

**SAFEGUARDING POLICY
FLASHLIGHT ST. IVES
VERISON 2 MK 1 2020**



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Flashlight St. Ives Safeguarding policy and procedure for - Child Protection & the protection of adults at risk

1. Introduction

Safeguarding is everyone's responsibility: The purpose of this document is to specify Flashlight St. Ives's Safeguarding policy and procedures for the protection of children, young people, and adults at risk.

A child is defined as up to the age of 18.

The document applies to all Flashlight St. Ives staff, including volunteers, trustees, volunteers, freelancers, and consultants and the policy and procedures apply to all of Flashlight St. Ives's activities.

All adults who encounter children and young people in their work have a duty of care to safeguard and promote their welfare. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

The Children Act 2004 places a duty on an organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident, and safe to do so. (Guidance for Working together to safeguard children July 2018)

Safeguarding and promoting the welfare of children is defined for this policy as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances.

2. Policy

Flashlight St. Ives seeks to provide an environment where everyone can work safely, and children, young people, and adults at risk can engage with the organisations' activities and enjoy programs provided through the work of the organisation or in partnership with other agencies and/or community voluntary sector organisations.

It is the policy of Flashlight St. Ives to safeguard the welfare of children, young people, and adults at risk involved in the work we do by protecting them from neglect, physical, sexual or emotional abuse. It is also Flashlight St. Ives's policy to provide those working for or with the organisation with a framework to operate within to keep everyone who is engaged in the organisation's activities safely. It is, therefore, Flashlight St. Ives's policy to ensure that all staff, volunteers, trustees, consultants, and volunteers (legally responsible adults) working with children, young people, or adults at risk: are carefully selected, are checked by the Disclosure and Barring Service ("DBS" - see 4.1 below) have two appropriate references and understand and accept their responsibility for the safety of children, young people and adults at risk in their care.

Flashlight St. Ives Safeguarding policies and procedures:

- raise awareness of child protection issues amongst community voluntary groups, clubs, and organisations within our network and encourage them all to work towards achieving the Flashlight St. Ives Safe Spaces Mark.
- ensure that children, young people, and adults at risk welfare are of paramount importance, regardless of age, gender, ability, or race, when planning, organising, advising on, and delivering programs.
- respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies.
- raise the awareness of relevant staff, partner organisations, and volunteers of child protection issues through the provision of training and regular updates to risk assessments and changes in client groups.
- monitor and review the effectiveness of this policy regularly.
- ensure that the principles of this policy are adopted by all organisations or individuals with whom Flashlight St. Ives works and by members of the Flashlight St. Ives, through the adoption of a policy, which meets the same level of determination concerning children, young people, and adults at risk safety.

The Child protection and the protection of adults at risk policy and procedure also seeks to manage effectively the risks associated with activities and events involving children, young people, and adults at risk through departments by:

- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these;
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these regularly;

- Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work that involves working with children or vulnerable adults;
- Requiring new employees and individuals involved in working with children, young people, and adults at risk to familiarise themselves with the content of this policy and the associated code of behavior and receive appropriate training.

3. Responsibilities

The implementation of this policy is mandatory across all areas of Flashlight St. Ives. Specific responsibilities are outlined below:

3.1 Project Events Management and Senior Staff

The Project Events Management is ultimately responsible for the implementation of the Flashlight St. Ives's Safeguarding Policy and Procedures.

The Senior Staff will ensure the policy and its accompanying procedures and practice guidelines are implemented across their multi-purpose and functional areas of responsibility.

David Peters: Project Events Manager

Info@flashlightstives.co.uk

He will report to the Trustees organisational development committee on any safeguarding and/or child protection issues, which arise.

Responsible for ensuring:

- the resource available to support staff on safeguarding/child protection issues is maintained.
that safeguarding implication are constantly reviewed across the scope of the work the organisation delivers to young people, and are fully considered in the development of all new pieces of work.
- the continued development of Flashlight St. Ives's approach to Safeguarding, considering and authorising any immediate changes in operational policy required due to a safeguarding incident or near-miss safeguarding is considered in all appointments of staff (to include trustees, volunteers, freelance staff, etc).
- Training of staff is delivered as regularly as is necessary for department needs.
- Has full responsibility towards Flashlight St. Ives, its building, staff, content, and any other items that are part of the Flashlight St. Ives organisation.

3.2 Project Events Manager

Responsible for:

- ensuring that staff, trustees, and volunteers are able to discuss safeguarding, child protection, and abuse issues confidentially and receive guidance and support on the action if situations arise.
- ensuring the Safeguarding policy is fully implemented locally and that procedures to support the policy are set up as outlined, complied with, and communicated, ensuring the referral of all safeguarding, child protection issues to the

Safeguarding Officer. (This may be as simple as discussing a hypothetical issue to protect identities).

- ensuring all reporting staff are aware of their roles and responsibilities under this policy.

This must form part of their induction.

- ensuring staff and volunteers undertake appropriate and required induction and training in safeguarding/child protection, at the required level relevant to their role.
- ensuring all new staff members and volunteers have the required disclosure certificate in place if engaging in regulated activity with young people and that they cooperate with the internal DBS procedure to include checking ID and provision of signed copies of documents with application forms to HR.

3.3 All Trustees, staff, volunteers, freelancers, and consultants

All Trustees, staff (including volunteers and/or paid), volunteers, freelancers, and consultants are expected to adhere to the requirements of this policy and procedures and operate within codes of conduct outlined within the various policies that support the work of Flashlight St. Ives.

Any behavior by a Trustee, member of staff, volunteer, freelancer, or consultant that contravenes the terms of this policy and procedure may be considered for disciplinary action, which in turn may lead to dismissal for staff and ending of contracts for volunteers, freelancers, and consultants and Trustees being removed from the Trustee Board.

4. Procedure

4.1 Recruitment of Employees, Volunteers, Trustees, and Consultants

The aim of the recruitment and selection processes for employees, volunteers, Trustees, freelancers, and consultants is to ensure that the best person for a particular role is appointed. However, Flashlight St. Ives needs to balance the need to protect the interests of young people with its desire not to discriminate unfairly against ex-offenders. For this reason, the organisation has a detailed policy and procedure on the recruitment of ex-offenders, and all staff, trustees, and regular volunteers are required to have two appropriate references, attend specific training and hold a valid Enhanced DBS certificate.

4.2 Work with Children and Young People

Flashlight St. Ives requires all those working directly with children, young people, and adults at risk on behalf of the organisation in any situation to follow the procedures below, to create a safe environment in which to work with them.

4.2.1 Guidance for safer working practice

The word “session” is used below to cover all delivery of our work and “staff” includes volunteers, Trustees, staff, volunteers, freelancers, and consultants:

- Staff must give due regard to issues of safety at all times. This includes carrying out appropriate risk assessments before all sessions. ([See FLASHLIGHT ST. IVES Health and Safety.doc](#)). Due regard should be given to the potential influences and associated risks that different groups will have on each other.
- Staff working with children, young people, and adults at risk should: be appropriately trained and qualified to ensure the safe provision of services, coaching, and use of equipment. Staff should carefully plan sessions with care and safety as their primary concern including the use of appropriate activities that are testing and stretching yet not unnecessarily rough or overly demanding.
- Staffing ratio guidelines must be followed. In practice the ratio of responsible adults to children tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children. It is recommended that, even if the ratio only requires one adult, there is a minimum of two staff with legal responsibility present at all times for children under eight years old. At Flashlight St. Ives ratios are managed to each instructed activity session, and a group leader/teacher must also be present.
- Wherever possible, staff should avoid being alone with children, young people, and adults at risk, and staff shouldn't take them to their own homes. Staff

shouldn't ideally offer a lift to a child, young person, or adult at risk unless they have written parental consent, or a second adult is present.

- Staff should only train children, young people, and adults at risk in a non-intrusive manner and should encourage them to be responsible for getting themselves ready, such as getting themselves changed before and after activities.
- When entering guest rooms/accommodation, staff and volunteers should make sure there is another adult present where practical
- Staff planning sessions should comply with the standards set by their appropriate professional body, e.g. Sport National Governing Body, National Arts Council, etc.
- Staff planning sessions at third-party premises must ensure that they have a 24hour emergency contact system in place for the event for appropriate staff and services.
- Staff will be expected to keep an attendance register for all organised sessions.
- Parental consent and medical information about the child, young person, and/or adult at risk must be obtained in advance when Flashlight St. Ives is working directly with and has responsibility for, them (forms in Appendix 1). Youth Leaders who are accompanying the children, young people, and adults at risk should have obtained appropriate parental consent and medical information about them before the Flashlight St. Ives event. Staff (inc. group leaders/teachers), should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.
- Children, young people, and adults at risk and their parents should be given a 'named appointment' to whom they may report any worries or concerns. The contact names and telephone numbers should be visibly displayed at events.
- Staff should ensure that programs follow agreed timings and locations
- Staff is expected to promote, demonstrate and incorporate the values of fairness, trust, and ethical practice – Staff must respect all individuals whatever their age, development stage, ability, sex, sexual orientation, or ethnicity 'throughout the session.
- Staff should behave and dress in a manner that promotes recognised good practice concerning safeguarding.
- Residential and Events for Young People should be alcohol-free unless there is an agreement by a senior member of staff that alcohol can be consumed and that a risk assessment supporting the residential or event has mitigated any risks.
- All accidents/incidents involving staff or participants should be recorded using the organisation's accident forms immediately or as soon as practicably possible.

- Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as fire procedures, location of emergency exits, location of emergency telephones, and first aid equipment.
- Staff are responsible for reporting suspected cases of child abuse to the appropriate people

4.2.2 Good Practice to protect against allegations of abuse

You shouldn't:

- Spend excessive amounts of time alone with children, young people, and adults at risk away from others;
Take children, young people, and adults at risk to your own home
- Offer a lift to a child, young person, or adult at risk unless they have written parental consent or a second adult (preferably group leader) is present.
- Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's, young person, or adult at risk's parents/guardians.

Never:

- Engage in rough physical activities including horseplay.
- Engage in sexually provocative activities.
- Allow or engage in inappropriate touching of any form. (Note: where contact is essential for H&S requirements, i.e. an outdoor instructor kitting up activity participant, this is done through clear communication, with participant consent, and follows training guidelines.)
- Allow children, young people, or adults at risk to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child, young person, or adult at risk even in fun.
- Let an allegation a child, young person, and/or adult at risk makes during a group session go unchallenged or unrecorded.
- Do things of a personal nature for children, young people, and/or adults at risk that they can do themselves.
- Place yourself in a situation where you will be left alone with a child, young person, and/or adult at risk. Always seek help from another worker
- If you do have to do things of a personal nature for children, young people, and/or adult at risk (support, give lifts) particularly if they are very young or disabled, then you should obtain the full consent of their parents and ensure a second adult is present

- In an emergency situation, which requires this type of help, parents should be fully informed as soon as is practicable.

4.2.3 Photography and Interviews

Appropriate rules need to be set in line with the service being provided, for example, there is no photography allowed at swimming pools.

The NSPCC recommends using models or illustrations to promote an organisation's work and advises that names should never be matched to photographs. The Football Association advises that photographs should focus on the activity and not on a specific young person.

Formal permission should be obtained for the use of any images or quotes, whether of a child, young person, or adult at risk; apart from child protection issues, photographs, and quotes/interviews that identify the person, are classed as personal information and, as such, are governed by Data Protection laws ([see Flashlight St. Ives's Data Protection policy and procedures](#))

4.2.4 Off-site and Residential Events

Flashlight St. Ives is not responsible for a child, young person, or adult at risk while they are traveling to and from Flashlight St. Ives's event unless agreed with Flashlight St. Ives beforehand. It is the responsibility of the parent/guardian or school/local authority to make appropriate travel arrangements for them.

Flashlight St. Ives requires leaders to organise residential events for children, young people, and adults at risk to make appropriate sleeping arrangements to ensure the safeguarding of individuals and minimise risk.

All offsite and residential events must be managed under departmental operating procedures and [relevant Flashlight St. Ives policies](#).

4.2.5 Signs and Types of Abuse

Signs of Child Abuse:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Some signs that could alert staff and volunteers to the fact that a child, young person, or adult at risk might be being abused include:

- Unexplained bruising and injuries
- Sexually explicit language and actions
- Sudden changes in behavior
- Something a child has said
- A change observed over a long period e.g. losing weight or being increasingly dirty or unkempt.

If a child, young person, or adult at risk displays these signs it does not necessarily mean that they are being abused.

Similarly, there may not be any signs; you may just feel something is wrong. If you are worried, **it is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about them by reporting it appropriately.** See Appendix 2 for Types of Abuse

4.2.6 Suspicions/Reports of Abuse

It is not the responsibility of staff or volunteers to deal with suspected abuse but it is their responsibility to report concerns in line with guidance on reporting child abuse. You may find that these suspicions back up other recorded incidents. Remember, do not investigate – do report.

The following information covers different safeguarding scenarios – follow the one that is appropriate in the situation.

1. If a child, young person, or adult at risks' behavior/appearance gives reason for concern or they have an unusual physical injury or they confide about abuse, the procedure below **MUST** be followed:

- a. immediately inform the Project Events Manager or Senior Staff or Flashlight St. Ives Safeguarding Officer;
- b. use the Incident Record Form at Appendix 3 to make a record of your actions, include anything the child, young person, or adult at risk said, anything you asked the child, and your observations. This may be used as evidence later. Record only the facts as you know them;
- c. ensure the child has access to an independent adult (e.g. teacher/group leader/youth worker).
- d. if abuse is suspected, you or the Project Events Manager or Senior Staff should report concerns directly to the Flashlight St. Ives Safeguarding Officer immediately or in their absence the Senior Staff. It is the responsibility of the safeguarding officer or Project Events Manager to inform the appropriate authorities.

The following are some key **Do's and Don'ts** if a child, young person, or adult at risk reports abuse:

Always:

- Stay calm – ensure the child, young person, or adult at risk is safe and feels safe.
- Make a note and as soon as possible after the event write up a detailed account of what you and the child, young person, or adult at risk discussed.
- Allow the child, young person, or adult at risk to speak without interruption, accepting what you have been told. (This should not be seen as believing or disbelieving what you have been told)
- Reassure the child, young person, or adult at risk and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not promise to keep it a secret and tell the child it is your responsibility to inform others.
- Tell the child, young person, or adult at risk that you will try to offer support, but you will have to pass the information on.
- Alleviate feelings of guilt and isolation, without passing any judgment.

Never:

- Rush into details that may be inappropriate.
- Make promises **you cannot** keep.
- Take sole responsibility – consult someone else so that you can protect the child, young person or adult at risk and gain support for yourself.

2. If you receive an allegation from an adult about another adult or yourself the procedure that **MUST** be followed is:

- immediately inform the Project Events Manager or Senior Staff or Flashlight St. Ives Safeguarding Officer.
- record the facts as you know them and give a copy of the record to your Project Events Manager if an allegation is suspected, concerns should be reported directly to the Flashlight St. Ives Safeguarding Officer or in their absence the Project Events Manager. It is the responsibility of the safeguarding officer or the Project Events Manager to inform the appropriate authorities

3. If you receive a request for advice from anyone external of the Flashlight St. Ives about suspected/reported abuse of a child, young person, or adult at risk the procedure that **MUST** be followed is:

- advise them to make a note as soon as possible detailing the facts as known and, if they spoke with the child, young person, or adult at risk, what was discussed.

- advise them to contact the nearest Children's Social Care services with detail the concerns/report, including a copy of the written notes;
- don't give them a copy of Flashlight St. Ives's procedure, but you may give details of the organisations/publications detailed within it;
- immediately inform your Project Events Manager or Safeguarding Officer;
- record the facts as you know them and give a copy of the record to your Project Events Manager if an allegation is suspected, concerns should be reported directly to the Flashlight St. Ives Safeguarding Officer or in their absence the Project Events Manager. It is the responsibility of the safeguarding officer or the Project Events Manager to inform the appropriate authorities

4.If you are concerned that a child, young person, or adult at risk is or may be subject to abuse or harm:

- Make a written, dated note of observations;
- immediately inform the Project Events Manager or Senior Staff or Flashlight St. Ives Safeguarding Officer or in their absence the appropriate child safeguarding service as soon as possible, who will, within the appropriate timeframe, either make inquiries without raising the question of abuse and evaluate the matter and/or make a referral to the appropriate external authority. See below for the referral procedure.

The following outlines the steps you should take if you are concerned that the behavior of a member of staff or other person is threatening, or potentially threatening, the well-being of a child, young person, or adult at risk.

- a. If you are concerned that a member of staff is harming or abusing a child, young person, or adult at risk, you must report your concerns immediately to the Project Events Manager or Safeguarding Officer. Where it is appropriate to do so, relevant admin staff procedures may be initiated, and/or a referral made to an external agency.
- b. If you suspect any other person is harming or abusing a child, young person, or adult at risk, you should contact the Project Events Manager, Senior Staff, our Safeguarding Officer. However, you can contact Children's Services, Adult Services, or the Police.

If you have urgent concerns about the safety of a child, young person, or adult at risk and are unable to contact the Project Events Manager, Senior Staff or Safeguarding Officer, or in their absence, do not hesitate to contact Children's service, adult services or the police.

These external agencies will be in a position to determine an appropriate course of action.

Making a Referral

If you are concerned that a child, young person, or adult at risk, maybe at risk or has disclosed that they are being harmed, you should contact the Project Events Manager or Safeguarding Officer.

The Project Events Manager, Senior Staff, our Safeguarding Officer will assess the concerns to determine whether to refer to an external agency needs to happen or can be addressed via the Flashlight St. Ives's internal procedures.

Where a referral is to be made externally, the safeguarding officer will report the matter to the authorities. The external agency will conduct its investigation. **Anonymity may not be maintained on reporting.**

4.2.7 Radicalisation & Extremism

The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children, young people, and adults at risk.

This can include involving them in extremist activity in the UK or abroad putting them in extreme danger. Children and young people are being targeted by adults who hold extreme views that advocate violence. There has also been an increase in far-right extremism, which can also draw them into violence. **Flashlight St. Ives staff, including volunteers, trustees, volunteers, freelancers, and consultants working directly with children, young people, and adults at risk must be aware of radicalisation and extremism and report any suspicions of radicalisation and extremism immediately to the Project Events Manager or Senior Staff or Safeguarding Officer.**

Radicalisation and extremism can put a child or young person at risk of being drawn into violence and criminal activity and has the potential to cause significant harm.

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or undermine contemporary ideas and expressions of a nation.

Children and young people may become radicalised if they feel:

- Isolated and lonely or wanting to belong;
- Unhappy about themselves and what others might think of them;
- Embarrassed or judged about their culture, gender, religion, or race;
- Stressed or depressed;
- Fed up of being bullied or treated badly by other people or by society
- Angry at other people or the government;
- Confused about what they are doing;
- Pressured to stand up for other people who are being oppressed.
- The desire to be valued and respected
- There are few other options open to them

- No one is listening to them/have no voice

Extremism is when people have very strong opinions, and these could become extreme.

People who have certain beliefs about politics or religions which are hateful, dangerous, or against the law are often known as extremists.

This harmful behavior is called extremism. Extremists might use violence and damage to express their views and extremist racial or religious groups might use, religion, hate, fear, or violence to control and influence people.

Some many groups and individuals hold extremist views both within the UK and internationally, some are more dangerous than others and Flashlight St. Ives staff need to be aware of how they can affect young people negatively and what you should do to support children and young people or adults at risk who are in danger of being radicalised.

Flashlight St. Ives staff, including volunteers, will be expected to have completed **PREVENT** awareness training at a minimum biannually to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Trustees, volunteers, freelancers, and consultants ideally will have completed the **PREVENT** awareness training if direct delivering Flashlight St. Ives services to children and young people, however, it is recognised this is not always practical and **therefore a minimum requirement is that they have read this document and have acknowledged reading it.**

Further information can be sought from the Flashlight St. Ives Safeguarding Officer at info@flashlightstives.co.uk

4.2.8 Staff Guidance Flow Diagram

What to do if you have concerns for the safety of a child, young person, or adult at risk or in the case of allegations about a member of staff.

You are approached by a child, young person, or adult at risk with a disclosure that they are being, or have been harmed or abused, or neglected

or you are informed of such a disclosure by a staff member, volunteer, or member of the public

or You are concerned that a child, young person, or adult at risk is, or may be subject to, abuse or harm.

Make a written note of the information/ observation, and include a record of the time, date, and person present

You are concerned that the behavior of a member of staff or other person is threatening, or potentially threatening, the well-being of a child, young person, or adult at risk.

Report your concerns immediately to the Project Events Manager, Senior Staff or Safeguarding Officer. Where appropriate, relevant HR/ Admin procedures may be initiated and may result in formal disciplinary action being taken and/or a referral made to an external agency.

In all situations, you must provide an outline of your concerns in writing, If the matter is referred to external authorities, you may be asked to provide a formal statement of your concerns for subsequent external investigations.

NB: If you have immediate concerns that a child or adult at risk is at risk of significant harm, contact the Project Events Manager.

If you think a criminal offence has been committed contact the Police and the Safeguarding Officer.

Inform the Project Events Manager as soon as possible.

The Project Events Manager will evaluate the incident and/or make a referral to the safeguarding officer

If Project Events Manager not available contact your or the safeguarding officer.

4.3 Safeguarding Officer - reporting procedure for concerns

1. Behaviour of a staff member, Trustee, volunteer, freelancer, or consultant (e.g. allegation about behavior towards a child, young person, or adult at risk) Concerns arise about the behavior of a member of staff, Trustees, freelancer, or volunteer towards a child/children, a young person(s) or adult(s) at risk (e.g. suspicions or allegations of poor practice or possible abuse) Individual alerted to concerns reports to Project Events Manager and Safeguarding Officer. Completes the safeguarding incident report form and safeguarding officer takes appropriate follow-up action (see appendix 3)

Safeguarding Officer (if appropriate in consultation with external agencies) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records action taken and agreed)

Safeguarding officer consults with refers to HR/Admin re-initiating disciplinary procedures, immediate temporary suspension (**without prejudice**), and notification of other organisations

Concern dealt with as misconduct issue using complaints/ disciplinary procedures as appropriate.

Safeguarding Officer consults with/refers to Children's Services, Adult Services /Police and follows this up in writing within 24 hours.

A disciplinary investigation will be undertaken and a hearing held.

Children's Services, Adult Services, and/or Police hold Strategy meeting (may include Organisation representative) and agree with the investigation process

The disciplinary process initiated – investigation may be delayed pending the outcome of statutory agencies' processes.

The outcome of the disciplinary process (e.g. no case to answer, advice or warning is given, training/ support required, other sanctions, or exclusion). Consideration of referral to DBS, if appropriate. The outcome of Children's Services, Adult Services, or Police investigation (e.g. NFA, criminal prosecution, assessment of risk, etc.) A full disciplinary investigation is undertaken, and a hearing held outcomes and possible appeal.

Disciplinary appeals process

The behavior of another organisation's staff member, Trustee, freelancer, volunteer, or consultant (e.g. allegation about behavior towards a child, young person, or adult at risk)

Concerns arise about the behaviour of a member of staff or volunteer from another organisation towards a child/children, a young person(s), or adult(s) at risk (e.g. suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to organisation/member of UKY staff. Safeguarding Officer completes the safeguarding incident report form and takes appropriate follow-up action (see below)

Safeguarding Officer (if appropriate in consultation with the external agency) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records action taken and agreed)

If matter appears urgent and indicates a high level of risk to children, young people, or adults at risk, either contact Children's Services, Adult Services or Police direct to refer, or

Contact the Safeguarding Officer in the individuals employing/deploying organisation to pass on the information. Secure and record their commitment to refer to statutory agencies and seek confirmation when this has been undertaken. If not agreed – contact statutory agencies directly.

Inform subject of concerns of intention to pass information to employing/ deploying organisation safeguarding officer in line with safeguarding policy and/or any inter-organisation information sharing arrangements

Contact Safeguarding Officer in employing /deploying organisation and pass on concerns. Record actions and plans agreed. Follow up in writing within 24 hours cc'ing the individual.

Safeguarding Officer records actions and plans agreed and follow up referrals in writing within 24 hours.

5. Working in Scotland

Flashlight St. Ives acknowledges Scotland's safeguarding and Child Protection laws are different from those of England & Wales and will abide by these when it is appropriate to do so.

6. Further information

- **For details of legislation and up to date information on Child Protection, see:**

Safeguarding children and young people

Safeguarding vulnerable adults at risk

- The following local authority organisations are responsible for key inter-agency forums for child protection, safeguarding assessments, and decisions at a level and are identified on local government websites:

SocialServicesDepartments

LocalSafeguardingChildrenBoard(LSCB)

MultiAgencySafeguardingHub(MASH).

- Radicalisation and Extremism - Prevent Duty Guidance, Preventing Violent Extremism
- **NSPCC.** A registered organisation was established to prevent cruelty to children. Helpline for concerns about a **child's welfare 0808 800 5000**
- **Children England** – A registered organisation created by other organisation aimed at creating a society where all children and young people are valued, protected, and listened to, their rights are realised and families are supported
- **Child exploitation and Online Protection (CEOP)**

See Appendix five for Flashlight St. Ives safeguarding contacts

7. Flashlight St. Ives Supporting Policies and Procedures

Flashlight St. Ives has a duty, both in law and as a responsible organisation, to take reasonable care of children, young people, and adults at risk coming into contact with the organisation's activities. The Flashlight St. Ives aims to adopt the highest possible standards and take all reasonable steps concerning the safety and welfare of children, young people, and adults at risk.

Flashlight St. Ives is fully committed to meeting the requirements of safeguarding, concerning children, young people, and adults at risk, to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential.

This policy should be read in conjunction with the following Flashlight St. Ives policies and procedures:

- Health and Safety
- Whistleblowing
- Equal Opportunities and Dignity at Work
- Recruitment and Selection
- Bullying and Harassment
- Complaints procedure
- Incident forms
- Accident forms
- Data Protection Policy
- Disciplinary policy and procedure
- Grievance policy

These documents can be found on the Flashlight St. Ives's One Drive.

The following legislation is relevant to this policy, either because it has influenced its introduction

it's content:

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- The Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- The Human Rights Act 1998
- Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012 -The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults are now made by the Disclosure and Barring Service (DBS) under this legislation.
- GDPR and data protection act 2018

8.Review

This procedure will be reviewed and updated to reflect changes in legislation that would require Flashlight St. Ives to amend its policy and procedures. **As a minimum, it will be reviewed annually.**

9. Appendices Listed

Appendix 1 – Information and Parental Consent Forms

Appendix 2 – Types of Abuse

Appendix 3 - Flashlight St. Ives Child Protection – Incident Record Form

Appendix 4 - Flashlight St. Ives Child Protection – A code of good practice

Appendix 5 - Flashlight St. Ives Safeguarding Contacts list (Internal and General Public)

This form is for general use and can be adapted for specific needs.

Consent form

The purpose of this consent form is to gain agreement for the named individual to participate in our programme/activity and ensure we have sufficient information necessary for participation. We are only asking for essential information and will at all times ensure we protect personal information in accordance with data protection laws.

If you are 18 years old or over, you can complete and sign yourself. If you are less than 18 years old you must complete and sign this form and you must get it countersigned by your parent/guardian.

You or your child (for under 18s) wishes to take part in Flashlight St. Ives's event from (date)..... to Please complete and sign the consent, medical form and photograph/media consent in full and return them to us as soon as possible. If you have any queries please contact the Project Events Manager info@flashlightstives.co.uk

Consent Form

Young Person's Details Full Name:

Home address:

Contact telephone number:

Name (s) of parent/ guardian:

First Emergency contact

Date of Birth:

Second Emergency Contact

Name		
Relationship to young person		
First Contact number		
Second contact number		

Medical / Support information

Date of last tetanus injection if known:

Do you or your child (for under 18's) have any access or communication needs?

Yes / No (delete as appropriate)

If yes please tell us what we need to ensure your / their access needs are met:

Do you or your child (for under 18s) have any known health needs? E.g. Diabetes, asthma, epilepsy, allergies

Yes / No (delete as appropriate) If Yes please complete the next two questions

Current medication?

Name:

Dose: Frequency:

Do you require Flashlight St. Ives to provide additional support to keep you or your child well? Please provide as much information as possible.

Please use this space to provide any other medical/support information

Please note here any dietary requirements, including allergies

Consent Statement

I agree to participation and confirm that I have read and understood all of the details in this form and that the medical details given are complete and accurate.

I understand that while I / my child (for under 18s) is participating in the programme/activity they will be subject to the programme/activity's general code of behaviour and will be required to obey the instructions and advice of Flashlight St. Ives staff and accompanying adults. If I / my child (for under 18s) is seen to not be abiding by the code of conduct, participation in the programme/activity may be terminated. I understand that in such circumstances Flashlight St. Ives will not be responsible for the travel arrangements for myself / my child.

I understand Flashlight St. Ives will do everything in its control to protect personal possessions but cannot be held liable for any loss or damage. **Personal Insurance is recommended.**

In the event of an accident or illness, I understand that every effort will be made to contact the emergency contacts I have provided but, if this is not possible, **I authorise the project leader to consent to any life-saving medical treatment from a qualified medical practitioner which, in the opinion of the qualified medical practitioner, may be necessary for me / my child (over the duration of the program/activity).**

I understand that Flashlight St. Ives researchers will have access to the information provided to support engagement on the programme [namely, name, age, gender, ethnicity, postcode and barriers]. Any information used for statistical purposes will be done in such a way that it will preserve the confidentiality of the information and data wherever practical will be anonymise.

<p>Photograph and Media Consent I give Flashlight St. Ives permission to record the image and/or voice and/or words of myself (the young person named above) / my child and grant Flashlight St. Ives all rights to add the still or moving images and any accompanying words to the Library Stock of Flashlight</p>	<p>Yes/ No</p>
--	----------------

St. Ives and to use them in any medium for its educational, promotional or other work that supports the mission of the organisations.	
---	--

[Optional]

Equality Monitoring Form Gender

I define my gender as: _____

Prefer not to say

Ethnic Origin: Please tick/circle the following

1. *Asian or Asian British*

Indian
Pakistani
Bangladeshi
Any other Asian background

2. *Black or Black British*

Caribbean
African
Any other Black background

3. *Chinese or other ethnic group*

Chinese
Other _____

4. *Mixed*

White and Black Caribbean White and Black African White and Asian
Any other Mixed background

5. *White*

British
Irish
Any other White background

Prefer not to say

Religion or Belief: Please tick the following

No religion
Atheist Buddhist Christian Hindu
Other _____

Sexual Orientation: Please tick the following

Bisexual

Gay Woman / Lesbian

Other _____

Atheist

Jewish Muslim Sikh

Prefer not to say

Gay Man Heterosexual / Straight

Prefer not to say

Disability: Please tick/circle the following

Do you consider yourself to have a disability? Yes / No

If you wish, please state your disability here: _____

Are there any special arrangements required not mentioned above? _____

Are any of these day to day activities affected by your disability?

Eyesight

Hearing

Speech

Learning, understanding or memory

Other _____

Prefer not to say

Data Protection Statement

The information which you give when completing this form will be used in accordance with Data Protection legislation and for the following purposes: to enable Flashlight St. Ives to create an electronic and paper record of the above named person; to enable participation in the Flashlight St. Ives programme; and ensure the organisation has emergency information and medical information to allow safe participation of the programme/activity.

We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes outside the programme unless explicit consent has been obtained. The information collected and where consented may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to support future resources. The information will be kept securely, and will be kept no longer than necessary.

Flashlight St. Ives Privacy Policy

I confirm that I have read and understood all of the details in this form and confirm that the information I have given is complete and accurate.

Young Person: Signature & Date: _____

Parent/ Guardian Signature & Date: _____

Appendix 2

Types of Abuse:

Abuse: A form of maltreatment of a child. Somebody may cause abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child, young person or adult at risk.

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child, young person or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children, young people or adult at risk. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children, young people or adult at risk frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child, young person or adult at risk, though it may occur alone.

Sexual Abuse & Sexual Exploitation: Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, including sexual exploitation, whether or not they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g. rape and buggery) or non- penetrative acts. They may include non-contact activities, such as involving children, young people or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material of watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect: Neglect is the persistent failure to meet a child, young person or adult at risks' basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter, (including exclusion from home or abandonment)
- Protect a child, young person or adult at risk from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child, young person or adult at risk's basic emotional needs.

Discriminatory Abuse: Including racial or sexual harassment and abusive treatment based on a child, young person or adult at risk's disability.

Abuse of Disabled Children: Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children, young people or adult at risk;
- Receiving intimate personal care from a larger number of carers;
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser;
- Having communication difficulties resulting in difficulties in telling people what is happening;
- Being reluctant to complain for fear of losing services;
- Being particularly vulnerable to bullying or intimidation;
- Being more vulnerable to abuse by peers than other children, young people or adults at risk.

Disability is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

Bullying: Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

Self-Harming Behaviour: Children, young people and adults at risk who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of their health or development and in some circumstances

present significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

Female Genital Mutilation (FGM): Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4-13 years but may be performed on newborn babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

Forced Marriage: A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children, young people or adults at risk, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care.

In the case of a child, young person or adult at risk, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person.

Online abuse: Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. It can take place anywhere and anytime.

Online child sexual abuse: When sexual exploitation happens online, young people may be persuaded, or forced, to:

- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- have sexual conversations by text or online.

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the sexual abuse has stopped.

Online bullying or cyberbullying: Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos.

Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- 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.

Online grooming: Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking.

Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a young person or child.

They can spend time learning about a young person's interests from their online profiles and then use this knowledge to help them build up a relationship.

It's easy for groomers to hide their identity online – they may pretend to be a child and then chat and become 'friends' with children they are targeting.

Groomers no longer need to meet children in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

Sexting; Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually-explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc – any device that allows you to share media and messages. Sexting may also be called 'trading nudes', 'dirties' or 'pic for pic'. The creating or sharing of explicit images of a child is illegal, even if the person doing it is a child.

Cuckooing; Cuckooing is the process whereby criminal gangs target the homes of vulnerable people in order to use their premises for criminal activity. Many of the victims are particularly vulnerable and criminal gangs may use threats and intimidation to gain access to the property to engage in criminal activity such as drug dealing, sexual exploitation etc.

Criminal exploitation: county lines; Criminal exploitation of children or vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Peer on peer abuse; Children can abuse other children. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Sexual violence and sexual harassment can occur online and offline. Evidence shows that girls, children with special education and needs disabilities (SEND) and lesbian, gay, bisexual and transgender (LGBT) children are at greater risk. Peer on peer abuse tends to be experienced by children aged 10 and upwards, with those abusing them being slightly older. Signs of possible peer on peer abuse include but are not limited to:

- physical injuries
- drug and alcohol abuse
- going missing
- committing criminal offences
- disengagement from school
- poor mental health
- sexual health concerns.

Trafficking: Children, young people and adults at risk can be trafficked into, within and out of the UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child, young person or adult at risk who is recruited, transported, transferred, harboured or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children, young people or adults at risk in this situation to give informed consent. Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children, young people and adults at risk are protected too.

Children, young people and adults at risk are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them.

Trafficking is carried out by individual adults and organised crime groups.

Consensual sexual activity involving a young person under 18 years is not abusive, but it may be, and a child or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. No child under the age of 13 or under is able to consent to any sexual activity according to the Sexual Offences Act (2003).

Appendix 3

Flashlight St. Ives Child Protection – Incident Record Form

Whenever a child or adult makes a disclosure, makes an allegation or there are concerns about the welfare and safety of a child or adult at risk, the following standards will be applied to record keeping.

- | |
|---|
| <ul style="list-style-type: none"> • When a disclosure or allegation is made in person, whenever possible and practical, notes will be taken during the conversation; • Where it is not possible or appropriate to take notes at the time, a written record will be made as soon as possible afterwards and always before the end of the day, using the safeguarding disclosure form attached; |
| <ul style="list-style-type: none"> • The person making the disclosure or allegation will be advised at the time that a written record will be made and the importance of making a record of information will be explained; • The person making the disclosure will be informed that they can have access to the record made in respect of their own information; • The context and background leading to the disclosure will be recorded; • As much information as possible will be recorded and fact, hearsay and opinion will be distinguished in the record. Assumptions and speculation will be avoided; • For all methods used to make a disclosure or allegation, the time, date, location, format of information e.g. letter, telephone call, direct contact and persons present will be recorded; • Records will be signed and dated by the person receiving the information; • A log of the incident will be maintained, normally by the safeguarding officer who will be responsible in most cases for managing Safeguarding incidents. • The log will include full details of referrals to the local authorities where applicable; • All original records, including rough notes, will be provided to the relevant Safeguarding Officer as soon as practical; • All records will be kept in a confidential and secure place and shared only in order to safeguard a child, young person or adult at risk, in line with the information sharing protocol and requirements of the Data Protection legislation. |

Safeguarding Incident Form

Your Name:

Child's Name: Child's date of birth:

Your Position:

Child's Address:

Parents'/carers' names and addresses:

Leader's name and address (if different from above)	Date and time of incident:
Your Observations: Record of exactly what the child, young person or adult at risk said and what you said: (Remember do not lead the child, young person or adult at risk – record actual details. Continue on a separate sheet/s if necessary.)	

Physical/ Emotional/ Neglect/ Sexual/ Financial/ Inappropriate/ Historical

Does this indicate the person subject of the concern or allegation has:-

- Behaved in a way that has harmed a child or adult at risk, or may have harmed a child or adult at risk,
- Possibly committed a criminal offence against or related to a child or adult at risk;
- Behaved towards a child or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk; or
- Behaved in a way that may compromise the Flashlight St. Ives's reputation to safeguard the young and the vulnerable.

Subject of Concern/allegation

Name:

Position:

D.O.B: Tel No: Address:

Yes No

Post Code:

Other:

Any previous concern(s):

Action taken so far:

External agencies contacted: (where time permits contact UKY Safeguarding Officer for advice)

Name

Date/Time

Name Date/Time

Police

Local Authority Designated officer

Social Services Health Services Probation Services Education

Details of advice given:

Flashlight St. Ives Senior Management contacted (name(s), contact number, details of advice received):

Safeguarding Officer informed: Yes/No

Date & Time: _____

Have the parents been informed that contact is going to be made with Children's Social Care

Yes/No

NB: parents should be informed unless to do so could place the child at risk of further harm, please seek advice of this point from the Safeguarding Officer if you are uncertain.

Signature:

Print Name:

Date:

A copy of this report should be sent to the Safeguarding Officer, Flashlight St. Ives. In addition it may be appropriate to keep details of any actions, meetings or decisions in the Incident Log for future referral.

Please remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than your manager or those who need to know.

Please take advice on this point from your manager if you are uncertain.

The personal information recorded above is governed by the provisions outlined in Data Protection legislation and must only be processed in a manner compatible with this legislation.

IN STRICTEST CONFIDENCE WHEN COMPLETED

Flashlight St. Ives Child Protection – A code of good practice

It is the policy of Flashlight St. Ives to safeguard the welfare of all young people using our services by protecting them from neglect and from physical, sexual and emotional harm.

For all staff, trustees and volunteers involved in the work of Flashlight St. Ives (aged 18 and over), this is essential information – keep it with you. More details on our policies can be obtained from our Safeguarding Officer.

What happens if...?

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern:

If a young person tells you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said
2. Offer immediate understanding and reassurance, while passing no judgement
3. Advise that you will try to offer support but that you must pass the information on
4. Immediately tell your line manager or the Safeguarding Officer
5. Write careful notes of what was said; use actual words wherever possible
6. Sign, date and pass your notes to the Safeguarding Officer
7. Ensure that no situation arises which could cause any further concern and always inform your line manager and the Safeguarding Officer of the action you have taken.

If you have a concern about a young person's safety and well-being:

1. Immediately tell your line manager or Safeguarding Officer
2. Write careful notes of what you witnessed, heard or were told
3. Sign, date and pass your notes to the Safeguarding Officer
4. Ensure that no situation arises which could cause any further concern

If you receive a complaint or allegation about any adult or about yourself:

1. Immediately tell your line manager or Safeguarding Officer
2. Write careful notes of what you witnessed, heard or were told
3. Sign, date and pass your notes to the Safeguarding Officer
4. Try to ensure no-one is placed in a position which could cause further compromise

Note: Any adult associated with Flashlight St. Ives has the right to report any concerns, or suspicions about another adult or young person in confidence and free from harassment.

You must refer; you must not investigate.

If in any doubt about policy or procedure please contact the Safeguarding Officer or the Projects Event Manager on info@flashlightstives.co.uk

Appendix 4

Code of behaviour

- DO put this code into practice at all times
- DO treat everyone with dignity and respect
- DO set an example you would wish others to follow
- DO treat all young people equally – show no favoritism
- DO plan activities that involve more than one other person being present, or at least are within sight and hearing of others
- DO follow the recommended adult/young people ratios for meetings and activities
- DO respect a young person's right to personal privacy
- DO avoid unacceptable situations within a relationship of trust e.g. a sexual relationship with a young person over the age of consent
- DO have separate sleeping accommodation for young people, adults and young leaders working with a younger section
- DO allow young people to talk about any concerns they may have
- DO encourage others to challenge any attitudes or behaviours they do not like
- DO avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes
- DO ensure a no alcohol policy when young people are in your care – adults and young people
- DO make everyone aware of Flashlight St. Ives's child protection procedures – young people, parents/carers, young leaders and other helpers
- DO remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse
- DO keep other staff informed of where you are and what you are doing
- DO remember someone else might misinterpret your actions, no matter how well-intentioned
- DO take any allegations or concerns of abuse seriously and refer immediately
- **DO NOT trivialise abuse**
- **DO NOT form a relationship with a young person that is an abuse of trust**
- **DO NOT permit abusive peer activities e.g. initiation ceremonies, bullying**
- **DO NOT engage in inappropriate behaviour or contact – physical, verbal, sexual**
- **DO NOT play physical contact games with young people**
- **DO NOT make suggestive remarks or threats to a young person, even in fun**

- **DO NOT use inappropriate language – writing, phoning, email or internet**
- **DO NOT let allegations, suspicions, or concerns about abuse go unreported**
- **DO NOT just rely on your good name to protect you**

Appendix 5

Safeguarding reporting your concerns Contact List Internal only

Flashlight St. Ives Safeguarding Officer – info@flashlightstives.co.uk

All concerns should be reported to the Flashlight St. Ives Safeguarding Officer

Police Central Referral Unit: 999

Police Non-emergency: 111

Remember - in an emergency always dial 999

NSPCC Helpline 0808 800 5000

If you're worried about a child/ young person

Report a concern 0845 605 1166 101

If you are under 18:

Childline 0800 1111

Local Authority Adult Services 08088005000

Police 999

help@nspcc.org.uk

**We can all do our part to keep young children and adults safe.
Flashlight St. Ives**