

Wai Yin Society

Child and Young Person Protection and Safeguarding Policy

This policy has been developed to ensure that all Wai Yin Society staff and volunteers are working together to safeguard and promote the welfare of children and young people. Note that a child under the legislation is defined as any person under the age of 18.

Introduction

When you implement good and effective safeguarding, you reduce the risk of harm and abuse for you, your team and all the children and young people you work with. There will still be issues to deal with, but a safer organisation prepares its staff and volunteers so they're ready to deal with problems when they happen. Leaders in an organisation must work hard to make sure everyone feels respected and safe so they are able to speak up.

Every child and young person deserves to be happy and secure in their activities. Their parents and carers, family and friends need to feel sure that the staff and volunteers at Wai Yin running activities are trustworthy, responsible and will do everything they can to keep the child or young person safe from harm.

Unfortunately, sometimes people who work or volunteer with organisations such as Wai Yin may pose a risk to children or young people and may wish to harm them. It is therefore the duty of every voluntary organisation working in this sector to put in place safeguards to protect the children and young people with whom they work.

In addition, organisations such as Wai Yin will want to consider how to avoid putting their workers in positions where abuse might be alleged, and to ensure that all workers know exactly what to do should abuse be suspected.

It is the responsibility of all Wai Yin's Board of Trustees to continually review and monitor their safeguarding policy and procedures, gaining further advice and information wherever possible. All our workers and volunteers should be aware of our policy and procedures in order to understand their individual responsibilities and help promote best practice.

Wai Yin has a commitment to working collaboratively with partners and other organisations to ensure that safeguarding is at the heart of all work that we do and takes a multi-agency approach to ensuring that safeguarding is promoted and applied by all parties.

This policy describes the management systems and arrangements in place to create and maintain a safe environment for all children, young people and staff. It identifies actions that should be taken to address any concerns about child safety and welfare.

Statement of Intent

It is the policy of Wai Yin Society to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm. Wai Yin Society is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of our activities and services. Staff and volunteers should at all times show respect and understanding for an individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Wai Yin Society.

Wai Yin Society are committed to a practice, which protects children from harm. Wai Yin Society staff and volunteers accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.

We will endeavour to safeguard children and young people by:

- Adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training

Staff and volunteers are committed to

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

Statement of Underpinning Principles

- The welfare of the child or young person is paramount.
- It is the responsibility of all staff and volunteers to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those staff employed, commissioned or contracted to work with children or adults.
- Staff and volunteers who work with children or adults are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff and volunteers should work, and be seen to work, in an open and transparent way
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief, etc.
- Staff should continually monitor and review their practice and ensure that they follow policies and procedures contained in this document.

Definition of a child or young person

We use the term 'children' to refer to younger children who do not have the maturity and understanding to make important decisions for themselves.

We use the term 'young people' to refer to older or more experienced children who are more likely to be able to make these decisions for themselves.

However, it must be made clear that a 'child' under the legislation is defined as any person under the age of 18.

Wai Yin Society Child and Young Person Protection and Safeguarding Responsibility

Safeguarding Lead: Circle Steele CEO

Contact details: 0161 833 0377, circle_steele@waiyin.org.uk

Responsibilities:

- To advise, support and establish Wai Yin Society's approach to safeguarding.
- To play a lead role in maintaining and reviewing Wai Yin Society's plan for safeguarding.
- To co-ordinate the distribution of policies, procedures and safeguarding resources throughout Wai Yin Society.
- To advise on training needs and development.
- To provide safeguarding advice and support to staff and volunteers.
- To manage safeguarding concerns, allegations or incidents reported to Wai Yin Society.
- To manage referrals to key safeguarding agencies (e.g. social services or police) of any incidents or allegations of abuse and harm.

The Safeguarding Lead is assisted by the following people:

Safeguarding Deputy: Jenny Tsang, Family Unit Manager

Contact details: 0161 833 0377, jenny_tsang@waiyin.org.uk

Safeguarding Board Member: Sally Li (Trustee)

Contact details: 0161 833 0377

Safe Practice Guidance

It is the responsibility of all staff and volunteers to work in a way that will help to prevent abuse.

This means providing good quality support and putting the individual at the centre of everything, empowering them to have as much control over their lives as is possible and appropriate.

Everyone needs to be alert to the possibility of abuse. Remember it can happen in any setting and anyone could be the abuser, so it is important that staff and volunteers learn to recognise the signs of abuse and what should be done if they suspect it.

All staff and volunteers must abide by the Wai Yin Society's **Code of Behaviour** which contains guidance on appropriate conduct and relationships with children and young people including:

- appropriate touch and language
- taking children or young people to the toilet
- sleeping arrangements
- supervision
- physical activities such as sports
- when parents/carers should be notified such as when staff/volunteers have had to change a child or young person's clothes
- Positive statements about valuing, respecting and encouraging children and young people and involving them in decision-making as appropriate.

Please see Appendix 2 for further guidance on appropriate contact

Safer Recruitment

Wai Yin Society recognises its responsibility to ensure that it follows procedures that ensure that staff and volunteers are suitable to work with children and young people and that these procedures create a safe and positive environment that promotes empowerment and keeps everyone safe.

Our safer recruitment procedures aim to deter unsuitable applicants from applying for roles with vulnerable groups, and to identify and reject them.

We will apply safer recruitment procedures in creating a job description/person specification/application form, self-disclosure form, advertising a position, shortlisting and interview disclosing the fact that applicants need to undergo a check with the Disclosure and Barring Service (DBS). We will seek references, including telephone references, and receipt of the DBS check before making an offer of employment.

All new staff and volunteers will have a full induction that includes safeguarding and will be employed on a probationary period before being confirmed in post.

We will offer all staff and volunteers an ongoing training, including safeguarding training and regular supervision sessions with their line manager.

Appendix 3 gives further details of Wai Yin Society's Safer Recruitment procedures and guidance on safer recruitment can be found at

[Guidance for Safe Recruitment, Selection and Retention...](#)

Identifying Child Abuse

The signs of abuse and neglect can be difficult to detect. Children and young people may be seen as easy targets for abuse. Their developing communication and understanding of what constitutes mistreatment means that they may have difficulty alerting others to it. A child or young person's reliance on their parents and family may also mean that it is easier to conceal harm or coerce a child into not disclosing it to others.

Wai Yin Society recognises that it is abuse when someone misuses their power or control over another person, causing harm or distress. The abuser could be in a close relationship with the child or young person at risk. They could be someone the child or young person at risk depends on and trusts.

An abuser could be a:

- parent, relative or other family member
- service or care provider
- neighbour
- health or social care worker or professional
- volunteer or another service user
- person or people who have no previous connection to the victim

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality

- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- Always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – but we can help you to assess the situation.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing. Grooming is a type of behaviour present in many types of abuse.

Types of Abuse

- Physical abuse
- Sexual abuse
- Psychological abuse
- Emotional abuse
- Neglect
- Female Genital Mutilation (FGM)
- Cyber Bullying
- Criminal Exploitation and Gangs
- Child Trafficking
- Grooming

Appendix 4 gives more information and detail about types of abuse.

Procedure for Reporting Abuse

What to do if you see, hear about or are concerned about abuse.

The four 'R's

Recognise (the signs of abuse and respond to potential risks to welfare)

Reassure (and make situation safe, contact emergency services if necessary)

Report (to Safeguarding Lead, then external agencies if necessary)

Record (and store securely)

If you feel that you, a child or young person or anyone else is at risk of immediate danger, call 999.

Otherwise, follow the steps below:

- Remain calm and reassure the child or young person that they have done the right thing by speaking up
- Listen carefully and give the child or young person time to speak
- Explain that only the professionals who need to know will be informed, but never promise confidentiality
- Tell the child or young person what you will do next, and that you will need to get help to keep him/her safe
- Act immediately, and do not try to address the issue yourself
- Write a statement, giving as much detail as possible; date & time, what was said, how you acted, any names / parties mentioned
- Report to your immediate line manager who is then responsible for contacting the Safeguarding Lead, the Safeguarding Deputy or the Safeguarding Board Member.
- **It is the duty of anyone working with children or young people to report disclosure or harm**
- Remember that it is not for you to decide whether or not a suspicion or claim is true; all instances must be taken seriously
- Report to the family unless it increases risk of harm to the child or young person

When You Must **Not** Discuss Your Concerns with Parents/Carers

It is good practice to be as open and honest as possible with parents/carers about any concerns. However, you MUST NOT discuss your concerns with parents/carers in the following circumstances:

- Where sexual abuse or sexual exploitation is suspected
- Where organised or multiple abuse is suspected
- Where fabricated or Induced Illness (previously known as Munchausen Syndrome by proxy) is suspected
- Where Female Genital Mutilation is the concern
- In cases of suspected Forced Marriage
- Where contacting parents/carers would place a child, yourself or others at immediate risk

These decisions should not be taken in isolation. Consult with your senior manager/line manager/designated safeguarding lead or for Salford, the Bridge Partnership on 0161 603 4500 Monday to Friday from 8:30am - 4:30pm. Or simply fill out an online form at www.salford.gov.uk/bridgereferral. If you need to speak to someone outside of these times, please contact the Emergency Duty Team (EDT) on 0161 794 8888. For Manchester Contact Centre, Telephone: 0161 234 5001 (open 24 hours a day, seven days a week) Email: socialcare@manchester.gov.uk. Even if you're unsure, report it to us so that we can check. You can report your concerns anonymously if you want.

If a child is in **immediate danger** of being harmed or is home alone, call the police on **999**.

Informing Service Users about Safeguarding

Wai Yin Society recognises the importance of service users, regardless of their age, being informed about the importance of safeguarding and their right to enjoy a safe and positive experience when receiving support or taking part in any of our activities.

We believe that children and young people should be able to have access to accessible information about how to report safeguarding concerns and that they should feel confident about reporting incidents to Wai Yin Society.

To this, we provide the following:

- Clear and accessible complaints policy and contact details on literature.
- Accessible posters and leaflets on safeguarding and various forms of abuse which show who to contact.
- Discussion of safeguarding in various forums such as in education sessions and group activities to raise awareness and promote confidence with reporting.
- Promotion of activities with other partner agencies such as the Police during Hate Crime Awareness events, health providers, etc.

Whistle Blowing

Reference should be made to our Whistle-blowing Policy,

A whistle-blower is someone who discovers something that is wrong and alerts his/her employer or the relevant authorities to what is going on. The law recognises that whistle-blowing occurs and protects employees who are whistleblowers from detrimental treatment such as dismissal.

Wai Yin Society has a Whistle-blowing policy that explains clearly how we implement whistle-blowing procedures in line with the Public Interest Disclosure Act 1998.

Handling Concerns, Disclosures or Allegations, Complaints

Reference should be made to our Complaints Procedure

As an organisation we are committed to ensuring that all concerns raised, and disclosures or allegations made, regarding safeguarding, are dealt with in line with this policy and current national and local guidance and legislation, and that everyone feels confident to raise any issue. All concerns, disclosures and allegations will be dealt with in a timely manner.

In order to achieve this, we are committed to the following:

- providing a good standard of quality services to children and young people, other agencies and organisations
- taking seriously any concerns, disclosures or allegations, which we will deal with in accordance with our safeguarding policy and procedure
- recognising that all children and young people, agencies and organisations
 - have the right to raise safeguarding and whistle-blowing concerns about our services
 - have access to clear information on how to do this
- ensuring that our Safeguarding and Whistle-blowing policies are open to everyone who receives or requests a service from Wai Yin Society and people acting on their behalf
- Producing accessible information outlining these policies and procedures which should be on display and available to anyone who asks for it.
- dealing with concerns or complaints, safeguarding and whistleblowing concerns in line with our Confidentiality policy

- keeping a register of all safeguarding and whistleblowing concerns, disclosures or allegations and complaints which will be reviewed regularly by the Board in line with appropriate confidentiality procedures
- ensuring that safeguarding and whistle-blowing concerns, disclosures or allegations will be part of the process of monitoring the quality, effectiveness and non-discriminatory nature of its services
- All staff, volunteers and Board members are required to read, understand and comply with these policies and procedures
- All staff, volunteers and Board members will receive updates and training in line with these policies and procedures

Allegations against Adults who work with Children

If you have information which suggests an adult who works with children (in a paid or unpaid capacity) has:

- Behaved in a way that has harmed, or may have harmed, a child;
- Possibly committed a criminal offence against children, or related to a child; or
- Behaved towards a child or children in a way that indicates s/he may pose a risk to children. (Working Together 2018).
- Behaved towards a child or children in a way that indicates they may pose a risk of harm.

You should speak **immediately** with your line manager or designated officer who has responsibility for managing allegations. The senior manager will consult with/make a referral to the LADO (Local Authority Designated Officer) at the Safeguarding Children Unit.

Confidentiality

Reference should be made to our Confidentiality Policy

Wai Yin recognises that safeguarding situations are often extremely sensitive and painful for the individuals involved. These matters should be dealt with in line with Wai Yin Society's Confidentiality policy. Only those parties who need to know should be informed and information should be dealt with securely and safely.

Wai Yin Society recognises that:

- Children and young people have a general right to independence, choice and self-determination including control over information about themselves as is appropriate to them. In the context of child and young person safeguarding these rights can be overridden in certain circumstances.
- Emergency or life-threatening situations may warrant the sharing of relevant information with the relevant emergency services without consent.
- The law does not prevent the sharing of sensitive, personal information within organisations. If the information is confidential, but there is a safeguarding concern, sharing it may be justified.

- The law does not prevent the sharing of sensitive, personal information between organisations where the public interest served outweighs the public interest served by protecting confidentiality – for example, where a serious crime may be prevented.
- Information can be shared lawfully within the parameters of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).
- They will follow the local agreement or protocol in place for setting out the processes and principles for sharing information between organisations.
- An individual employee cannot give a personal assurance of confidentiality.
- Frontline staff and volunteers should always report safeguarding concerns in line with our Safeguarding policy. This means that they will usually report to their line manager in the first instance except in emergency situations.
- It is good practice to try to gain the child or young person’s consent to share information.
- As long as it does not increase risk, the staff member or volunteer should inform the child or young person if they need to share their information without consent.

Monitoring and Evaluating the Safeguarding Policy

The Safeguarding Policy (like all policies at Wai Yin) is reviewed on a regular basis. The Policy Working Group meets on a three monthly basis and has a recurring programme of policy review. In addition, if any member of staff, volunteers, Trustees, external agencies or service users identify the need for a new policy, then the **Policy Working Group** will be responsible for drafting these new policies. All reviews or new policies are circulated to the Trustees for consideration and ratification.

The Children and Young Person Safeguarding Policy will be reviewed at least every year, or if there is any material change in legislation or national/local policy guidance

Appendix 1

Legislation

In **England**, the Department for Education is responsible specifically for child protection.

The Children Act 1989

- To allow children to be healthy.
- Allowing children to remain safe in their environments.
- Helping children to enjoy life.
- Assist children in their quest to succeed.
- Help make a contribution – a positive contribution – to the lives of children.
- Help achieve economic stability for our children’s futures.

The Children Act outlined the definition of Children in Need, which is a useful definition to be aware of.

“a child who is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by a Local Authority; or

- a child whose health or development is likely to be significantly impaired; or further impaired, without the provision for him of such services; or

- a child is disabled”

It therefore places the responsibility with the local authority to ensure that these children are safeguarded. Local authorities are tasked with attempting to ensure, wherever possible, that children are brought up in their own families. This definition is key to safeguarding as in 2019 there were 399,500 children considered to be a child in need.

The Equality Act 2010

The Equality Act 2010 aims to protect people or groups of people who have one or more ‘protected characteristics’. These protected characteristics are features of people’s lives upon which discrimination, in the UK is now illegal.

The protected characteristics listed in the Act are:

1. Age.
2. Disability.
3. Sexual orientation.
4. Sex.
5. Gender reassignment.
6. Marriage and civil partnership.
7. Pregnancy and maternity.
8. Race.
9. Religion and belief.

This means that equal and fair treatment to everyone must be applied in a variety of aspects of everyday life including work, leisure and health and social care. It stipulates the following with regards to how individuals should be treated equally and fairly:

- Every individual has the right to be treated equally and fairly and not be discriminated against regardless of any ‘protected characteristics’.
- Every individual has the right to be treated with respect and dignity.
- Health services have a duty to ensure that services are fair and meet the needs of everyone, regardless of their background or current circumstances.

Children and Families Act 2014

This Act aims to ensure that greater protection is available for children who have been classed as vulnerable. It includes children who may be in foster care and those who are looked after or have additional needs. The Act also ensures that a Education, Health and Care Plan is produced for any child who has been identified as having additional needs.

The United Nations convention on the Rights of the Child 1992

The United Nations Convention on the Rights of the Child (UNCRC) underpins many pieces of legislation that relate to the roles of individuals who work with children, such as the Children Act (2004) and the Equality Act 2010. The UNCRC highlights the importance of treating every child as a unique person, which helps to ensure that all of their needs are met in a way that is specific to them, enabling them to have a high quality of life.

The Human Rights Act 1998

Human rights within the United Kingdom are protected by the Human Rights Act 1998, which means that if an individual believes that their human rights have been breached, they can take action against this in a court of law. Examples of rights that are contained within the Act, known as 'Articles' are:

- The right to freedom from torture and inhumane or degrading treatment or punishment.
- The right to liberty and security.
- The right to freedom of thought, conscience and religion.
- The right to freedom of expression.
- The right of access to an education.

Although usually associated with adults, this Act provides equal rights to children who are also protected by its content.

Keeping Children Safe in Education 2019

This document can be found here: [Keeping Children Safe in Education](#). This document outlines statutory guidance for keeping children safe in schools and colleges. It is an update from the 2016 document.

It is organised into five parts.

1. Safeguarding information for all staff (make sure all the staff in your school read at least this part)
2. The management of safeguarding
3. Safer recruitment
4. Allegations of abuse made against teachers and other staff
5. Child-on-child sexual violence and sexual harassment

The key takeaway from this document is the focus on making sure that all staff are knowledgeable about safeguarding and current legislation. It provides a step-by-step approach for how safeguarding should be structured in schools and colleges, and what good practice looks like.

Staff roles and responsibilities

Safeguarding and promoting the welfare of children is everyone's responsibility.

All staff should make sure that any decisions made are in the best interests of the child.

All staff should –

- Provide a safe environment in which children can learn.
- Know about (and feel confident to use) school safeguarding systems, including:
 - Policies on child protection, pupil behaviour and staff behaviour (your code of conduct).
 - Your safeguarding response to children who go missing from education.
 - The role and identity of your designated safeguarding lead (DSL) and any deputies.

They need to know –

- How to identify children who may benefit from early help and what your local early help process is.
- How to make referrals to children's social care and for the statutory assessments that may follow a referral, and their role in these assessments.
- How to identify signs of abuse and neglect, and what to do if a child makes a disclosure.
- How to maintain confidentiality by only involving those who need to be involved.
- That they should never promise a child confidentiality.

Working Together to Safeguard Children 2018

The main purpose surrounding the development of this document was to share the importance of an inter-agency approach to safeguarding. This guidance was created after many instances of children not being kept safe due to the failure of different agencies to communicate and work together. When you think of safeguarding, it is important to think about it in terms of a jigsaw puzzle. Only once all the pieces are in place, can you see the full picture.

For example, a well-known, very tragic incident was the murder of Victoria Climbié by her Great-Aunt and Great-Aunt's boyfriend. While I do not want to share the details here, if you do wish to learn more about this case, please do feel free to take a look at this link: [The Victoria Climbié Inquiry](#). Simply, Victoria moved to England with her Aunt in 1999, at the age of 8, after leaving the Ivory Coast where she was born. Victoria's Aunt moved in with her boyfriend a couple of months later, where Victoria began to be severely abused. Victoria visited the hospital on numerous occasions with various injuries, noticed by different professionals. Victoria's Aunt managed to 'explain' the injuries and social services intervention was cancelled. This happened more than once. Victoria's Aunt confessed to social services that her boyfriend sexually assaulted Victoria, but retracted her statement. No further action was taken. On 24 February 2000, Victoria was rushed to hospital suffering from malnutrition and hypothermia. She died the next day. When a home office pathologist examined her body, he noticed over 128 separate injuries and scars and described it as, "The worst case of child abuse I've encountered."

Sadly, this is one case of many that led to changes in current legislation. However, in *Working Together to Safeguard Children*, we see a considerable focus on an inter-agency approach to safeguarding, which aims to prevent occurrences such as that of Victoria Climbié's from ever occurring.

This document provides guidance on:

- Assessing need and providing help including early help.
- Organisational responsibilities.
- Multi-agency safeguarding arrangements.
- Local and national child safeguarding practice reviews; and child death reviews.

This guidance sets out details of the local authority's responsibility regarding the protection, safeguarding and welfare of all children. It also sets out details regarding how organisations and individuals should work together when conducting assessments of children.

The key principles from the legislation are:

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

Working Together to Safeguard Children 2023

This requires individuals, agencies, and organisations to be clear about their own and each other's roles and responsibilities, and how they work together.

Working Together to Safeguard Children 2023 (Working Together) is a multi-agency statutory guidance that sets out expectations for the systems, processes and ways people work together to help, support and protect children and their families.

The revision to the guidance focuses on strengthening multi-agency working across the whole system of help, support and protection for children and their families, keeping a child-centred

approach while bringing a whole-family focus, and embedding strong, effective and consistent multi-agency child protection practice.

The update includes:

- principles for working with parents and carers that centre the importance of building positive, trusting and co-operative relationships to deliver tailored support to families
- expectations for multi-agency working that apply to all individuals, agencies and organisations working with children and their families, across a range of roles and activities
- new national multi-agency child protection standards that set out actions, considerations and behaviours for improved child protection practice and better outcomes for children

A full summary of changes can be accessed here:

[Working together to safeguard children - GOV.UK](#)

The Children and Social Work Act 2017

This Act intends to improve support for looked after children and care leavers, as well as promoting the welfare and safeguarding of children. It sets out corporate parenting principles for the local authority to be the 'best parent it can be' to children who are in its care.

Local authorities are, under this Act, obliged to publish their support offer to care leavers and promote any educational attainment of children who have been adopted or placed in long-term care arrangements.

The Education Act 2002

The Education Act 2002 places a duty on educational settings such as schools and colleges to ensure that the safeguarding and welfare of children is paramount to the way in which their setting functions.

Specific duties are placed on local education authorities and governing bodies under Section 175 of the Act, which maintains that:

- The local education authority must make arrangements for ensuring that their responsibilities in terms of safeguarding are exercised so that children are safe and that their welfare is promoted.
- The governing body of a school should make arrangements to ensure that their functions concerning the school's conduct are exercised with a view of safeguarding and promoting the welfare of children who attend the school.
- The governing body of a school should ensure that staff receive adequate training related to the safeguarding and promotion of the welfare of children.

Designated Safeguard Lead

Every single school should have a DSL whose responsibility it is to ensure that school follows safeguarding legislation and guidance. This individual should ensure that the school has their own safeguarding policy and child protection policy. If you ever have any concerns about the safeguarding of a child, or the conduct of another member of staff, the first step is to speak to the DSL and they will advise you of what the next steps are. The role of the safeguarding lead is to keep up-to-date on all developments in legislation and government guidance in order to ensure

that the school consistently exhibits good practice. Another aspect of this role is to make sure that all staff and people working with children in the school setting, including those in the offices and cleaning staff, have a solid understanding of safeguarding, the signs to look for and what to do if they have any concerns.

Appendix 2

Appropriate Contact

Physical Contact

There are many situations where physical contact between staff, volunteers and children is both necessary and beneficial. However, it is crucial that staff and volunteers only touch children in ways that are appropriate to their professional or agreed role and responsibilities.

Not all children and young people feel comfortable about physical contact and staff should not make the assumption that it is acceptable practice to use touch as a means of communication. Permission should be sought from a child or young person before physical contact is made. Where the child is very young, there should be a discussion with the parent or carer about what physical contact is acceptable or necessary. Some of the children supported by Wai Yin may have experienced physical or sexual abuse and touch may have negative and frightening associations for them.

Sexual Contact

All staff and volunteers must clearly understand the need to maintain appropriate boundaries in their contacts with children and young people. Intimate or sexual relationships between children/young people and the staff who work with them will be regarded as a grave breach of trust.

Any sexual activity between a member of staff and the child/young person with whom they work may be regarded as a criminal offence and reported to the police. In addition, it will always be a matter for disciplinary action.

Behaviour Management

All children and young people have the right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

Staff should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation.

To use corporal punishment is not acceptable and whilst there may be a legal defence for parents to who physically chastise their children, this does not extend to, in any circumstances, to those adults who work with children and young people.

Where children display difficult or challenging behaviour, staff must follow a positive handling plan that has been drawn up and agreed by all parties. Only in these circumstances should a staff member deviate from the Behaviour Management Policy identified above

Use of Control and Physical Intervention

There are circumstances in which staff or volunteers working with children displaying extreme behaviours can legitimately intervene by using either non-restrictive or restrictive physical interventions. This is a complex area which requires staff training and guidance.

The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child or young person's behaviour if it is necessary to prevent personal injury to the child, other children or an adult. When physical intervention is used, it should be undertaken in such a way that maintains the safety and dignity of all concerned.

The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they may cause.

Under no circumstances, should physical intervention be used as a form of punishment. The duty of care which applies to all staff and organisations working with children requires that reasonable measures are taken to prevent children being harmed. The role of unwarranted physical force is likely to constitute a criminal offence

In all cases where physical intervention is employed the incident and subsequent actions should be recorded and documented. Parents or carers should be informed the same day.

Children and Young People in Distress

There will be occasions when a distressed child will need comfort and reassurance and this may involve physical contact. Young children may need immediate physical contact; for example after a fall or separation from a parent etc. Staff should use their professional judgement to comfort or reassure a child in an age-appropriate manner whilst maintaining clear professional boundaries

Personal Care

Some job responsibilities necessitate intimate physical contact with children on either a regular or occasional basis. For example, assisting a child with toileting, or changing clothes, when going to the swimming pool.

All children have a right to safety, privacy and dignity when this kind of intimate contact is required and depending on the maturity, abilities and age should be encouraged to act as independently as possible.

Supervision, if required, should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment

Staff need to be vigilant about their own behaviour, follow agreed guidelines and be mindful of the needs of the children and young people with whom they work.

One to One situations

It is not realistic to state that one to one situations should never take place. Wai Yin staff may well need to talk quietly and in confidence with a child or young person, who may be in distress and need to talk

One to one situations have the potential to make children/young people more vulnerable to harm by those who seek to exploit their position of trust.

Staff working in one to one settings may also be more vulnerable to unjust and unfounded allegations being made against them. Both possibilities should be recognised so that when one to one situations are unavoidable, reasonable and sensible precautions are taken.

Simple precautions could include using a room with windows so that other people can see in (even if they can't hear). Another precaution would be to inform a colleague that a one to one session was going to take place.

Each session must be recorded in the case file.

Meetings with children and young people outside agreed working arrangements should not take place without agreement of senior managers and parents and carers

Home Visits

Reference must be made to Wai Yin's Health and Safety Policy

It is recognised that from time to time a home visit is required.

A **Risk Assessment** must be made and included in the case notes;

Risk factors such as hostility, child protection concerns, complaints and grievances and other issues must be discussed with the child or young person's social worker or other relevant parties.

Where there is little or no information available, then visits should be arranged in accordance with the Personal Safety Policy; e.g. don't visit alone, don't meet in secluded or dark areas etc.

When staff or volunteers are carrying out a home visit, the following procedure must be followed:

- The staff member or volunteer must inform their line manager of the reason for the visit and give the name and address of the child or young person to be visited
- A risk assessment must be carried out to ascertain if the visit is safe
- The staff member or volunteer must have a mobile phone and inform their line manager of their number
- A time limit for the visit must be agreed in advance
- A password/safe word must be agreed in advance that the staff member or volunteer can use if they feel that they are at risk
- An agreed plan of action should be decided in advance regarding action to be taken if the staff member or volunteer feels that they are at risk and calls using the password
- Once the staff member or volunteer arrives at the destination, they should call their line manager to let them know that they are entering the property
- The staff member or volunteer should call their line manager once they have left the property
- If the agreed time is exceeded, without contact from the staff member or volunteer, the line manager must act in accordance with the agreed plan of action

Under no circumstances should a member of staff visit a child or young person in their home outside agreed work arrangements or invite a child to their own home or that of a family member, colleague or friend.

Transporting Children and Young People

There will be occasions when staff or volunteers will be expected or asked to transport children as part of their duties. Staff or volunteers, who are expected to use their own vehicles for transporting children, should ensure that their vehicles are roadworthy, appropriately insured and that the maximum capacity is not exceeded.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Staff should also be aware of current safety regulations for younger children and use care seats where required.

Trips and Outings

Reference must be made to Wai Yin's Organised Trips Policy

Staff should take particular care when supervising children and young people on trips and outings. Staff members remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, young people, staff, volunteers and parents need to be informed of these prior to the start of the trip. In all cases, those organising trips and outings must pay careful attention to ensuring safe staff/children ratios and to the gender mix of staff on overnight stays.

Photography and Videos

Working with children and young people may involve the taking or recording of images. Such work must be undertaken with regard to the law and the need to safeguard the privacy, dignity, safety and wellbeing of children. Informed **written** consent from parents and carers, where possible, should always be sought before an image is taken for any purpose. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for publicity purposes and published in the media.

Staff members need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

Online safety

Reference should be made to our E-Safety Policy for Children and Young People

We believe that children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges.
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online.
- we have a responsibility to help keep children and young people safe online, whether or not they are using Wai Yin Society's network and devices.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

Bullying

Bullying will not be accepted or condoned. Bullying can include:

- Physical pushing, kicking, hitting, pinching etc.
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals.
- Sectarian/racial taunts, graffiti, gestures.
- Sexual comments and/or suggestions.
- Unwanted physical contact.

Children from ethnic minorities, disabled children, young people who are gay or lesbian, bisexual or trans or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.

Everybody has the responsibility to work together to stop bullying – the coach/volunteer, the parent/guardian, the child/young person. **Wai Yin Society** is committed to the early identification of bullying and prompt, collective action to deal with it.

Anyone who reports an incident of bullying will be listened to carefully and be supported, whether it's the child/young person being bullied or the child/young person who is bullying. A bullying report form will be completed and appropriate action taken. Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved. Children/young people being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development. Those who bully will be supported and encouraged to stop bullying.

Appendix 3

Safer Recruitment

(Refer to Recruitment and Selection of Staff Policy and Volunteers Policy)

- Safe recruitment applies to both employees and volunteers.
- Wai Yin will pay the administration fee charged by the Disclosure and Barring Service (DBS)

Wai Yin Society must check on potential employees and volunteers before employing them in both a regulated activity and a controlled activity – they cannot take the individual's word for it nor can they allow the person to start work, even if supervised, before they know the outcome of the check.

It will also be an offence for employers/providers to permit a barred individual to work for any length of time (no matter how infrequent) in a regulated activity. However, providing sufficient safeguards are put in place, a barred person can be allowed to work in a controlled activity.

All employees and volunteers working at Wai Yin will be registered with the Disclosure and Barring Service, if they are expected to work alone with vulnerable adults.

Safeguarding Vulnerable Groups Act 2006

The scheme aims to ensure that unsuitable individuals are barred from working, or seeking to work with children and vulnerable adults and the earliest opportunity. Application process will be run by the Disclosure and Barring Service and decisions on who should be placed on the barred lists will lie with the Disclosure and Barring Service, which is an independent statutory body.

The Act covers regulated and controlled activity providers.

Regulated activity includes work that involves;

- any activity which involves close contact with children or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, treatment or transport)
- Any activity allowing contact with children or vulnerable adults and is in a specified place (e.g. schools, care homes, etc.)
- fostering and childcare
- certain defined positions of responsibility (e.g. school governor, director of social services, trustees of certain charities)

and where the activity is 'frequent' (once a month or more) or takes place on three or more days in a 30 day period ('intensive').

Controlled activity includes;

- support work in general health, NHS, Further Education settings (e.g. cleaner, caretaker, shop worker, catering staff, car park attendant, receptionist)
- those working for specified organisations (e.g. a local authority) with frequent access to sensitive records about children and vulnerable adults
- support work in adult social care settings (e.g. day centre cleaners, those with access to health records)

and where the activity is 'frequent' (once a month or more) or takes place on more than three or more days in a 30 day period ('intensive').

The Act does not cover any employment which may occur in the context of private arrangements between family members or friends, nor is it necessary for domestic employers (e.g. of a private tutor, nanny or care worker) to check individuals, but they will have the opportunity to check the status of the individual if they wish. But it will be an offence for a barred person to undertake regulated activity in a domestic circumstance.

All barred individuals must not engage in any regulated activity whether paid or unpaid.

It is a criminal offence for employers to employ someone in a regulated activity if they are not registered with the Disclosure and Barring Service.

Making an application:

Those who are working, or applying to work, with children or vulnerable adults will apply to the scheme via the Disclosure and Barring Service.

How the vetting and barring decision is made:

The Disclosure and Barring Service will check whether there is any relevant information from the police or any referral information from other sources (e.g. employers, professional and regulatory bodies).

- If there is no relevant information, the Disclosure and Barring Service will inform the applicant that he/she has become “subject to monitoring”.
- If there is relevant information, the Disclosure and Barring Service will make a barring decision. In all cases, except those involving the most serious offences, individuals will have the opportunity to make representations about why they should not be barred on the basis of this information. They will also have the right of appeal to the Care Standards Tribunal.

Subject to monitoring:

All applicants, except those who are barred, will become “subject to monitoring”. This means that the individual is not on a barred list and that the Disclosure and Barring Service would review its barring decision if relevant new police or referral information became available. Employers and providers would be notified – where they have registered an interest - if the individual’s monitoring status changed.

DBS form overseas

For staff and volunteers who have recently come to the UK, or who are here for a short period of time, the Disclosure and Barring Service may not be able to get access to any previous criminal records or other relevant information necessary for their DBS check. This may result in an incomplete picture of the individual’s past criminal activities being provided for their DBS check. In these circumstances, a police check from their country of origin may be required before they are offered a job. For staff and volunteers who have recently come to the UK, or who are here for a short period of time, senior staff at Wai Yin Society need to be extra vigilant about supervision and the monitoring of performance, and they must act very quickly if any concerns are raised. Other types of references are essential in the circumstances described above, as well as risk assessments, close supervision of the individuals concerned and robust safeguarding procedures.

Training

We will make sure all staff involved in the recruitment process receive appropriate **guidance and training** in the relevant legislation including the Rehabilitation of Offenders Act 1974.

Policy for the recruitment of ex-offenders

It is estimated that at least 20% of the population has a criminal record and it would be a huge waste of potential to rule out all individuals with any kind of criminal record.

Wai Yin Society has a self-disclosure form as part of the application process for our Safer Recruitment Policy.

There are no set guidelines on the offences that make an individual unsuitable to work with vulnerable people, other than specified crimes against children including murder, manslaughter, rape, GBH and a number of sexual offences. Careful consideration is required as to what is truly relevant to the post when considering past offences, and to ensure that ability is not missed and that

ex-offenders are not discriminated against. The Disclosure and Barring Service has a list of considerations to take into account with regard to offences:

- Whether the conviction is relevant to the position
- The seriousness of the offence
- The length of time since the offence occurred
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed
- The circumstances surrounding the offence and explanation offered by the applicant.

Code of Behaviour

All staff and volunteers must abide by a **Code of Behaviour** which includes the appropriate conduct and relationships with vulnerable adults.

- appropriate touch and language
 - taking children or vulnerable adults to toilets
 - sleeping arrangements
 - supervision
 - physical activities such as sports
 - when parents/carers should be notified such as when staff/volunteers have had to change a child or vulnerable adult's clothes
 - Positive statements about valuing, respecting and encouraging vulnerable people and involving them in decision-making as appropriate.
-

Appendix 4

Types of Abuse

Physical abuse

Types of physical abuse

- Hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Physical harm caused by a parent or carer fabricating the symptoms of, or inducing, illness

Possible indicators of physical abuse

Injuries caused by accidents are not uncommon in children, becoming less common as the child develops and grows. This means that recognising the signs of physical abuse in children can be especially difficult and leave practitioners unsure of what may be abusive.

The following is a guide to injuries that are more likely to be accidental or abusive. However, it is not absolute and it is important that those working with children consider the child's stage of development, any pattern of injuries and the account given by the child, parents, carers or others of how the injury was sustained.

Typically accidental injuries

Accidental injuries typically involve bony prominences – the bones that are close to the surface and so more likely to become injured through falls, slips and trips. This can include:

- forehead
- knees
- elbows
- palms of hands
- nose

The injuries will match the account given by the child and parent/carer and be in-keeping with the child's level of development and activity.

Typically abusive injuries

Abusive injuries, however, tend to involve softer tissue and be in areas that are harder to damage through slips, trips, falls and other accidents. This may include:

- upper arm
- forearm (defensive injuries)
- chest and abdomen
- thighs or genitals
- facial injuries (cheeks, black eyes, mouth)
- ears, side of face or neck and top of shoulders ('triangle of safety')
- Back and side of trunk.

Abusive injuries may be seen on both sides of the body and match other patterns of activity. They may not match the explanation given by the child or parent/carer and there may also be signs that injuries are being untreated, or at least a delay in seeking treatment.

Sexual abuse

Types of sexual abuse

Sexual abuse may take place either in person or online or offline. It may be perpetrated by family or non-family members, males or females, older adults or by other young people.

- Forcing or enticing a child or young person to take part in sexual activities, which may or may not involve violence
- Penetrative acts
- Non-penetrative acts (kissing, masturbation, rubbing or inappropriate touching)
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Non-contact (looking at or producing pornography or sexual images, watching sexual activities, grooming in preparation for abuse)

Possible indicators of sexual abuse

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Bleeding, pain or itching in the genital area
- Difficulty in walking or sitting
- Sudden change in behaviour or school performance
- Displays of affection that are sexual or not age-appropriate
- Use of sexually explicit language that is not age-appropriate
- Alluding to having a secret that cannot be revealed
- Bedwetting or incontinence

- Reluctance to undress around others (e.g. for PE lessons)
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Unexplained gifts or money
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Reluctance to be alone with a particular person

Further information on Child Sexual Exploitation /Child Criminal Exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Child exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Further information on Preventing Radicalisation

Protecting children from the risk of radicalisation should be seen as part of an organisation's wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. As with managing other safeguarding risks, staff/volunteers should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

Psychological or emotional abuse

Types of emotional abuse

Some level of emotional abuse is present in all types of abuse or neglect, though it may also appear alone. It is the persistent mistreatment of a child that has a severe and negative impact on their emotional development. Emotional abuse may also be perpetrated by other young people through serious bullying and cyber-bullying.

- Overprotection – preventing someone accessing educational and social opportunities and seeing friends
 - Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
 - Conveying feeling of worthlessness, inadequacy or that a child is unloved
 - Threats of harm or abandonment
 - Placing inappropriate expectations on children
 - Witnessing or hearing the abuse or ill-treatment of others (including domestic violence)
- Possible indicators of emotional abuse

- Concerning interactions between parents or carers and the child (e.g. overly critical or lack of affection)
- Lack of self-confidence or self-esteem
- Sudden speech disorders
- Self-harm or eating disorders
- Lack of empathy shown to others (including cruelty to animals)
- Drug, alcohol or other substance misuse
- Change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger

Neglect

Types of neglect

Neglect is found to be a factor in 60 per cent of child deaths that are investigated through Serious Case Reviews. However, even though it is often suspected by those who work with children, it is under-reported. Neglect is a persistent failure to meet basic needs (physical or emotional) and it leads to serious harm to the health or development of a child.

- Failing to provide adequate shelter, clothing or food
- Failing to protect a child from harm or danger
- Failing to ensure that a child is supervised appropriately
- Failing to access medical care or treatment for a child when it is needed.

Possible indicators of neglect

- Excessive hunger
- Inadequate or insufficient clothing
- Poor personal or dental hygiene
- Untreated medical issues
- Changes in weight or being excessively under or overweight
- Low self-esteem, attachment issues, depression or self-harm
- Poor relationships with peers
- Self-soothing behaviours that may not be age-appropriate (e.g. rocking, hair-twisting, thumb-sucking)
- Changes to school performance or attendance

[Safeguarding children in education: types and indicators of abuse | SCIE](#)

Female Genital Mutilation (FGM)

FGM is a form of child abuse. It's dangerous and a criminal offence in the UK. We know:

- there are no medical reasons to carry out FGM
- it's often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blades
- children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained
- it's used to control female sexuality and can cause long-lasting damage to physical and emotional health.

FGM can happen at different times in a girl or woman's life, including:

- when a baby is new-born
- during childhood or as a teenager
- just before marriage
- during pregnancy.

Signs FGM might happen

- A relative or someone known as a 'cutter' visiting from abroad.
- A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
- A female relative, like a mother, sister or aunt has undergone FGM.
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays.
- A girl has an unexpected or long absence from school.
- A girl struggles to keep up in school.
- A girl runs away – or plans to run away - from home.

Signs FGM might have taken place

- Having difficulty walking, standing or sitting.
- Spending longer in the bathroom or toilet.
- Appearing quiet, anxious or depressed.
- Acting differently after an absence from school or college.
- Reluctance to go to the doctors or have routine medical examinations.
- Asking for help – though they might not be explicit about the problem because they're scared or embarrassed.

Cyber Bullying

Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone.

Types of Cyber Bullying

Cyberbullying can include:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- trolling – the sending of menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- shaming someone online
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- Pressuring children into sending sexual images or engaging in sexual conversations.

Appendix 5

Definitions

Child, Children or Young Person

Anyone under 18 years of age.

Child Abuse

Anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. The main categories of Child Abuse are Physical Abuse, Emotional Abuse, Neglect/Negligent Treatment, Sexual Exploitation & Abuse and Exploitation.

Child Protection

Child protection is making the world safe for children. It is Wai Yin's programmatic area of work aimed at protecting children from all forms of abuse and exploitation in all our activities.

Child Safeguarding

The set of policies, procedures and practices that we employ to ensure that Wai Yin Society is a child safe organisation. Child safeguarding about is making Wai Yin Society safe for children. It involves our collective and individual responsibility and preventative actions to ensure that all children are protected from deliberate or unintentional acts that lead to the risk of or actual harm by Wai Yin Society staff, representatives and third parties, who come into contact with children or impact them through our activities. This includes our direct activities, work through partners and management of children’s personal data.

Social Media

Forms of electronic communication/content used to share information, comments, messages, images, video and other content via a Social Network.

Appendix 6

Related policies

The following are also linked to Child Safeguarding Policies and Procedures for Wai Yin Society:

Policy Number	Policy Name
2	Code of Conduct, Standing Orders and Financial Regulations
9b	Vulnerable Adults Safeguarding Policy
10	Complaints Procedure
11	Confidentiality Policy
12	Information Security and Archive Policy
17	Volunteer Policy
18	Organised Trips Policy
19	E-Safety Policy for Children and Young People
20	Health and Safety Policy
24	Recruitment and Selection Policy
26	Whistle-blowing Policy

Reviewed by the Policy Working Group, April 2025

Next review, April 2026

SAFEGUARDING REPORTING FLOW CHART

If you see something which concerns you OR If you are told something which concerns you

