



Safeguarding and Protecting Children & Young People Policy

Revised May 2024

Safeguarding Policy & Procedures

This policy applies to all staff, including senior managers and the board of the trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Vallance Community Sports Association (VCSA).

The purpose of this policy:

- To protect children and young people who receive VCSA's services. This includes the children of adults who use our services;
- To provide our staff and volunteers with the overreaching principles that guide our approach to safeguarding and child protection;

VCSA believes that a child or young person should never experience abuse of any kind. We have responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of the law and guidance that seeks to protect children, namely;

- Children Act 1989
- United Nations Convention of the Rights of the Child 1991
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Human Rights 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable groups Act 2006
- Protection of Freedoms Act 2012
- Children and families Act 2014
- Special education needs and disability (SEND) code of practice: 0 to 25 years – satisfactory guidance for organisations which work with and support children and young people who have special education needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, and carers; HM Government 2015
- Working together to safeguarding children, HM Government 2018 (updated 2023)

This policy should be read alongside our policies and procedures on:

- Recruitment Policy
- Induction and Training

- Role of the designated safeguarding lead/officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against a staff and volunteers
- Recording and information sharing
- Code of conduct for staff and volunteers
- Online Safety
- Anti-bullying
- Complaints
- Whistleblowing
- Health and Safety
- Lone working policy and procedure

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harms and abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young person, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
 - Appointing a designated Safeguarding Lead (DSL) for children and young people, a deputy and a lead board member for safeguarding
 - Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
 - Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
 - Recruiting staff and volunteers safely, ensuring all necessary checks are made
 - Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families and staff and volunteers via leaflets, posters, one-to-one discussions
 - Using our Safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, carers appropriately
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- Using our procedures to manage any allegations against staff and volunteers appropriately
 - Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise

- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance

Contact Details

Designated Safeguarding Lead (DSL)

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Deputy Safeguarding Officer (DSO)

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Mobile	07961 483199
Email	Iqbal.Hussain@vallancecsa.org.uk

Tower Hamlets Social Services – Multi-Agency Support Team (MAST) - 020 7364 5601 and ask for Duty Officer.

Tower Hamlets Social Services - Early Help Hub – 020 7364 5006

Email: MAST@towerhamlets.gov.uk

Tower Hamlets Council, 160 Whitechapel Road, London E1 1BJ

Police: Call 999 in emergencies and 101 for non-emergency *For advice and information contact:*

NSPCC Child Protection Helpline: 0808 800 5000

CEOP - www.ceop.police.uk

Review of Policy

This policy will be reviewed every year to keep it up to date with changes in legislation and changes in our activities. It is the responsibility of the Manager of VCSA to ensure a review takes place and necessary amendments made.

Adoption of Policy

We the undersigned on behalf of VCSA formally adopt this policy.

Name	Shuhel Ahmed
Position	Chairman
Signature	<i>Shuhel Ahmed</i>
Date	24 th May 2024

Name	Farhana Zaman
Position	Secretary
Signature	<i>Farhana Zaman</i>
Date	24 th May 2024

Review Date

May 2026

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1. Different Types of Abuse

Child abuse has many forms. There are four identified categories of abuse, from which the following definitions are taken:

- **Physical** abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.
- **Emotional** abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving a child, opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate. Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capabilities, as well as overprotection and limitations of exploration and learning, or preventing the child participating in normal social interaction. It may also involve:
 1. Seeing or hearing the ill-treatment of another, for example, in domestic violence situations;
 2. Serious bullying (including cyber bullying); and
 3. Causing children frequently to feel frightened or in danger; exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

- **Sexual** abuse involves forcing or enticing a child 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 activity may involve physical contact, including assault by penetration (for example, rape) or non-penetration acts. 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 a sexually inappropriate way, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

1. Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
2. Protect a child from physical and emotional harm or danger;
3. Ensure adequate supervision (including the use of adequate care-giving);
4. Ensure access to appropriate medical care or treatment.
5. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

There are also emerging types and methods of child abuse, including:

- Sexual exploitation
- Female genital mutilation (FGM)
- Trafficking of children in order to exploit them sexually, financially, via domestic servitude, or via the involvement in activity such as the production and sale of illegal drugs
- Abuse linked to beliefs such as spirit possession or witchcraft
- Radicalisation and the encouragement or coercion to become involved in terrorist activities
- Abuse via online methods e.g. from adults seeking to develop sexual relationships with children or to use sexual or abusive images of them
- Domestic violence (either witnessing violence between adults family members, or, in the case of older young people, being subjected to coercion or violence in an intimate relationship in the same way as an older person)

The information makes it clear that abuse is not always obvious, and that there are many reasons why children may not tell anyone that they are being abused. They might not even realise that what is happening to them is abusive.

Many of the signs that suggest abuse may also be caused by other issues, and often it is a case of investigating agencies needing to build up a picture of a child's life by piecing together information held by different individuals and organisations.

It is also important to point out that children and young people can experience various types of abuse at the same time. For example, all abuse involves an element of emotional abuse, and neglect often occurs in contexts where children are also being subjected to physical or sexual abuse.

In terms of specific signs and indicators, sometimes there are physical signs such as:

- Unexplained bruises, other injuries or health problems
- Unexplained gifts or additional mobile devices
- Poor appearance or hygiene
- Recurring health problems that are not treated
- Young children not meeting their developmental milestones (particularly if there is no disability)
- Being left alone
- An unsuitable home environment e.g. cold, dirty, physically unsafe
- Pregnancy, sexually transmitted infections or anal/vaginal soreness
- Any signs that a child/young person is at risk of being subjected to forced marriage or FGM

A child's behaviour can also help to indicate that they are being abused. It can be helpful to be aware of behaviour that you might normally associate with an older or younger child. Look out for signs that a child is unsettled or unhappy;

- Withdrawn
- Suddenly behaves differently
- Anxiety
- Clingy
- Depressed
- Aggressive
- Problems sleeping
- Eating disorders
- Wets the bed
- Soils clothes
- Takes risks
- Misses school
- Changes in eating habits
- Obsessive behaviour
- Nightmares
- Drugs
- Alcohol
- Self-harm
- Thoughts about suicide

2. Behaviour Code for Adults Working with Children

VCSA Behaviour Code

This behaviour code outlines the conduct expected of staff and volunteers from VCSA, and staff from other organisations who engage with children and young people through VCSA and its activities, including agency staff, interns, students on work placement and self-employed persons subcontracted to undertake specific duties.

It has been informed by the views of children and young people.

Purpose

The code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

Upholding this Code of Behaviour

All members of staff and volunteers are expected to report any breaches of this code to Kamrul Islam or Manik Miah under the whistle blowing procedure or under safeguarding procedures.

Staff and volunteers who breach this code of behaviour may be subject to VCSA's disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave VCSA.

Serious breaches may also result in referral being made to a statutory agency such as the police and the social services.

The Role of Staff and Volunteers

When working with children and young people for VCSA all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people and must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- Operate within VCSA's principles and guidance and any specific procedures
- Follow the VCSA's safeguarding policy and procedures at all times
- Listen to and respect children at all times
- Avoid favouritism
- Treat children and young people fairly and without prejudice or discrimination
- Value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible

- Ensure any contact with children and young people is appropriate and relevant to the work of the project
- Ensure language is appropriate and not offensive or discriminatory
- Follow the e-safety policy and report any breaches
- Promote safe and appropriate use of ICT and online behaviour
- Ensure equipment is used safely and for its intended purpose
- Provide examples of good conduct you wish children and young people to follow
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse
- Ensure that whenever possible, there is more than one adult present during activities with children and young people or if this isn't possible, that you are within sight or hearing of other adults
- Work in an open environment avoiding private or unobserved situations
- Be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other staff should know where you and the child are
- 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
- Recognise that special caution is required when you are discussing sensitive issues with children or young people
- Build balanced relationships based on mutual trust and empowering children to share in decision making.
- Make sport fun, enjoyable and promoting fair play.
- Ensure that if any form of manual/physical support is required, it should be provided openly. If it is difficult to maintain hand positions when the child is constantly moving, young people should always be consulted and their agreement gained.
- Involve parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure staff and volunteers work in pairs
- Ensure that if mixed teams are taken away for the day or night, they should always be accompanied by a male and female member of staff. However, we are mindful that same gender abuse can also occur
- Ensure that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Give enthusiastic and constructive feedback rather than negative criticism
- Recognise the developmental needs and capacity of young people – avoiding excessive training or competition and not pushing them against their will.
- Keep a written record of any injury that occurs, along with the details of any treatment given

You must not:

- Patronise or treat children and young people as if they are silly
- Allow allegations to go unreported
- Allow children/ young people to use ICT and the internet inappropriately
- Develop inappropriate relationships such as contact with children and young people that is not part of the work of VCSA or agreed with the manager/leader

- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of VCSA represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances
- Let children and young people have your personal contact details (mobile number or address), unless necessary to carry out the work
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
- Act in a way that can be perceived as threatening or intrusive
- Engage in rough physical or sexually provocative games, including horseplay
- Spend excessive amounts of time alone with children away from others
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised
- Take children alone in a car on journey, however short
- Photograph or video children, or publish their pictures, without the knowledge and consent of their parents
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents

3. Behaviour Code for Children and Young People

This code has been developed in order to provide children and young people with advice on the behaviour that is expected of them when they attend VCSA and use its facilities. It has been developed with their support.

The purpose of the code of conduct is to ensure children and young people are treated fairly by all adults working with them at VCSA and know what is expected of them.

Basic Principles

This code of behaviour for children and young people is intended to:

- Identify acceptable behaviour for children and young people
- Promote self-respect and self-control
- Raise children's and young people's self-esteem and self-confidence
- Encourage individual responsibility for behaviour and outline the consequences of poor behaviour
- Encourage children and young people to recognise and respect the rights of others
- Encourage cooperation at all times in all situations
- Promote the values of honesty, fairness and respect
- Anticipate and resolve any conflict that may arise
- Ensure that children and young people are aware of the point that sanctions will be put into place

Dos and Don't

Children and young people are expected to:

- Cooperate with each other
- Be friendly
- Listen to each other
- Be helpful
- Follow this code of behaviour and other rules
- Have good manners
- Join in
- Respect each other's differences
- Treat staff and volunteers with respect
- Report anything that worries them to VCSA designated safeguarding lead or deputy officer

Children and young people shouldn't:

- Pick on or make fun of each other
- Bully each other
- Stare at others
- Yell or shout at others

- Be abusive
- Use equipment to be abusive (mobile phone to send nasty messages or photos, send emails) •
Be using online sites that are for adults

Breach of this Code of Conduct

This code of conduct is only useful if it forms part of a process for guiding children and young people to receive appropriate support.

It is the responsibility of Senior/LEAD Youth Worker/Youth Work Co-ordinator/Manager to ensure that all children and young people attending VCSA are informed of this code of conduct and confirm with them that they have seen, understood and agree to follow it. Children and young people must also be made aware of the consequences if they breach the code.

Follow the Traffic Light System

- a) If the child or young person breaches the code of conduct, for minor or first time breach they should be reminded about the code of conduct and asked to comply with it.
- b) If the child or young person continues to exhibit inappropriate behaviour, they should be referred to the appropriate member of staff and given the green light warning. The action should be recorded and parents/carers informed. Supportive intervention may need to be identified at this stage.
- c) Any further persistent inappropriate behaviour will result in a more serious sanction being imposed which will be yellow light warning (e.g. restriction/suspension from project). The action should be recorded and parents/carers informed. Supportive intervention may need to be identified at this stage.
- d) If all these interventions fail in changing the behaviour of the child/young person then a redlight warning may be needed with further sanctions. VCSA will also discuss with the family about a possible referral for support from other services.

Use of Child Protection Procedures

If staff at VCSA become concerned that a child's behaviour suggests either that he/she may be at risk of significant harm or may present significant harm to others, VCSA's child protection procedures will be followed and a referral may be made to the local authority children's social care department.

In the event a child/young person becomes subject of behaviour sanctions, parents and carers will be informed and involved.

In the event of child protection procedures being necessary, discussions with the child and his/her family will take place at the earliest opportunity, except in situations where this would possibly endanger a child's safety or interfere with a police investigation.

4. Procedure for Children at Possible Risk of Abuse

This procedure applies to any paid member of staff or volunteer who may be concerned about the safety and protection of a child.

Purpose and aim of this procedure

We aim to ensure those children who attend VCSA and any other children who may come to the attention of VCSA, receive the protection and support they need if they are at risk of abuse. This procedure provides clear direction to staff and volunteers at VCSA if they have concerns that a child is in need of protection.

Ways that abuse might be brought to your attention:

- A child might make a direct disclosure about him or herself
- A child might make a direct disclosure about another child
- A child might offer information that is worrying but not a direct disclosure
- A member of staff might be concerned about a child's appearance or behaviour or about the behaviour of a parent or carer towards a child
- A parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering
- A parent might offer information about a child that is worrying but not a direct disclosure

Talking to a child who has told you that he/she or another child is being abused

- Reassure the child that telling someone about it was the right thing to do
- Tell him/her that you now have to do what you can to keep him/her (or the child who is the subject of the allegation) safe
- Let the child know what you are going to do next and who else needs to know about it
- Let the child tell his or her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying
- Ask the child what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep
- Give the child the ChildLine number: 0800 1111

Helping a child in immediate danger or in need of emergency medical attention:

- If the child is in immediate danger and is with you, remain with him/her and call the police
- If the child is elsewhere, contact the police and explain the situation to them
- If he/she needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the child

- You also need to contact your supervisor/manager or designated safeguarding Lead/deputy officer for children to let them know what is happening

A decision will need to be made about who should inform the child's family and the local authority children's social care department, and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child in your decision making as the highest priority.

Issues that will need to be taken into account are:

- The child's wishes and feelings
- The parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation)
- The impact of telling or not telling the parent
- The current assessment of the risk to the child and the source of that risk
- Any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart on the next page.

Keeping a Record of Your Concerns

Use the reporting form to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if a referral to them is needed. The form should be signed and dated by all those involved in its completion and kept confidentially on the child's file. The name of the person making notes should be written alongside each entry. **(Use Annex 2)**

Reporting Child Protection Concerns

If a child is in need of emergency medical attention or in immediate danger, follow the procedure set out in on the section on helping a child in immediate danger or in need of emergency medical attention. You should then take the steps set out in the **Annex 1** on the next page to ensure the concern is dealt with.

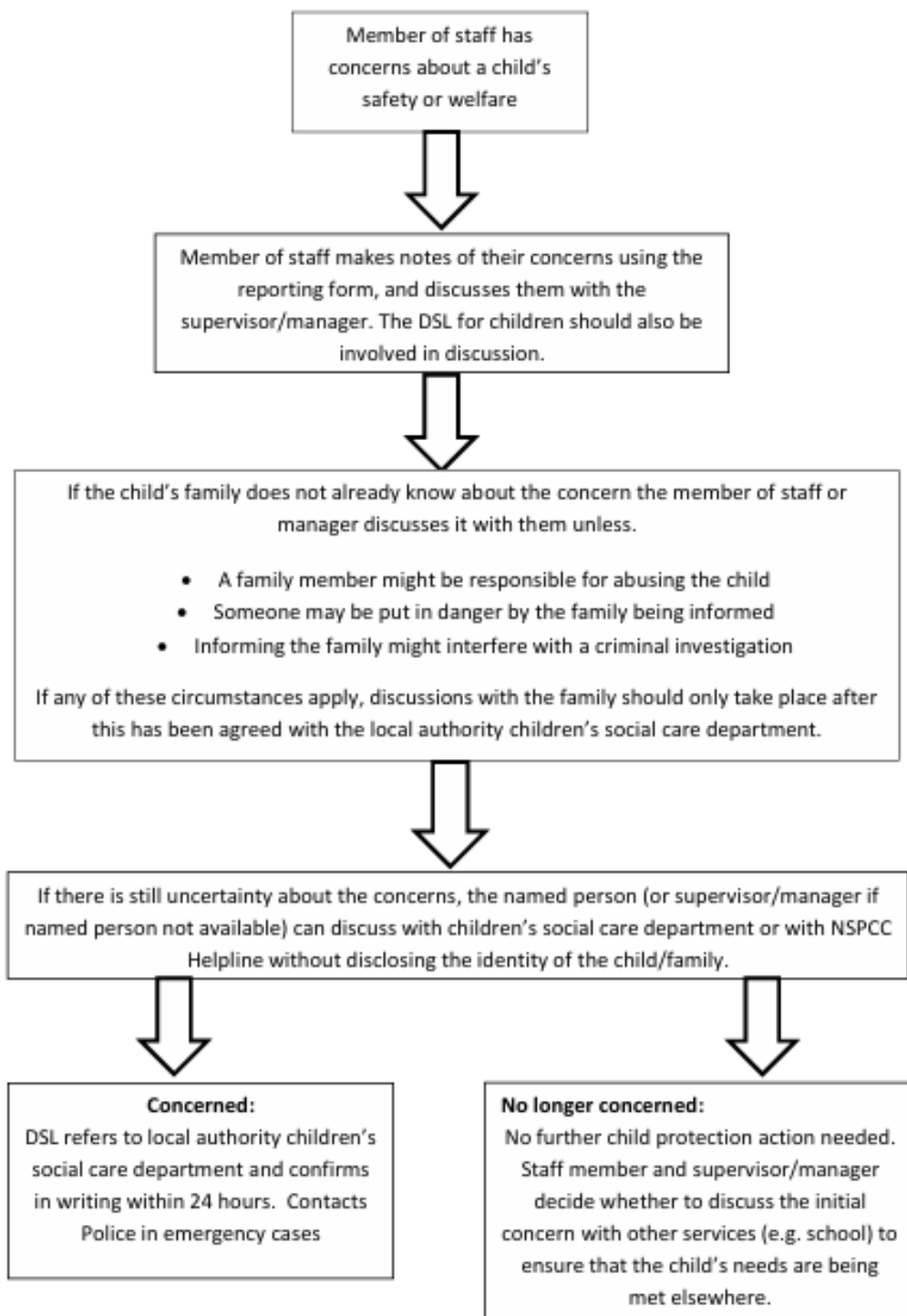
Useful Contact Details

Designated Safeguarding Lead for children and deputy: Junel Uddin 07956 835811 / Iqbal Hussain 07961 483199

Child Protection Advice Line	020 7364 3444
Tower Hamlets Social Services – Multi-Agency Support Team (MAST)	020 7364 5601
Tower Hamlets Social Services - Early Help Hub	020 7364 5006

Children's Social Care Out of Hours Team (5.00pm onwards)	020 7364 4079
Police Child Abuse Investigation Team (CAIT)	020 8217 6484 (or use 999 if not available)
NSPCC	0808 800 5000 Text: 88858 Email: help@nspcc.org.uk Online: nspcc.org.uk/reportconcern
Child Line	0800 1111
FA Child Protection Team	020 7745 4649

Annex 1 – Reporting Child Protection Concerns (flowchart)



5. Dealing with Allegations made against another Child

This procedure explains what to do if child protection allegations are made against another child involved with the organisation.

Aims and Purpose of this procedure are:

- To ensure that children who attend VCSA, and any other children who may come to the attention of VCSA are protected and supported following an allegation that they may have been abused by another child or young person involved with VCSA
- To ensure that there is a fair, consistent and robust response to any allegations of this nature so that the risk posed to other children by the child/young person in question is managed effectively
- To facilitate an appropriate level of investigation into allegations whether they relate to recent alleged activity said to have taken place during the time that the child/young person in question has been involved with VCSA or whether they relate to abuse which allegedly took place prior to the child's/young person's involvement with VCSA
- To ensure that VCSA continues to fulfil its responsibilities towards children and young people who may be subject to such investigations and are in need of support
- To ensure that there is an appropriate response in situations where allegations are unfounded or deemed to be malicious in origin

The purpose of this procedure is to provide a clear direction to staff that are called upon to deal with such allegations and to manage investigations and care plans which may result from them.

The procedure applied to:

- Any member of staff, volunteer or trustee to whom an allegation of abuse has been made which suggests that another child or young person is responsible
- Anyone in a managerial position including the designated safeguarding officer for children, line managers and supervisors who may be required to deal with such allegations and manage investigations and care plans that result from them

Ways that allegations might be made against another child/young person involved with VCSA:

- A child or parent/carer might make a direct allegation against another child or young person
- A child or parent/carer might express discomfort with the behaviour of another child or young person that falls short of a specific allegation
- Another child, member of staff or volunteer may directly observe behaviour from one child/young person towards another that gives cause for concern
- VCSA may be informed by a parent or by the police or another statutory authority that a child or young person is the subject of an investigation
- A child or young person may volunteer information to VCSA that he/she has harmed another child or is at risk of doing so or has committed an offence against or related to a child

What to do if you have child protection concerns

Is the child who has been allegedly abused, or the child who has allegedly perpetrated the abuse, in immediate danger or does either of them need emergency medical attention?

- If either child is in immediate danger and is with you, remain with him/her and call the police if you are unable to remove the danger yourself
- If the child is elsewhere, contact the police and explain the situation to them
- If a child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the child
- You also need to contact your supervisor/manager or designated safeguarding Lead/deputy officer for children to let them know what is happening

A decision will need to be made about when and who should inform the families of both the child who has been abused and the child who has allegedly perpetrated the abuse, as well as the local authority children's social care department.

If the child who is the alleged victim is not known to VCSA it is not our role to inform the child's family. Even if the child who is the alleged victim is known, the police and/or the social care services, should be part of the decision making process if they have been contacted.

Issues that will need to be taken into account are:

- The children's wishes and feelings
- The parent's right to know (unless this would place the child who has allegedly perpetrated the abuse in danger, or would interfere with a criminal investigation)
- The impact of telling or not telling the parents
- The current assessment of the risk to the child who has been abused and the source of that risk
- The current assessment of any risk to the child who has allegedly perpetrated the abuse and the source of that risk
- Any risk management plans that currently exist for either child

Once any immediate danger or emergency medical need has been dealt with the procedure set out below should be followed.

- a) The member of staff who has been informed of the allegation or who has the concern should make notes of what he/she has been told or of his/her direct concerns using the reporting form, and should discuss these with his/her supervisor/manager within 24 hours. The designated safeguarding officer for children should also be involved in the discussion.
- b) If both children/young people are known to VCSA and if their family do not already know about the allegation or concern, the member of staff, manager or designated safeguarding officer should discuss it with them unless:
 - The view is that someone (for example the child who has allegedly perpetrated the abuse) may be put in danger by the family being informed)
 - Informing the family might interfere with a criminal investigation

If any of these circumstances apply, discussions with the families should only take place after this has been agreed with the local authority children's social care department.

- c) If only the child who is alleged to have harmed another child is known to VCSA then subject to the considerations set out in above, discussion with only this child's family should take place
- d) The child who is the subject of the allegation should also be informed of what has been said about him/her. However, if the view is that children's social care or the police should be involved, the child should only be informed after discussion and agreement with these agencies. These agencies may have views about what information should be disclosed to the child/young person at this stage
- e) If there is still uncertainty about whether the allegation or concern constitutes a child protection issue the designated safeguarding lead/deputy officer or supervisor/manager if DSL is not available should discuss with children's social care department or with the NSPCC Helpline without disclosing the identity of either child/family
- f) If having discussed the situation fully and taken advice if necessary, the manager/supervisor and the designated safeguarding lead/ deputy officer conclude that the alleged behaviour does not constitute a child protection issue, then consideration should be given to whether the anti-bullying policy and procedure should be used (if both children are known to the organisation) and whether either or both children should be referred for other services
- g) If the view is that the behaviour does indeed amount to a child protection issue, the designated safeguarding officer should refer both children to the local authority children's social care department and confirm the referral in writing within 24 hours
- h) Pending the outcome of the referral to the children's social care department and the possible investigation or assessment that may follow from this, any risk that may be posed to other children by the child who has allegedly harmed another child will need to be carefully managed. This should be done on an inter-agency basis in accordance with procedures developed by the local safeguarding board for children who display harmful behaviour towards others
- i) The designated safeguarding lead should enquire of the children's social care department whether these procedures are being used and, if so, should ask to be involved in or at least kept informed of inter-agency decisions made in accordance with these procedures
- j) If the procedures are not being used but VCSA remains concerned that the child/young person could pose a risk to other children, then the designated safeguarding lead and the manager should consider whether the child/young person can continue to be involved with VCSA and, if so, on what basis. This is a situation that needs to be kept under regular review as the investigation and assessment conducted by the statutory agencies is carried out and reaches a conclusion.

It may also need to be reviewed regularly following the conclusion of the assessment process, as the child or young person may be receiving support that should with time, reduce the level of risk he/she presents

- k) If the allegation is found to be without substance or fabricated VCSA will consider referring the child who was said to have been harmed to the children's social care department for them to assess whether he/she is in need of services (e.g. the child may have been abused by someone else)

- l) If it is felt that there has been malicious intent behind the allegation VCSA will discuss with the police whether there are grounds to pursue any action against the person responsible

What should I say to a child who says that he/she or another child is being abused by another child/young person?

- Reassure the child that he/she has done the right thing by telling someone about it
- Tell him/her that you now have to do what you can to keep him/her (or the child who is the subject of the allegation) safe
- Let the child know what you are going to do next and who else needs to know about it
- Let the child tell his or her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying
- If possible, explain to the child's parent/carer what has happened. Do this first without the child there, and then summarise it again in front of the child so that it is an open subject between parent/carer and child. This may enable them to talk about it together more easily
- Ask the child what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep
- Give the child the ChildLine number: 0800 1111
- Make sure that the parent/carer has support too

What should I say to a child/young person who says that he/she has abused another child?

- Reassure the child that he/she has done the right thing by telling someone about it
- Tell him/her that you now have to do what you can to keep him/her and the child who has been abused safe
- Let the child know what you are going to do next and who else needs to know about it
- Let the child tell his or her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying
- If there is no risk to the child from the child's parent/carer, then explain to the parent/carer what has happened. Do this first without the child there, and then summarise it again in front of the child so that it is an open subject between parent/carer and child. This may enable them to talk about it together more easily
- Ask the child what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep
- Reassure the child that, with help the problem can be sorted out and that what has happened does not make him/her an abuser for life
- Remember that the child who has behaved in this way is a child in need of support
- Give the child the ChildLine number: 0800 1111
- Make sure that the parent/carer has support too

Reporting the Concerns

Use the reporting form to record the concern and how it is dealt with. The relevant sections should be completed and signed. It can be used to forward information to the statutory child protection authorities if a referral to them is needed.

Useful Contact Details

Designated safeguarding Lead /officer for children and deputy:

Child Protection Advice Line	020 7364 3444
Tower Hamlets Social Services – Multi-Agency Support Team (MAST)	020 7364 5601
Tower Hamlets Social Services - Early Help Hub	020 7364 5006
Children’s Social Care Out of Hours Team (5.00pm onwards)	020 7364 4079
Police Child Abuse Investigation Team (CAIT)	020 8217 6484 (or use 999 if not available)
NSPCC	0808 800 5000 Text: 88858 Email: help@nspcc.org.uk Online: nspcc.org.uk/reportconcern
Child Line	0800 1111
FA Child Protection Team	020 7745 4649

6. Dealing with Allegations made against an Employee/Volunteer

This procedure outlines what you should do if a child protection is made against an adult working or involved with VCSA.

The procedure should provide a clear direction to staff and trustees who are called upon to deal with such allegations and to manage investigations that may result from them.

Aims and Purpose of this procedure are:

- To ensure that children who attend VCSA, and any other children who may come to the attention of VCSA are protected and supported following an allegation that they may have been abused by an adult from within VCSA
- To ensure that there is a fair, consistent and robust response to any allegations made so that the risk posed to other children by an abusive individual is managed effectively
- To facilitate an appropriate level of investigation into allegations whether they are said to have taken place recently, at any time the person in question has been employed by/volunteered with VCSA, or prior to the person's involvement with VCSA
- To ensure that VCSA continues to fulfil its responsibilities towards members of staff, volunteers or trustees who may be subject to such investigations
- To ensure that individuals are able to continue in their role if they have been at the centre of allegations that are unfounded or deemed to be malicious in origin

The procedure applies to:

- Any member of staff, volunteer or trustee to whom an allegation of abuse has been made, that involved another member of staff, volunteer or trustee
- Anyone in a managerial position including the designated safeguarding lead for children, line managers and supervisors who may be required to deal with such allegations and manage investigations that result from them

What to do if an allegation is made or information is received

There are potentially 2 issues that need to be dealt with as a matter of urgency:

a) Is a child in immediate danger or does she/he need emergency medical attention?

- If a child is in immediate danger and is with you, remain with him/her and call the police
- If the child is elsewhere, contact the police and explain the situation to them
- If the child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider

- If the first aider is not available, use any first aid knowledge that you may have yourself to help the child
- You also need to contact your supervisor/manager or designated safeguarding Lead/deputy officer for children to let them know what is happening

The member of staff or manager should also inform the child's family if the child is in need of emergency medical attention and arrange to meet them at the hospital or medical centre. The parents/ carers should be informed that an incident has occurred that the child has been injured and that immediate steps have been taken to get help.

b) Is the person at the centre of the allegation working with children now?

If this is the case, the concern needs to be discussed immediately with the manager of department/project and the designated safeguarding lead for children. One of these people (manager, safeguarding lead) should then in a sensitive manner remove the staff member involved in the allegation from direct contact with children.

It should then be explained to the person, in private that a complaint has been made against them, although the details should not be given at this stage. The person should be informed that further information will be provided as soon as possible but that until consultation has taken place with relevant agencies and at VCSA, they should not be working with children. Under the circumstances, it may be best for them to go home and the safeguarding lead will contact him/her later in the day/night.

The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place with other agencies who may need to be involved, such as the local authority children's social care department or the police.

If the person is a member of a trade union/professional organisation he/she should be advised to make contact with that body. Arrangements should be made for receiving ongoing support in line with the responsibilities VCSA has towards his/her welfare.

Conducting an investigation

Once any urgent necessary steps have been taken attention can be given to dealing with the full implications of the allegations.

There are upto 3 possible lines of enquiry when an allegation is made:

- A police investigation of a possible criminal offence
- Enquiries and an assessment by the local authority children's social care department about whether a child is in need of protection
- Investigation by the employer and possible disciplinary action being taken to manage any risk posed by the individual to children and young people in the workplace until the outcome of the other investigations/enquiries. If the individual is a volunteer then they are unlikely to be subject to the disciplinary procedure, but nonetheless VCSA will need to consider whether the person can continue in their role and, if so, what steps should be taken to manage any risk that they may pose.

Reporting an Allegation or concern

If the allegation is made by a child or family member to a member of staff, or if a member of staff observes concerning behaviour by a colleague at first hand, this should be reported immediately to the staff member's supervisor/manager and the designated safeguarding lead for children at VCSA to handle the allegation.

If a staff member has received an allegation or observed something of concern about their own manager, the staff member should report the allegation or concern to the person more senior to their manager. If the person who is the subject of the concern is a designated safeguarding lead for children, the matter should be reported to the designated safeguarding lead's manager or another senior manager.

Issues that will need to be taken into account are:

- The child's wishes and feelings
- The parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation)
- The impact of telling or not telling the parent
- The current assessment of the risk to the child and the source of that risk
- Any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in Annex 1, Reporting Child Protection Concerns.

When to Involve the Local Authority Designated Officer or Team

VCSA's designated safeguarding lead for children should report the allegation to the local authority designated officer or team within 1 working day if the alleged behaviour suggests that the person in question:

- May have behaved in a way that has harmed or may have harmed a child
- Has possibly committed a criminal offence against or related to a child
- Has behaved towards a child in a way that suggests that he/she may be unsuitable to work with children
- This should also happen if the individual has volunteered the information him/herself.

The local authority designated officer or team may be told of the allegation from another source. If this is the case, then the first information received by VCSA may be when the local authority makes contact in order to explain the situation. There will be discussion between both parties and sharing of information about the nature of the allegation and to consider whether there is any evidence to suggest that it may be false or unfounded.

If there is any reason to suspect that a child has suffered or likely to suffer significant harm and there are no obvious indications that allegation is false, the local authority designated officer or team in cooperation with VCSA, will initiate a strategy discussion within the local authority children's social care

department. The local authority designated officer or team and VCSA's safeguarding lead will take part in the strategy discussion and everyone should co-operate fully with children's social care department.

Dealing with a Criminal Offence

If there is reason to suspect that a criminal offence may have been committed (whether or not the threshold of 'significant harm' is reached), the local authority designated officer or team will contact the police and will involve them in similar strategy discussion, which will include the organisation's designated safeguarding lead. Representatives from VCSA should fully cooperate with the police.

Discussions with the police should also explore whether there are matters that can be acted on in a disciplinary process while the criminal investigation takes place or whether disciplinary action must wait until the criminal process is completed.

Talking to Parents about the Allegation or Concern

If the child's parents/carers do not already know about the allegation, the designated safeguarding lead for children and the local authority designated officer or team need to discuss how they should be informed and by whom.

Talking to the Person who is the subject of the Allegation

The person at the centre of the allegation should be informed as soon as possible after the initial consultation with the local authority designated officer or team. However, if a strategy discussion within the local authority children's social care team or the police is needed, this might have to take place before the person concerned can be spoken to in full. The police and children's social care department may have views on what information can be disclosed to the person.

Only limited information should be given to the person in question, unless the investigating authorities indicate otherwise or there is no involvement from them. The designated safeguarding lead will keep in close communication with all the other agencies.

Taking Disciplinary Action

If the initial allegation does not involve a possible criminal offence, the designated safeguarding lead for children and the manager of the person in question should still consider whether formal disciplinary action is needed. The safeguarding lead should take into account of any information from local authority enquiries when considering disciplinary action.

The following timings should be kept to wherever possible, depending on the nature of the investigation:

- If formal disciplinary action is not needed, other appropriate action should be taken within three working days
- If disciplinary action is required and can be progressed without further investigation, this should take place within 15 days

- If VCSA decides that further investigation is needed in order to make a decision about formal disciplinary action, the designated safeguarding lead should discuss with the local authority designated officer or team the possibility of this investigation being done by an independent person to ensure that the process is objective. Whether it is done internally or independently the report should be presented to the safeguarding lead within 10 days.
- Having received the report of the disciplinary investigation, the designated safeguarding lead should decide within 2 working days whether a disciplinary hearing is needed.
- If a hearing is needed, it should be held within 15 working days
- The designated safeguarding lead should continue to liaise with local authority designated officer or team all throughout the process and use them as a source of advice and support

If a criminal investigation is required, it may not have been possible to make decisions about initiating disciplinary proceedings or about the person's future work arrangements until this is conducted. The police are required to complete their work as soon as reasonably possible and to set review dates, so the designated safeguarding lead should liaise with police directly or via the local authority to check on progress of investigation and criminal process.

The police are also required to inform VCSA straight away if the person is either convicted of an offence or acquitted or alternatively, if a decision is made not to charge him/her with an offence or to administer a caution. In any eventuality, once the outcome is known the designated safeguarding lead should contact the local authority designated officer or team to discuss the issue of disciplinary proceedings.

If the allegation is substantiated and if, once the case is concluded, VCSA dismisses the person or ceases to use their services, or the person ceases to provide his/her services, the designated safeguarding lead should consult with the local authority designated officer or team about referral of the incident to the Disclosure and Barring Service (DBS). This should take place within 1 month.

Keeping a Record of the Investigation

All those involved in dealing with the allegation should keep clear notes of the allegations made, how they were followed up, and any actions and decisions taken together with the reasons for these. These notes should be compiled gradually as the situation unfolds, with each entry being made as soon as possible after the event it describes. The notes should be signed, dated and the name printed of the person making them.

The notes should be kept confidentially on the file of the person who is subject of the allegation. If there are no issues with sharing them from the local authority point of view then a copy of the records should be made available to the alleged person

The notes should be held on file for 10 years, even if the person does not remain with VCSA for this period.

7. Procedures for Safer Recruitment

VCSA recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. All recruitment will be carried out under the Safer Recruitment and procedures

All staff and volunteers working for VCSA are subject to criminal records checks through the Criminal Records Bureau and reference checks before they are allowed to work with young people.

Safer Recruitment Practice

Safer recruitment practice will be applied at all stages of the recruitment process:

- Advertising and information for applicants
- References
- Other checks before interview
- Selection of candidates
- Interviewing short-listed candidates
- Offer of appointment to successful candidate
- Induction and supervision of newly appointed staff

Induction and Training for Staff and Volunteers

All employees and volunteers should receive formal induction, during which:

- The job requirements and responsibilities should be clarified; and
- Child protection procedures are explained and training needs are identified.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations;
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse;
- Respond to concerns expressed by a child or young person; and
- Work safely and effectively with children.

8. Whistle Blowing

All staff, volunteers and trustees will be advised about whistle blowing after joining the organisation. Anyone can whistle blow to any of the trustees, staff or volunteers if they suspect child abuse or inappropriate behaviour towards children by trustees, staff or volunteers.

9. Risk Assessments

Before all VCSA activities and events, a member of staff or volunteer must carry out a risk assessment on the premises and event. This assessment should include consideration of any possible child protection issues.

It is the responsibility of the staff and volunteers to ensure there is adequate cover in terms of the ratio of staff/volunteer to children/young people. The risk assessment should highlight this and the trustees will endeavour to maintain this.

10. Travel and Insurance

VCSA at all times will use vehicles which have appropriate insurance for transporting children and young people. Where this is not possible it will use public transport or private licensed minicabs.

VCSA will try to use Hounslow Community Transport minibus for residentials and day trips. All drivers will be MIDAS qualified.

Where appropriate, VCSA will take out insurance for its activities, such as residentials, day trips, and sports activities.

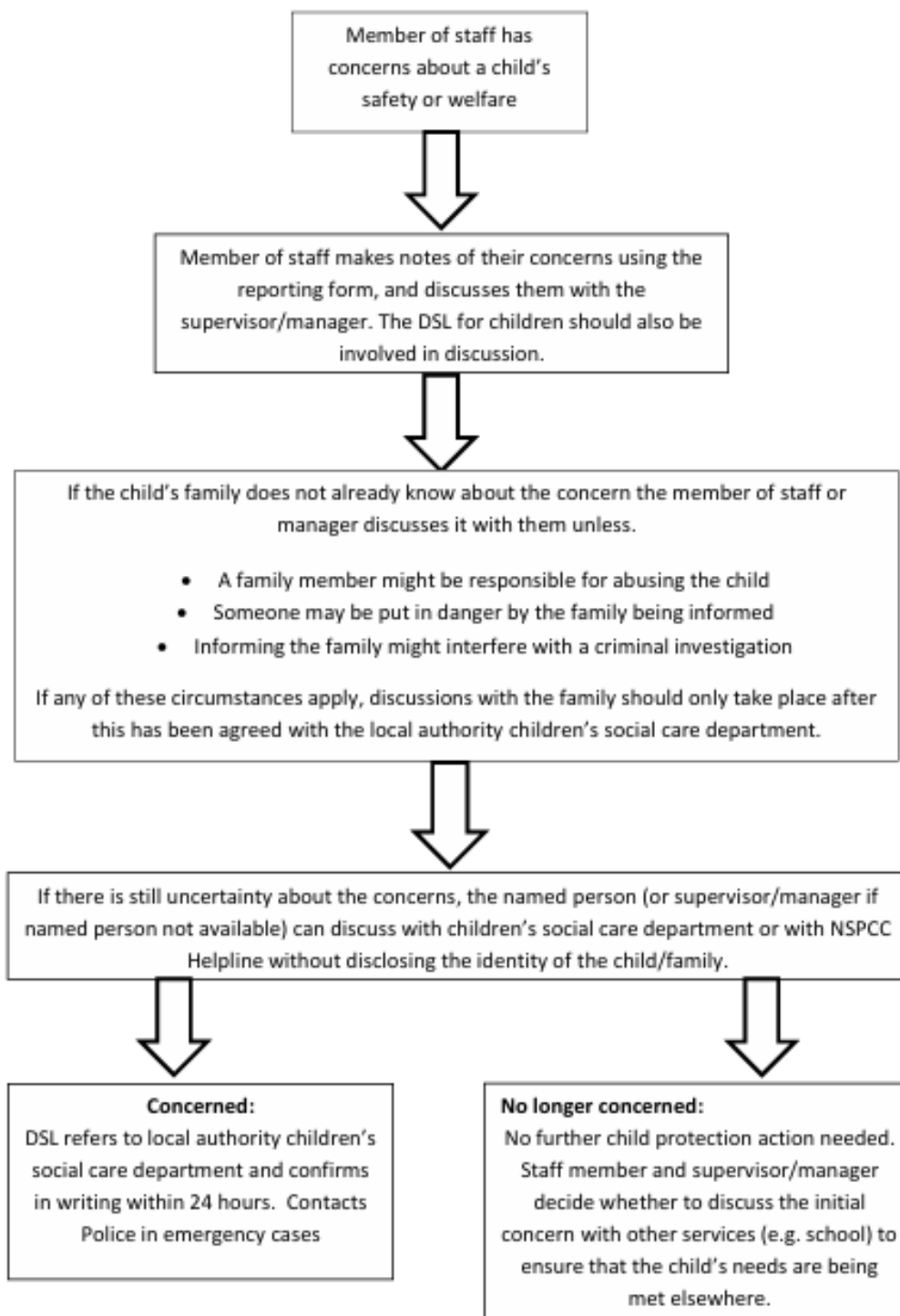
11. Record Keeping and General Data Protection Record

The Data Protection Act 1998 and GDPR 2018, contains principles governing the use of personal data. This means that the eight principles put in place need to be applied. These say that the data must be:

1. Fairly and lawfully processed;
2. Processed for limited purposes;
3. Adequate, relevant and not excessive;
4. Accurate;
5. Not kept for longer than is necessary;
6. Processed in line with your rights;
7. Secure; and,
8. Not transferred to countries without adequate protection.

Newark should maintain records relating to recruitments, including a note of when a CRB check was obtained. Records should be kept secure and retained after the people concerned have left the organisation. Records of child protection matters should be kept, together with a note of the outcome. These should be retained even if the information received was judged to be malicious, unsubstantiated or unfounded. Records of known offenders against children should be retained indefinitely, together with a copy of any agreement and reviews.

Annex 1 – Reporting Child Protection Concerns (flowchart)



Annex 2 - Reporting Concerns About A Child Form

Details of Child, Parents and Carers

Name of Child					
Gender		Age		Date of Birth	
Ethnicity		Language		Additional Needs	
Address					
Name/s of Parent/Carer					

Staff Details

Your Name	Your Position	Date and Time of Incident

Are you reporting your own concerns or responding to concerns raised by someone else? (tick)

Reporting own concerns ☐

Responding to concerns raised by someone else ☐

If you are responding to concerns raised by someone else, please provide their name and position within the club/groups/organisation.

Name:

Position:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details.

The child's account/perspective

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns.

Provide details of anyone who has witnessed the incident or who shares the concerns

Concerns should be discussed with the family UNLESS:

- The view is that a family member might be responsible for abusing the child
- Someone may be put in danger by the parents being informed
- Informing the family might interfere with a criminal investigation

If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.

Have you spoken to the child's parents/carers? If so, please provide details of what was said. If, not please state the reason for this.

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details.

--

Summary of discussion with supervisor / manager

--

Has the situation been discussed with the named person for child protection? (tick)

Yes ☐

No ☐

If yes, please summarise the discussion

--

After discussion with the supervisor / line manager and named person, do you still have child protection concerns?

Yes ☐

No ☐

Have you informed the statutory child protection authorities?

Police: Yes ☐ No ☐ Date and Time:

Name & phone number of person spoken to:

Social Services: Yes ☐ No ☐

Date and Time:

Name & phone number of person spoken to:

Action agreed with child protection authorities:

--

What has happened since referring to statutory agencies? Include the date and nature of feedback and outcome of referral.

If the concerns are not about child protection, details of any further steps taken to provide support to child and family, and any other agencies involved.

Name		Position	
Signature		Date	

Annex 3 – Role Description for Designated Safeguarding Lead for Children

Purpose of the Role

To take the lead role in ensuring that appropriate arrangements are in place at VCSA for keeping children and young people safe.

To promote the safety and welfare of children and young people using all our projects, especially the youth clubs.

Duties and responsibilities

1. Make sure that all issues concerning the safety and welfare of children and young people who attend the VCSA projects and activities are properly dealt with through policies, procedures and administrative systems.
2. Make sure that all staff/children/young people, parents/carers and the management committee are made aware of the procedures and what they should do if they have concerns about a child or children.
3. Receive and record information from anyone who has concerns about a child who attends our services.
4. With support from management take the lead on dealing with information that may constitute a child protection concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with colleagues, the chair of the management committee and statutory child protection agencies.
5. Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children's social care department and the police. This includes making formal referrals to these agencies when necessary.
6. Consult with the NSPCC Helpline when such support is needed.

7. Meet and report regularly to the management committee.
8. Be familiar with and work within local inter-agency child protection procedures developed by the local safeguarding children board.
9. Be familiar with issues relating to child protection and abuse, and keep up-to-date with new developments in the area.
10. Keep Safeguarding as an agenda in Project managers' Meetings
11. Attend training in issues relevant to safeguarding from time to time and share knowledge from that training with staff and management committee members.

Annex 4 – Digital Youth Work

VCSA utilises a range of youth work methods and increasingly using digital mediums as a way of engaging and supporting children and young people. This may include delivering sessions online, using Zoom, communicating via social media, twitter, Instagram, Facebook etc. Our safeguarding policy and procedures apply to our digital youth work scenarios and that concerns about a young person should be reported in the same way as staff would any concern raised, observed or disclosed in a face to face or group session.

Staff should continue to look out for signs a young person may be at risk and report any concerns to the Designated Safeguarding Lead. Be mindful that the issues you may discuss online may cause distress to certain young people so ensure they have a way of communicating this to you.

Prior to any online activity taking place, VCSA will ensure that we have received consent from a parent/guardian for the young people to engage in the online forum even if they have previously consented to take part in the programme.

All young people will be provided with an outline of the programme and what to expect and also how to get online or telephone help if they need it.

Particular considerations for online delivery:

- Only use the VCSA registered accounts – not a personal one.
- Consider the benefits of young people not using their cameras – but we show our camera. This may be the more comfortable option for a lot of young people.
- Do not hold 1-1 sessions online, group sessions only. Always have 2 members of staff on the group session and let the group know there is another member of staff on-line even if they do not take part in delivery of the session.
- If a young person says they want to speak to a member of staff online privately, arrange it so another staff member is online at the same time with the young person's knowledge. If they are absolutely insistent that they will not allow another person on the line, follow the same procedure as staff would if a young person asked to speak to a staff member face to face.

Guidance to follow:

- Tell them that you may not be able to keep the conversation confidential if you think they may be at risk or come to harm.
- Tell them that you are recording the online call.
- Ensure you tell your Manager or another member of staff that the on-line conversation is going to take place and the date & time.

- If you become uncomfortable about the content of the conversation bring it to a close and call your Manager.
- Make notes of any conversation immediately after the online meeting and log it with your Manager.

General conduct

- Staff and young people must wear suitable clothing.
- Any computers or phones/tablets used should be in an appropriate area, not in bedrooms.
- Young people and staff should take part in a quiet but general area of their home. If the young person's setting is noisy, they kept getting interrupted by siblings or adults, speak to parents to see if you can get their support to carve out some time with the young person to join the session
- The session should be recorded and let the group know it is being recorded.
- Language should be professional and appropriate.
- Staff should record the attendance at the session and the length of the session (and length of attendance if that is different, they log out half-way through).
- Ground rules. At the beginning of a project come up with the ground rules for the project. Remind the young people of the ground rules at the start of each session.

VCSA Staff Code of Conduct

- Make sure you're in a suitable setting, not a bedroom, and with the background neutral
- Ensure you are dressed appropriately
- Make sure your session and conversations with young people can't be overheard by the rest of your household
- Make sure there are two staff on the call (one can be from a partner organisation working with the young people on the call) and if not, that your manager or another staff member knows the time and date of the call and that it is in your calendar and you record it. If it is a telephone call, ensure you do the same as above and make notes of the conversation immediately. If any concerns about the content of the call let your Manager or DSL know immediately.

Young People Code of Conduct •

Please dress appropriately.

- Try to find a quiet place, but not a bedroom, where you can hear the session and that doesn't have anything inappropriate in the background.
- Mind your language, you can cause offence even if you don't mean to.
- Be careful about revealing sensitive information - remember that other young people are on the call, even if you can't see them, once you say something, you can't unsay it
- Try not to speak over each other and let everyone have their say
- If you need help or want to talk to a staff member just let them know and they'll arrange a time to speak to you
- Please be on time when you join the session

Annex 5 - E-Safety Agreement Form

VCSA understands the importance of emerging technologies for children's education and personal development and seeks to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

Note to young people, parents and carers:

This agreement is part of our code of behaviour for children and young people. It also fits with our overarching e-safety policy and the expectations we have of our staff and volunteers in terms of their online behaviour and use of communications technologies such as the internet and mobile phones/devices. If you would like to know more about this, please speak to your youth worker/staff in charge.

Young person's Agreement:

Please read the following agreement and discuss with your parent/carers. If there is anything you do not understand, please contact your youth worker/staff in charge.

Parents/carers: Please read and discuss this agreement with your child, and then sign it, and return it to the youth worker/staff in charge.

- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to a member of staff.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not reveal my passwords to anyone.
- I will not arrange face-to-face meeting with someone I meet online unless I am accompanied by a member of staff or a parent.

I understand that all my use of the internet and other related technologies will be monitored and logged and can be made available to the group leader.

I understand that these rules are designed to keep me safe and that if they are not followed my parent/carers may be contacted.

Young person's and parent's signatures:

We have discussed this policy and (Child's name) agrees to support the safe use of ICT at VCSA.

Parent/Carer Signature.....

Child's Signature.....

Date.....

Annex 5 - Adult to Child Ratios for Meetings and Trips

When working with children there should be at least two supervising staff/adults present. If the group of children is mixed gender, the supervising staff should also, if possible, include both male and female staff.

The ratios set out below are the NSPCC recommended guidelines for adult to child ratios for working in an organisation's normal venue or for outings and trips.

Age range of children	Maximum number of children per adult
0-2 years	1 adult to 3 children
2-3 years	1 adult to 4 children
4-8 years	1 adult to 6 children
9-12 years	1 adult to 8 children
13-18 years	1 adult to 10 children

These guidelines are minimum requirements only. Staff should carry out a risk assessment that may indicate needing more staff than the minimum in order to ensure safety. It is very important to think about the specific needs of the children in your group, the activities that they are going to be doing and the environment where the activities will take place. For example, some of the children may have specific support needs, behaviour issues or there are additional risks associated with the activity.

In situations where parents and carers are in attendance, both parties need to be clear, as to whether:

- They are there to meet their own needs and are expecting the supervising staff to be responsible for their children
- They are there to be responsible for their own children but not for any of the other children in the group
- They are there as adult helpers/volunteers working with all the children in the group

Parents or carers that are to be responsible for children other than their own are in effect volunteers and they can be included in the number of supervising adults. Remember that they will need appropriate support, briefing and training for this. If they take on this role on a regular basis they will need to go through VCSA volunteer recruitment process and be DBS checked.

Any parent / carers that are responsible for their own children only cannot be counted as volunteers. However, their children can be taken out of the equation for the purpose of calculating the number of supervising adults needed.

Appendix 6: Reacting to Disclosure from a Child

General Points

- Keep calm – do not appear shocked or disgusted

- Accept what the child says without passing judgement (however unlikely the disclosure may sound)
- Look directly at the child
- Be honest
- Let them know you will need to tell someone else, don't promise confidentiality
- Be aware the child may have been threatened and fear reprisals for having spoken to you
- Never push for information or question the child as this can undermine any subsequent criminal investigation. If at any point a child decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

Helpful things to say or show

- Show acceptance of what the child says
- "I take what you are saying very seriously"
- "I am pleased that you have told me. Thank you for telling me"
- If appropriate, "it isn't your fault and you are not to blame at all"
- "I am sorry that happened to you"
- "I will help you"

Things not to say

- "Why didn't you say something before?"
- "I really can't believe it"
- "Are you sure this has happened?"
- "Why?" "Where?" "When?" "Who?" "What?" "How?"
- Don't make false promises to the child – like confidentiality – be honest now, any lies will be further abuse and betrayal
- Never make statements such as 'I am shocked!' or 'don't tell anyone else'.

Concluding the conversation

- Reassure the child that they were right to tell you
- Let the child know what you are going to do next and tell them that you will let them know what is happening at each stage.

Appendix 7: Additional Guidelines

Touch

Nerwerk Youth London activities/sessions should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work and football could be misconstrued as abuse. All volunteers must work with or within sight of another adult.

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the relevant line Manager. All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

Guidelines for Managers and Senior Staff

You should:

- Ensure any health and safety requirements are adhered to;
- Undertake risk assessments with appropriate action taken and record kept;
- Keep a register and consent forms up to date;
- Have an awareness, at all times, of what is taking place and who is present;
- Create space for children to talk – either formally or informally;
- Liaise with the Manager over good practice for safeguarding; and
- Always inform the Manager of any specific safeguarding concerns that arise. The Manager will liaise with the relevant agencies.

Guidelines for Off-Site Activities

- All activities must be covered by Newark's insurance policy and have undergone a risk assessment.
- The Manager / Leader should take a copy of the consent forms with them on the outing.
- There should be a register of all children and adults along with the itinerary (times and destinations).
- A first aid kit and accident book should be carried.
- Phone contact should be maintained between volunteers.
- In the event of an incident or accident, the Manager or named person should take responsibility for speedily contacting the parents.
- Parents should have given specific consent if it is intended to allow groups to go off unsupervised.

Information for Parents

Parents/carers should be informed of the following:

- Details of the activity or event
- Dates and duration
- Venue and arrangements for accommodation and supervision
- Travel arrangements
- Name and contact details of Manager / Leader
- Information about financial, medical and insurance arrangements
- A briefing session for parents may be useful prior to the event