Amblecote Christian Centre

Safeguarding policy for children, young people and vulnerable adults

Abbreviations used: children (CH) Young people (YP) Vulnerable adults (VA)

Topic	Page no.	Section no.
		1
Policy statement		1.1
Vulnerable Adults		1.2
Checks on workers and volunteers		1.3
Safeguarding Team		1.4
Whistle blowing		1.5
Confidentiality		1.6
		2
Managing difficult behaviours		2.1
Power and position of trust		2.2
Communication with children and young people		2.3
		3
Abuse		3.1
Drugs and solvents		3.2
Children and young people in distress		3.3
Bullying		3.4
Sharing concerns and recording incidents		3.5
		4
Taking care of touching		4.1
Dress and appearance		4.2
Infatuations		4.3
Social contact		4.4
Intimate and personal care		4.5
Showers and changing		4.6
Gifts and favouritism		4.7
Spiritual Growth & Prayer		4.8
		5
Access to inappropriate images and internet usage		5.1
Use of photography and video		5.2
		6

Safety considerations		6.1
Risk assessment		6.2
First aid and administration of medicine		6.3
Trips and outings		6.4
Transporting children and young people		6.5
Home visits		6.6
		7
Protecting workers		7.1
Safeguarding Diversity		7.2
Social Networking Guidance		7.3

Section 1

1.1 Policy statement

We will uphold the rights of children (CH), young people (YP) and vulnerable adults (VA) in everything we do.

We believe that CH, YP and VA are safeguarded when their rights are upheld and they are empowered to be respected; treated equally; treated as an individual; entitles to privacy; entitled to protection; to be consulted; cared for; to be encouraged to express their wishes, feelings and preferences and finally to take informed risks.

CH, YP and VA will always be listened to and put first.

Amblecote Christian Centre places the well being of all CH, YP and VA as top priority.

As part of our work at Amblecote Christian Centre we will promote the five Every Child Matters outcomes which are:

1) **Being healthy**
2) **Staying safe**
3) **Achieve an economic well-being**
4) **Enjoy and achieve**
5) **Make a positive contribution**

We also will aim to promote spiritual growth within all people.

1.2 Definitions of a Vulnerable Adult

A vulnerable adult is a person who is aged 18 or over and may:

- **Be elderly and frail**
- **Have a mental disorder including dementia or a personality disorder**
- **Have a physical or sensory disability**
- **Have a learning disability**
- **Have a severe physical illness**
- **Be a substance misuser**
- **Be an unpaid carer**
- **Be homeless**

1.3 Checks and monitoring on staff and volunteers

Within this policy references to staff or workers refer to all staff, volunteers, support staff and sessional workers, that are involved in working with CH, YP or VA at Amblecote Christian Centre.

All staff, workers and volunteers working in a role directly with CH, YP and VA should have a CRB clearance certificate which we aim to be checked every three years.

All staff and volunteers will take part in regular team meetings and have the opportunity for one to one sessions with their line manager in order to give them an opportunity to talk about any issues, concerns, problems with their work etc that they may have. This may be regarding the CH, YP or VA, their personal roles, other staff, training needs etc.

All Staff and volunteers will have access to the Safeguarding policy and be provided with a copy of the safeguarding procedure and taken through it by their line manager to ensure understanding. Informal chats with line managers will also be available at any time.

1.4 The Safeguarding Team

The Safeguarding team is an advisory and supporting team looking into the responsibilities and practices concerning the safeguarding of CH, YP and VA within Amblecote Christian Centre. The team focuses on highlighting and reviewing safeguarding practices and recommending action to create a safer environment for CH, YP and VA.

The team meets on a bimonthly basis, and will review policies, CRB checks, best practice, training and many other issues concerning the protection of CH, YP and VA's.

This group exists to develop due diligence and keep safeguarding as a top priority.

<u>Aims of the of Safeguarding Team</u>

- **Act as an advocate – speaking for and on behalf of children and vulnerable adults.**
- **Act independently in reporting concerns of abuse.**
- **Oversee the preparation and implementation of the safeguarding Policy, ensuring it is regularly reviewed.**

1.5 Whistle Blowing

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. Each employer should have a clear and accessible whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. Adults who use whistle blowing procedure should be made aware that their employment rights are protected.

Workers should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important when CH, YP and VA welfare is at risk.

1.6 Confidentiality

Workers may have access to confidential information about CH, YP and VA in order to undertake their responsibilities. In some circumstances they may have access to or be given highly sensitive or private information. These details must be kept confidential at all times and only shared when the CH, YP or VA may be exposed to significant harm. Such information must not be used to intimidate, humiliate, or embarrass the CH, YP or VA concerned.

If an adult who works with CH, YP or VA is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff or nominated child protection person. Any actions should be in line with locally agreed information sharing protocols.

The storing and processing of personal information about CH, YP and VA people is governed by the Data Protection Act 1998.

Whilst adults need to be aware of the need to listen and support CH, YP and VA they must also understand the importance of not promising to keep secrets. Neither should they request this of a CH, YP or VA under any circumstances.

Any concerns and allegations about adults should be treated as confidential and passed to their line manager straight away.

Section 2

2.1 Managing difficult behaviours

It may be necessary at times to manage difficult behaviours. This may included nurturing, training, instruction, teaching, encouragement in order to support Ch, YP and VA in safe and positive behaviours.

We believe CH, YP and VA are unique and individual therefore workers should not make comparisons but rather encourage and affirm individual strengths. We acknowledge every CH, YP and VA is unique and will respond in different ways to different methods of behaviour management.

Workers should build healthy relationships with CH, YP and VA and be a positive role model by setting an example. You can't expect CH, YP or VA to observe the ground rules if you break them yourself.

Workers should ensure that if significant time is being dedicated to managing difficult behaviours the needs of other CH, YP and VA's are not overlooked.

Workers should be consistent in what they say and ensure that other workers know what has been said. Clear communication is vital.

If CH, YP and VA are not effectively engaged their behaviour may become difficult to manage, so programmes should be reviewed regularly.

Workers should NEVER physically chastise a CH, YP or VA. Workers should avoid shouting unless necessary where a CH, YP or VA was at immediate risk.

Workers are encouraged to call on support from other workers, or their line manager when required, if unsure of how to deal with any presenting behaviour.

Ground rules should be laid down e.g. no swearing, racism or calling each other names, respect for property, and make sure the CH, YP and VA understand what action will be taken if not kept.

On occasion a CH, YP and VA may present behaviours that are difficult to manage, on such occasions it is essential the workers assess the needs of the group and the individual in order to introduce appropriate methods of behaviour management.

Workers will attend child protection and managing difficult behaviour training relevant to their role in line with local authority recommendations.

2.2 Power and position of trust

As a result of their knowledge, position and/or the authority within in their role, all adults working with CH, YP and VA are in positions of trust in relation to the people in their care. A relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.

A relationship between a worker and a CH, YP or VA cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable people. Workers have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Workers should always maintain appropriate professional boundaries and avoid behaviour, which might be misinterpreted by others. They should report and record any incident with this potential.

2.3 Communication with children, young people and vulnerable adults

Communication between CH, YP, VA and workers, by whatever method, should take place within professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Workers should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the CH, YP or VA, other than that which might be appropriate as part of their professional role. Workers should ensure that all communications are transparent and open to scrutiny.

If workers feel that appropriate professional contact is required outside of organised activities and is beneficial to the CH, YP or VA then this should first be discussed with the line manager, agreed at their discretion, and monitored over time.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person, and manipulate that relationship so sexual abuse can take place. Workers should be aware that consistently conferring inappropriate special attention and favour upon a child or young person might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour.

Section 3
3.1 Abuse

It is the duty of a person working with CH, YP and VA to prevent abuse and to report any abuse discovered or suspected.

General Guidelines

Kind of Abuse:

***Physica*l - Where CH, YP or VA receive physical hurt or injury.**

***Sexual* – Where a person or persons seek sexual gratification by using CH, YP and VA.**

***Emotional-* Where CH, YP and VA are harmed by constant lack of love and affection, or threats, taunting etc**

***Neglect-* 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 or 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 provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to**

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

<u>The following may be signs of abuse:</u>

***Physical Abuse* – unexplained injuries or those which have received no medical attention, hidden injuries, signs of neglect**

***Sexual Abuse* – allegations made by the child or young person, pre-occupation with sexual matters, sexual activity through word, play or drawing, severe sleep disturbances with fears and phobias, being sexually proactive with adults.**

***Emotional Abuse* – regression in behaviour, nervousness, sudden under-achievement, inappropriate relationships with peers/adults, attention seeking, running away/stealing/lying, looking uncared for.**

<u>If you suspect abuse:</u>

DO NOT DELAY
Workers should consult the person, to whom they are responsible for their role (if the person under suspicion is the person to whom they are responsible workers should contact the Child Protection Officers.)

The Child Protection Officer or Senior Leader will contact Social Services.

<u>If a child, young person or vulnerable adult wants to talk about abuse:</u>

Workers should accept what they are told, keeping calm and looking directly at them.

Workers should let them know that they need to tell someone else. DO NOT PROMISE CONFIDENTIALITY.

Even when a CH, YP or VA has broken a rule they are not to blame.

Be aware that the CH, YP or VA may be threatened.

Workers should never push for information and they should reassure the CH, YP or VA that they were right to tell you.

Workers should let the CH, YP or VA know what they are going to do next and tell them that they will let them know what happens.

Workers should make notes as soon as possible, writing down exactly what the CH, YP or VA said and when they said it. Record dates and times of these events and keep the hand-written record.

<u>Essential actions to be taken in the event of an allegation:</u>

- **Children's social care should be contacted if deliberate injury is suspected, there is concern for a child's safety or they are afraid to return home.**

- **Don't discuss with parents/carers – it could jeopardise an official investigation.**
- **Seek medical help if needed urgently, advising doctor of suspicions.**
- **Make careful notes of conversations and/or concerns – they may be required in an investigation.**

3.2 Drugs and solvents

Most children, young people and vulnerable adults do not get involved with drugs and solvents but it is inevitable that they will come into contact with them at some time. People find out about drugs earlier than we think – from the media or from friends and family.

Why do young people take drugs?

For some CH, YP and VA it is just the simply the fact that the opportunity arose and they chose to try it. There may be no long-term problem and therefore some discussion, a warning and monitoring may be the appropriate response.

Drug taking and solvent use can be seen as exciting and daring or it may be used to block out existing problems. CH, YP and VA need to recognise that although continued use of drugs may temporarily disguise their problems, in the long-term they will only make things worse.

Drug taking may be used to cope with existing problems some will use drugs as a response to loneliness, feelings of inadequacy and low self- esteem. Young people will need help to overcome these difficulties without turning to drugs or solvents.

How to tell if someone is taking drugs:

It is not easy to tell, particularly when someone first takes drugs or solvents or takes them occasionally.

The following may be signs of drug abuse:

- **Bouts of dizziness**
- **Increased evidence of telling lies or furtive behaviour**
- **Loss of interest in hobbies, sport, school work or friends**
- **Loss of appetite**
- **Sudden changes in mood**
- **Unexplained loss of money or belongings**
- **Unusual irritability or aggression**
- **Unusual powders, tablets, capsules, scorched tinfoil, needles or syringes**

- **Unusual smells, stains or marks on the body or clothes, or around the place where the group meet**

<u>What are the responsibilities of the worker:</u>

Allowing someone in your care to use, possess and produce or to supply illegal drugs is an offence!

In these circumstances:

- **Challenge the person concerned**
- **Require them to stop**
- **For those under 16 years of age, inform their parents/guardians**
- **For those 16 and over, it may also be appropriate to discuss the issue with their parents, but only with the permission of the YP OR VA concerned.**
- **Inform the person that if they use drugs while involved in group activities or supply drugs to the members of the group you will inform the police**
- **If they do not stop inform the police**

If you know someone is sharing illegal drugs with a friend where your group meets but you do nothing about it, you are committing an offence. A person who knowingly turns a "blind eye" can be charged with aiding and abetting!

3.3 Children, young people and vulnerable adults in distress

There are some settings, where workers are involved in managing occurrences of distress and emotional upset. In these circumstances professional guidance should be followed and adults should be aware of what is and what is not acceptable behaviour when comforting a CH, YP or VA or diffusing a situation.

This is particularly important when working on a one-to-one basis.

For all other workers there may be occasions when a distressed CH, YP or VA needs comfort and reassurance and this may involve physical contact. Young children, in particular, may need immediate physical comfort, for example after a fall, separation from parent etc. Workers should use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries.

Where an adult has a particular concern about the need to provide this type of care and reassurance, or is concerned that an action may be misinterpreted, this should be reported and discussed with their line manager and parents/carers.

3.4 Bullying

Bullying is taking away someone's right to be safe strong & free:

- **by taking sides against someone**
- **by spreading nasty stories or rumours about someone**
- **by ridiculing someone or pushing them out**
- **by being more powerful and making decisions that leave someone else unhappy or excluded**
- **hurting someone by leaving them not knowing whether they are a friend, or included in the group, from day to day**
- **when someone is teased because they are different - and especially if they can't stand up for themselves**
- **when someone is teased in a way that makes them unhappy**
- **when someone is threatened or physically hurt by someone**
- **when people are tormented (for example by having their belongings hidden or tampered with)**

Bullying isn't:

- **falling out with people**
- **short term arguments**
- **friends breaking up**
- **occasional teasing**

Why do people bully?

- **Expel their anger or frustration**
- **Feel powerful**
- **Gain admiration, raise status or sense of belonging**
- **Feel there is someone 'less' than themselves**
- **Get their own back for something**
- **Communicate/maintain their power/dominance**
- **Bigotry and dislike for particular groups**
- **For fun**

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. CH, YP and VA who are bullying need to learn different ways of behaving.

Workers have a responsibility to respond promptly and effectively to issues of bullying.

Procedures

- **Report bullying incidents to workers and line manager**
- **In cases of serious bullying, the incidents will be recorded by workers**
- **In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem**
- **If necessary and appropriate, police will be consulted**
- **The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly**
- **An attempt will be made to help the bully (bullies) change their behaviour**

Outcomes

- **The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.**
- **In serious cases, suspension or even exclusion will be carried out.**
- **After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place**

3.5 Sharing concerns and recording incidents

All incidents and concerns should be recorded and kept in a safe place. Individuals and professionals investigating allegations will have a right to see personal records

Workers should be aware of the child and vulnerable adult protection procedures, including procedures for dealing with allegations against adults. All allegations must be taken seriously and properly investigated in accordance with local procedures and statutory guidance.

In the event of any allegation being made, to someone other than a worker, information should be clearly and promptly recorded and reported to the child protection co-ordinators.

Workers should always feel able to discuss with their line manager any difficulties or problems that may affect their relationship with CH, YP and VA so that appropriate support can be provided or action can be taken.

It is essential that accurate and comprehensive records are maintained wherever concerns are raised about the conduct or actions of adults working with or on behalf of CH, YP and VA.

We will inform the statutory authorities about any concerns.

Section 4

4.1 Taking care of touching

Guidelines on touch:

- **Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.**
- **Touch should be related to the CH, YP or VA needs, not the worker's.**
- **Touch should be age –appropriate and generally initiated by the CH, YP or VA rather than the worker.**
- **Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the CH, YP or VA.**
- **CH, YP and VA have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.**
- **Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood.**

- **Concerns about abuse should always be reported.**

4.2 Dress and appearance

A person's dress and appearance are matters of personal choice and self-expression. However adults should dress in ways, which are appropriate to their role and this, may need to be different to how they dress when not at work.

Workers who work with CH, YP and VA should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake.

Those who dress in a manner which could be considered as inappropriate, could render themselves vulnerable to criticism or allegations.

4.3 Infatuations

Infatuation is the state of being completely carried away by unreasoning passion or love.

Occasionally, a CH, YP or VA may develop an infatuation with a worker. Workers should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

An adult, who becomes aware that a CH, YP or VA is developing an infatuation, should discuss this at the earliest opportunity with their line manager/youth leader or parent/carer so appropriate action can be taken to avoid any hurt, distress or embarrassment.

4.4 Social contact

Adults who work with CH, YP and VA should not seek to have social contact with them or their families, unless the reason for this contact has been firmly established and agreed with line managers. If a child or parent seeks to establish social contact, or if this occurs coincidentally, the adult should exercise her/his professional judgement in making a response but should always discuss the situation with their line manager or with the parent of the CH, YP or VA. Adults should be aware that social contact in certain situations could appear to others as grooming.

Where social contact is an integral part of work duties, e.g. pastoral work in the community, care should be taken to maintain appropriate personal and professional boundaries. This also applies to social contacts made through interests outside of work or through the adult's own family or personal networks.

Some workers may support a parent who may be in particular difficulty. Care needs to be exercised in those situations where the parent comes to depend upon the adult for support outside their professional role. This situation should be discussed with the line manager and where necessary referrals made to the

appropriate support agency.

4.5 Intimate and personal care

Intimate care:
Some job responsibilities necessitate intimate physical contact with CH, YP and VA on a regular basis, for example assisting young children with toileting, providing intimate care for CH, YP and VA with disabilities or in the provision of medical care. The nature, circumstances and context of such contact should comply with professional codes of practice or guidance and/or be part of a formally agreed plan, which is regularly reviewed. The additional vulnerabilities that may arise from a physical or learning disability should be taken into account and be recorded as part of an agreed care plan. The emotional responses of any CH, YP or VA to intimate care should be carefully and sensitively observed, and where necessary, any concerns passed to senior managers and/or parents/carers.

All CH, YP and VA have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity should be encouraged to act as independently as possible.

Personal care:
CH, YP and VA are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard CH, YP and VA and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the child or young person concerned and sensitive to the potential for embarrassment.

Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the CH, YP and VA with whom they work.

4.6 Showers and changing

CH, YP and VA are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard children and young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the people concerned and sensitive to the potential for embarrassment.

Workers therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the CH, YP or VA.

This means that workers should:

- **Avoid any physical contact when children are in state of undress.**
- **In situations of special need there may be times where staff may need to help a child dress/undress etc.**
- **avoid any visually intrusive behaviour**
- **exercise professional judgement to ensure CH, YP and VA are safe within public changing facilities**

This means that adults should NOT:

- **Change in the same place as CH, YP or VA**
- **Shower with CH, YP or VA**

4.7 Gifts and favoritism

The giving of gifts or rewards to CH, YP and VA should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of CH, YP or VA, whilst in other situations the giving of a gift to an individual CH, YP or VA will be part of an agreed plan, recorded and discussed with the line manager.

Any gifts should be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be misinterpreted by others as a gesture either to bribe or groom CH, YP or VA.

Workers should exercise care when selecting CH, YP and VA for specific activities or privileges to avoid perceptions of favouritism or unfairness.

Care should also be taken to ensure that workers do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when CH, YP, VA or parents wish to pass small tokens of appreciation to adults e.g. on special occasions or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

4.8 Spiritual Growth & Prayer

Amblecote Christian Centre actively promotes the right of each CH, YP or VA to develop spiritually as part of their growth and development as a person. In some cases the need may arise to consult with CH, YP or VA about matters which are spiritual in nature and this may include praying with a CH, YP or VA.

Guidelines when praying for people

- **Ask what the person would like prayer for**
- **When you pray for someone try to stay in the background as much as possible so that the person can follow what God is doing**
- **Pray only for someone of the same sex as yourself unless there is another person of the other sex with you**
- **You may feel that God is speaking a Bible verse or a word or picture to them. If so offer it gently at an appropriate time**
- **Leave space to listen to the Holy Spirit**
- **Bless what God is doing – remember He's doing the real work, not you!**
- **Never do things that might make the person more dependent on you**
- **Ask the person what they feel God is doing. That might help you pray more specifically.**
- **Never look shocked when the person you're praying for tells you something personal, however unusual it is. We always want to respect**

the dignity of those we minister to, and give them a safe place where they can encounter God

- **Anyone telling you details of physical or sexual abuse presently taking place obviously needs particular sensitive support. Tell them early on that something of this nature you will need to report to someone in a higher position of authority**

Section 5

5.1 Access to inappropriate images and internet usage

There are no circumstances that will justify adults possessing indecent images of children and young people. Workers who access and possess links to such websites will be viewed as a significant and potential threat to children and young people. Accessing, making and storing indecent images of children on the internet is illegal. This will lead to criminal investigation and the individual being barred from working with children and young people, if proven.

Workers should not use equipment belonging to their organisation to access adult pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with CH, YP and VA.
Workers should ensure that CH, YP and VA are not exposed to any inappropriate images or web links. Organisations and adults need to ensure that internet equipment used by CH and YP have the appropriate controls with regards to access. e.g. personal passwords should be kept confidential.

Where indecent images of children or other unsuitable material are found, the police and Local Authority Designated Officer (LADO) should be immediately informed. Workers should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated, which in itself can lead to a criminal prosecution.

Please see section 7.3 for guidance on Social Networking

5.2 Use of photography and video

Working with CH, YP and VA may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of children and young people. Informed written consent from parents or carers and agreement, where possible, from the CH, YP or VA, should always be sought before an image is taken for any purpose.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. 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 any publicity purposes or published in the media, or on the Internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

Workers need to remain sensitive to anyone who appears to be uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for adults to take photographs of CH, YP or VA for their personal use.

Section6
6.1 Safety considerations

A safe person in a safe place considers:

- **The activity being carried out by the CH, YP and VA.**
- **The ratios of workers to CH, YP and VA.**
- **The activities going on.**
- **The age and stage of the CH, YP and VA involved.**
- **The opportunities and limits offered by the setting.**
- **The experience of the workers involved.**
- **The behaviour of the CH, YP or VA's at the time.**
- **The worker's feelings and well-being at the time.**

6.2 Risk assessment

1. Adult to Child Ratios. In order to supervise children's activities safely it is necessary to have sufficient adult leaders and helpers. Below are the suggested ratios of adult to child, recommended by the government through Ofsted. These are the ratios required in regulations governing day care for under 8's.

	Adult	:	Children
2 yrs & under	1	:	3
3 years	1	:	4
4 to 8 years	1	:	8

NB. Day Care regulations (Ofsted) cover activities which last for six days or more in a year, for children up to eight years of age where there is no one with parental responsibility with them and where the activity lasts for two hours or more in a day.

For children over 8, there is no official guidance. Our suggested ratio is two adults (preferably one of each gender) for up to 20 children, with an additional leader for every 10 children.

A risk assessment should be carried out for activities and especially where it is:

- **outdoors**
- **high risk or dangerous**
- **when catering for people with disabilities or special needs**

The results of the risk assessment may mean ratios need to be increased. The most important thing is to be specific in written guidance and expectations.

2. Arrange that, as far as possible, an adult is not left alone with a CH, YP or VA where there is little opportunity of the activity being observed by others.

3. Arrange that, as far as possible, men only counsel males and women females when an adult member of the opposite sex is not present.

4. Ideally we would have at least 2 adults present with a group, certainly 2 adults present when it is the only activity taking place on the premises.

5. Ensure that every worker knows where the nearest telephone is, for use in an emergency.

6. Ensure that premises and equipment used with CH, YP and VA are safe and suitable for the purpose.

7. Ensure that CH, YP and VA know who to contact should they feel the need to talk with someone about an incident in their group and particularly if they feel they have been abused by an adult or another young person.

8. Ensure that a First Aid kit is available during all activities and that all accidents are recorded on the appropriate form.

9. Ensure that all Fire Notices are displayed informing people what to do in case of fire and that all leaders and CH, YP and VA know what to do.

10. Ensure that a register of those attending the meeting/club is kept.

11. Make sure that it is clear who is responsible for the CH, YP and VA after the activity is over.

12. Make sure that the rooms are secure from unwelcome people.

13. Make sure that CH, YP and VA cannot slip outside without any participating adults noticing.

6.3 First Aid and the administration of medicine

It is expected that adults working with CH, YP and VA should be aware of basic first aid techniques. It is not however, a contractual requirement and whilst adults may volunteer to undertake such tasks, they should be suitably trained and qualified before administering first aid and/or any agreed medication.

When administering first aid, wherever possible, adults should ensure that another adult is aware of the action being taken. Parents and carers should always be informed when first aid has been administered.

In circumstances where CH, YP and VA need medication regularly a health care plan should have been established to ensure the safety and protection of children and the adults who are working with them. Depending upon the age and understanding of the CH, YP ad VA, they should where appropriate, be encouraged to self administer medication or treatment including, for example any ointment, use of inhalers.

6.4 Trips and outings

Adults should take particular care when supervising CH, YP and VA people on trips and outings, where the setting is less formal than the usual meeting place. Adults 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, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/CH, YP and VA ratios and to the gender mix of staff especially on overnight stays.

Health and Safety arrangements require workers to keep colleagues/employers aware of their whereabouts, especially when involved in activities outside the usual workplace.

6.5 Transporting children, young people and vulnerable adults

There will be occasions when adults are expected or asked to transport CH, YP and VA as part of their duties. Adults, who are expected to use their own vehicles for transporting children should ensure that the vehicle is 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 worker to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. Where adults transport children in a vehicle, which requires a specialist license/insurance e.g. PCV or LGV workers should ensure that they have an appropriate licence and insurance to drive such a vehicle.

It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/carers.

6.6 Home visits

There are workers for whom home visits are an integral part of their work. In these circumstances it is essential that appropriate policies and related risk assessments are in place to safeguard CH, YP and VA and the workers.

A risk assessment should include an evaluation of any known factors regarding the CH, YP and VA, parents/carers and others living in the household. Risk factors such as hostility, child protection concerns, complaints or grievances can make adults more vulnerable to an allegation. Specific consideration should be given to visits outside of 'office hours' or in remote or secluded locations. Following an assessment, appropriate risk management measures should be in place before visits are agreed. Where little or no information is available, visits should not be made alone. There will be occasions where risk assessments are not possible or not available, e.g. when emergency services are used. In these circumstances, a record must always be made of the circumstances and outcome of the home visit. Such records must always be available for scrutiny.

Under no circumstances should an adult visit a CH, YP or VA in their home outside agreed work arrangements or invite them to their own home or that of a family member, colleague or friend. If in an emergency, such a one off arrangement is required, the adult must have a prior discussion with the line manager and the parents or carers and a clear justification for such arrangement is agreed and recorded.

Section 7

7.1 Protecting workers

Good, safe practice in working with CH, YP and VA also protects those who work with them. It can, for instance, avoid unfounded allegations, either from service users or from other people.

If an allegation is made, a record of good practice will be of great help in rebutting any false claims. In the event of an allegation being proved against a worker, a history of good practice will be evidence that the Organisation has discharged its responsibility to the worker and to the CH, YP and VA in their care.

7.2 Safeguarding Diversity

We recognise that each CH, YP and VA is an individual with their own skills and abilities. We recognise that there is diversity in family life, education, faith and culture. We undertake to embrace and celebrate such differences in ways that make our groups/organisation better for CH, YP and VA. CH, YP and VA have the right to be protected from all forms of discrimination. We value and encourage the participation of CH, YP or VA regardless of age, class, disability, ethnic background, faith, gender and sexual orientation.

We recognise that families from different backgrounds and cultures will have different approaches to- child rearing. These differences should be acknowledged and respected provided they do not place CH, YP or VA at risk.

There are a wide variety of cultures and practices. If a worker is unaware of a particular culture and how to respond to a practice or custom they can contact a member of the safeguarding team who will endeavour to provide appropriate information and guidance.

7.3 Social Networking Guidance

Social Networking Site (SNS) Profiles

A Social Networking Site (SNS) profile is defined as a profile on an online social networking site such as Facebook, Bebo, myspace, MSN or other website used for 'Online Social networking'.

Case for interacting with SNS

Social networking sites are growing in popularity and play a huge role in the lives of many people today. For many people (particularly young people) social networking sites are part of day to day life, communication and interaction with peers.
We believe that we can work towards making SNS's safer through engaging with them in a positive and professional way. Within firm safety guidelines, detailed, working and interacting with CH, YP and VA through social networking is an extension of our work and crucial to their safer development and experience.

Dangers of not interacting with SNS

There are many dangers of choosing not to interact with SNS, we have detailed some here,
-CH, YP and VA we work with are already engaging in SNS. Refusing to interact with them will create a gap between the provision we offer in the 'cyber-world' and what we offer in the 'physical-world'
-There are many risks associated with SNS, dangerous or harmful people and content, refusing to interact with CH, YP and VA on SNS decreases the amount of positive and professional contact
-CH, YP and VA are using SNS. We have no choice where CH, YP and VA's choose to interact. We must carefully engage with SNS's in order to work towards a more positive and safer environment for CH, YP and VA.
-not using SNS creates a gap between the knowledge of workers and that of CH, YP and VA, creating greater risk of CH, YP and VA not disclosing if they engage with harmful or high risk people/content and/or workers not being enabled to recognise when CH, YP or VA discuss harmful or high risk online behaviour.
-CH, YP and VA's media literacy will be essential for them to navigate the Internet with reduced risk, not engaging with SNS reduces our organisations influence and training opportunities.

Identification of risks

ACC also recognises that there are a number of risks associated with our workers engaging with SNS. Some of these are detailed here,
-CH, YP or VA connecting with workers in an inappropriate way
-Potential breakdown in the professional and personal boundaries
-Misunderstanding or misrepresentation of discussions/contact

Managing Risks

Therefore it is important that as an organisation we interact with SNS but within careful guidelines that will protect both workers and CH, YP and VA. With this in mind we have developed the following guidance and recommendations for workers.

Guidance and Recommendations

BE PUBLIC!

- **Personal online chat is a risk to you and a CH, YP or VA, keep all online and electronic conversation open and transparent. Use groups or public pages wherever possible.**

- **Where possible contact and obtain permission from parents, guardians of CH, YP and VA to ensure they are aware of any contact with CH, YP or VA**

BE PREPARED!

- **Before engaging online ensure you have an appropriate level of training understanding how to manage risk, assess risk in online behaviour and recognise dangers. Contact your line manager for more information about this.**

- **If you have a concern about a CH, YP or VA's online activity or a concern about another adults online activity that could be a potential risk to any CH, YP or VA;**
  If a CH, YP or VA is in immediate danger call 999.
  If not then report this to your line manager or safeguarding officer

- **If you have a concern about any online conversation report this as soon as possible to your line manager**

BE PROFESSIONAL! (remember, you are a professional!)

- **As a worker do not post information (text, photos, details) on your profiles which would be professionally inappropriate for CH, YP or VA to access or use privacy settings to ensure this content is not accessible to CH, YP or VA.**

- **Keep appropriate professional boundaries at all times!**

- **Lead by Example! Abide by all relevant safety messages and guidance provided to CH, YP or VA. Always follow website guidelines and rules (ie. age restrictions on profiles etc)**

BE PROACTIVE

- **Set a good example online for CH, YP and VA. Always thinking about what you post online.**

- **Look for opportunities in your voluntary work to support CH, YP and VA in their online behaviour.**

Reporting and recording online concerns

Online contact with CH, YP or VA should be recorded in agreement with the workers line manager. Workers should report and record any concerns about CH, YP or VA to line managers as soon as possible. (if concerns involve the line manager workers should contact the safeguarding officer)

The Safeguarding Officer will contact the authorities if necessary.

Training

We aim to provide training opportunities for those workers who regularly have contact with CH, YP or VA who use SNS on a regular basis. This may include individual training, team or group training. We also aim to do some work with CH, YP and VA to increase their media literacy.