and effective behaviour management strategies in promoting young people's welfare, learning and enjoyment.

YMCA Burton, managers and the staff team will manage behaviour according to clear, consistent and positive strategies. Parents and carer's are encouraged to contribute to these strategies, raising any concerns or suggestions. In the following guidelines "staff" includes volunteers and anyone else working with children and young people.

Positive behaviour will be reinforced with praise and encouragement.

Negative behaviour will be challenged in a calm but assertive manner. In the first instance, staff will try to re-direct children's energies by offering them alternative and positive options. Staff will be open in stating and explaining non-negotiable issues.

When dealing with negative behaviour, staff will always communicate in a clear, calm and positive manner.

Staff will make every effort to set a positive example to children by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.

Staff will avoid shouting when children or young people are present.

Staff will work as a team by discussing incidents and resolving to act collectively and consistently.

Staff will try to discuss concerns with parents and carer's at the earliest possible opportunity in an attempt to help identify the causes of negative behaviour and share strategies for dealing with it.

Staff will encourage and facilitate mediation between children to try to resolve conflicts by discussion and negotiation.

Staff will work on each child's positives: and will not compare them with each other but encourage them individually.

Staff will ensure that quieter and well-behaved children get attention too and don't allow some children to take all their time and energy.

Staff will aim to be consistent in what they say and ensure that other team members know what has been said – this avoids manipulation.

Staff will NEVER smack or hit a child and will try not to shout but will change their voice tone where necessary. Breaches of this are likely to result in disciplinary action.

Staff will consider individual motivation and needs when deciding why a child is behaving in a certain way.

Staff will take a child aside to talk to them about their behaviour, encourage them to change and encourage them on their strengths.

Staff will help children to develop a range of social skills and help them learn what constitutes acceptable behaviour.

Dealing with Negative Behaviour

When confronted with negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour.

- 'Disengaged' behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity
- 'Disruptive' behaviour describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them
- 'Unacceptable' behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, e.g. temporarily removing a child from the activity if appropriate

When an incidence of negative behaviour occurs, staff will listen to the child or children concerned and hear their reasons for their actions. Staff will then explain to the child or children what was negative about their behaviour and that such actions have consequences for both themselves and for other people.

Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to rejoin the activity.

In the event that unacceptable behaviour persists, more serious actions may have to be taken including suspension or exclusion. At all times, children will have explained to them the potential consequences of their actions.

The Use of Physical Interventions

Staff will use physical restraint interventions only as a very last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others or to prevent serious damage to property.

Before reaching this stage, staff must have used all possible non-physical actions, such as dialogue, de-escalation and diversion, to deal with the behaviour. The child or children concerned will be warned verbally that physical intervention will have to be used if they do not stop.

A dialogue will be maintained with the child or children at all times, so that the member of staff can explain what they are doing and why they are doing it. Staff will make every effort to avoid the use of physical interventions.

Only the minimum force necessary to prevent injury or damage should be applied. For example, by diverting a child or children by leading them away by a hand or by an arm around their shoulders.

Staff will use physical intervention as an act of care and control and never punishment. Physical interventions will not be used purely to force a child to do what they have been told and when there is no immediate risk to people or property.

As soon as it is safe, the physical intervention should be gradually relaxed to allow the child or children to regain self-control. The force of the physical intervention will be always appropriate to the age, size and strength of the child or children involved.

If staff are not confident about their ability to contain a particular situation or type of behaviour, they should call for the help of a colleague or manager immediately or, in extreme cases, the police.

Where a member of staff has had to intervene physically to restrain a child or young person, the manager must be notified, the incident recorded via the Incident Report form and the senior designated officer informed. In the case of Children's Services and Youth Services, the incident will be discussed with the parent or carer's at the earliest possible opportunity and the parent or carer's will sign to acknowledge the incident and that they have been informed.

If a staff member commits any act of violence, inappropriate restraint or abuse towards a child, serious disciplinary action will be implemented, according to the provisions of the Disciplinary Procedure following consultation with the LADO by the senior designated officer, Operations Manager or Chief Executive.

Appendix 6

Other Legislation Underpinning Our Policies And Procedures.

The Domestic Abuse Act 2021 defines Domestic abuse as ‘any incident or pattern of incidents of controlling, coercive or threatening behavior, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. It can encompass but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Behaviors of a person **A** towards another person **B** is domestic abuse if **A** and **B** are each aged 16 or over and are personally connected to each other, and the behavior is abusive. Any reference to victims of domestic abuse include a child who:

- a) sees or hears, or experiences the effects of, the abuse and
- b) is related to A or B

The Sexual Offences Act 2003 makes it an offence for those engaged in providing care, assistance or services to someone with a learning disability or mental disorder to engage in sexual activity with that person whether or not that person has the capacity to consent, although this does not apply if the sexual relationship pre-dates the relationship of care, which would often be the case with dementia.

Female Genital Mutilation (FGM) Act 2003 is a criminal offence. It is a form of violence against women and girls, and in the latter case it is child abuse.

Section 5B of the FGM Act 2003 introduced a legally mandatory duty to report known cases of FGM in girls under the age of 18. The legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either:

- Are informed by a girl under 18 that an act of FGM has been carried out on her: or
- Observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl’s physical or mental health or for purposes connected with labour or birth.

For the purposes of the duty, the relevant age is the girl’s age at the time of the disclosure or identification of FGM (i.e. it does not apply where a woman aged 18 or over discloses she had FGM when she was under 18).

[Tackling violence against women and girls \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

The Modern Slavery Act 2015 provides legal protection and support to victims and covers two offences i. human trafficking and ii) forced labour and servitude.

Although many people think of modern slavery and human trafficking as only affecting adults, it affects children as well. Both adults and children can be recruited, moved or transported and then exploited, forced to work or sold. Victims are often subject to multiple forms of exploitation.

- [Modern Slavery Act 2015](#)
- [Home Office: A Typology of Modern Slavery Offences in the UK – Oct 2017](#)
- [Local Safeguarding Children Boards Modern Slavery Resources – August 2018](#)

The Equality Act 2010 ensures there is consistency in what an organisation does to provide services in a fair environment and comply with the law. This includes all the people who use its services, their family and friends and other members of the public, staff, volunteers and partner agency staff.

The Equality Act references 'protected characteristics: all of which must be considered when implementing safeguarding procedures. These are

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity

An organisation's commitment to equality and diversity means that every person supported by it has their individual needs comprehensively addressed. They will be treated equally and without discrimination. This is regardless of any protected characteristics or another aspect that could result in them being discriminated against.

The **Counter-Terrorism and Security Act 2015** contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. This is also known as the Prevent duty.

Appendix 7

DEALING WITH A SAFEGUARDING CONCERN

**IF SOMEONE
IS IN
IMMEDIATE
DANGER
CALL 999**

A Person discloses that they or someone else have been or might be harmed / abused:

- Listen!
- Affirm that it is good that they have talked.
- Check that you understand their problem.

OR

You see or hear something that causes you concern that someone has been abused or may come to harm.

Can you speak with your supervisor / manger?

YES

EITHER:
Bring the person to your supervisor / manger.

OR

Report to your concern to your supervisor / manager.

Your supervisor /
manger will
contact Peter
O'Reilly.
07735 299336

Can you contact
Peter O'Reilly?
07735 299336

NO

Can you contact Paul Laffey?
07753 701367

YES

Peter O'Reilly and you or your supervisor / manager
will decide the next steps.

Paul Laffey and you or your supervisor / manager
will decide the next steps.

YES

NO

**For children call SCASS:
0300 111 8007**

**For adults call:
0345 604 2719**

Make a factual note of what you heard / saw, what actions you took and who you spoke with. Sign, date it and keep it for yourself.