

Colchester Diverse Communities Network
(CDCN)
31, Eld Lane, Colchester, CO1 1LS

Child Safeguarding Policy & Procedures

Version	Ver 1	Approved by	Trustees	Trustees	Trustees	Trustees
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Definitions

1. **Charity:** Colchester Diverse Communities Network (CDCN)
2. **Child or Children:** any person under the age of 18. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection;
3. **Designated Person:** an individual person appointed by the Trustees to be responsible for all aspects of safeguarding awareness and implementation of the Safeguarding Policy. There is also a **Deputy Designated Person** if the Designated Person is not available or if an allegation relates to that person. Reference to 'Designated Person' within this policy should also be substituted with Deputy Designated Person where required. The Designated Person and Deputy Designated Person's contact details are listed in Section F alongside other useful contact details;
4. **Representatives:** all persons working for us or on our behalf in any capacity, including trustees, employees at all levels, officers, agency workers, seconded workers, volunteers and seasonal workers, interns and students working for or assisting the Charity;
5. **Trustees:** the persons having general control and management of the administration of the Charity and ultimate responsibility for safeguarding matters and known in the Charity as the **Trustees**.

SECTION A - SAFEGUARDING POLICY

Who does this policy apply to?

This policy applies to all Representatives working on behalf of the Charity.

The purpose of this policy

The purpose of this policy is:

- to protect Children and young people who receive the Charity's services. This includes the Children of adults who use our services; and
- to provide Representatives with the overarching principles that guide our approach to safeguarding.

The Charity believes that a Child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all Children and young people and to keep them safe. We are committed to practice in a way that protects them and to establishing and maintaining an ethos where children and young people feel secure and are encouraged to talk and are listened to.

Legal framework

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

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 2018 and the General Data Protection Regulation (GDPR) (Regulation (EU)2016/679)
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012
- Children and Families Act 2014
- Information sharing: advice for practitioners providing safeguarding services; HM Government (July 2018)
- Charity Commission guidance, safeguarding strategy and regulatory alerts issued from time to time
- Other relevant government guidance on safeguarding Children.

We recognise that:

- the welfare of the Child/young person is paramount, as enshrined in the Children Act 1989
- all Children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have the right to equal protection from all types of harm or abuse
- some Children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with Children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

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

- setting an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward and report incidents and concerns with the assurance they will be handled sensitively and properly;
- adopting a child centred approach which means keeping the child in focus when making decisions about their lives and working in partnership with them and their families;
- valuing them, listening to and respecting them;
- appointed a Designated Person for children and young people, a Deputy Designated Person and a lead trustee for safeguarding;
- adopting child protection and safeguarding practices through procedures and a Code of Behaviour for Representatives (See Section C);
- providing effective management for Representatives through supervision, support and training tailored to an individual's level of contact with Children;
- recruiting Representatives safely, ensuring all necessary checks are made;
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with Children, their families, and Representatives via leaflets, posters and one-to-one discussions;
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving Children, young people, parents, families and carers appropriately;
- dealing with all concerns, disclosures and allegations of abuse seriously and responding appropriately, including where necessary, making referrals to the police, local authority children's services, Charity Commission and the Disclosure and Barring Service;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- ensure that we have effective complaints and whistleblowing measures in place; and
- ensuring that we provide a safe physical environment for our children, young people and Representatives, by applying health and safety measures in accordance with the law and regulatory guidance.

This policy and the procedures attached should be read in conjunction with:

- Recruitment Policy
- Role of the Designated Person
- Code of Behaviour for trustees, staff and volunteers
- Photographic Policy
- Safer recruitment Policy
- Health & Safety Policy
- Anti-Bullying Policy
- Complaints Policy
- Whistleblowing Policy
- External Speakers Policy
- Literature Distribution Policy

This policy is approved and endorsed by the board of Trustees.

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on:

12 Jan 2023 (date)

Signed:

Udai Bahadury.....

[Insert CDCN Chair's Signature]

SECTION B

Guidance and Procedures in support of the Charity's Safeguarding Policy

1. Introduction

Due to the nature of our work, the Charity may be in the front-line of work with some Children and their families. This may mean that we are first to know that a Child has been abused or that we are concerned about a Child's well-being. Everyone has an equal responsibility to ensure that Children's needs are put first and to safeguarding any child with whom we may come into contact. These procedures must be followed by all Representatives of the Charity to ensure that Children who are involved with the Charity are protected and supported.

Representatives within the Charity need to be alert to the potential abuse of Children both within families and also from other sources including abuse by other Representatives within the Charity and in other organisations. Representatives need to understand the different forms of abuse and how to recognise signs of abuse.

2. Guidelines on what constitutes abuse

2.1 Child abuse occurs when adults or Children inflict or fail to stop physical, psychological or other harm occurring to Children. When we talk or hear about child abuse, it may be assumed that perpetrators will be adults. However, it is important to remember that Children are also capable of abusing their peers, including in a Madrassah setting.

2.2 It is not always easy to categorise harm - the following definitions of abuse are taken from *Working together to safeguard children 2018*:

2.2.1 Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a Child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a Child. In some cases, the injuries will be caused deliberately. In others they may be accidental but caused by the Child being knowingly put at risk;

2.2.2 Sexual abuse

Involves forcing or enticing a Child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the Child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving Children in looking at, or in the production of, sexual images, watching sexual activities, encouraging Children to behave in sexually inappropriate ways, or grooming a Child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other Children.

2.2.3 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, clothing and shelter (including exclusion from home or abandonment);
- protect a Child 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's basic emotional needs.

2.2.4 Emotional abuse

The persistent emotional maltreatment of a Child such as to cause severe and persistent adverse effects on the Child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the Child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on Children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the Child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of Children. Some level of emotional abuse is involved in all types of maltreatment of a Child, though it may occur alone.

2.2.5 Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a Child or young person under the age of 18 into sexual activity:

- in exchange for something the victim needs or wants; and/or
- for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

2.2.6 Radicalisation and extremism

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Extremism is defined as going beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Protecting children from the risk of radicalisation should be seen as part of the Charity's wider safeguarding duties and is similar in nature to protecting Children from other harm e.g. neglect and sexual exploitation.

2.2.7 Female genital mutilation

FGM comprises all procedures involving partial or total removal of external female genitalia for non-medical reasons. It is a form of child abuse and violence against women.

2.2.8 Trafficking of children

Trafficking of children in order to exploit them sexually, financially, via domestic servitude, or via the involvement of activity such as the production and sale of illegal drugs

2.2.9 Domestic violence

This could be either witnessing violence between adult family members, or, in the case of older young people, being subjected to coercion or violence in an intimate relationship in the same way as an older person).

3. How you might find out about a possible case of abuse

Ways that allegations or disclosures may be made include:

- a Child or parent/carer making a direct allegation against a Representative;
- a Child making a disclosure of abuse to a Representative of the Charity;
- a Child or parent/carer may express discomfort with the behaviour of a Representative that falls short of a specific allegation;
- A Representative directly observes behaviour that is a cause for concern – this could be the behaviour of a Representative working with a Child or it could be a Child displaying signs of abuse that is a cause for concern;
- the Charity being informed by the police or another statutory authority that a Representative is the subject of an investigation;
- information emerging from the renewal of a DBS check or Barred List check that suggests that a Representative may have committed an offence or been involved in an activity that could compromise the safety of the children they work with at the Charity; or
- a staff member or trustee telling the organisation that they have been the subject of allegations, have actually harmed a child, or committed an offence against (or related to) a child.

4. Procedure to be followed when an allegation or disclosure is made:

4.1 How to respond:

- 4.1.1 stay calm;
- 4.1.2 seek medical help if necessary (see 5.1 below);
- 4.1.3 take all allegations seriously;
- 4.1.4 do not interrogate the person reporting the abuse but accept what they have to say;
- 4.1.5 offer reassurance that the person reporting the abuse has done the right thing;
- 4.1.6 tell the person you will have to report it to the Designated Person, and what you will do. DO NOT promise confidentiality;
- 4.1.7 consider whether urgent action needs to be taken as outlined at 5. below; and
- 4.1.8 make careful notes of what was said by you and the other person as soon as possible after the event.

4.2 When to report it:

- 4.2.1 you have seen abuse or suspect you may have done;
- 4.2.2 an allegation or disclosure of abuse has been made to you; and/or

- 4.2.3 a Child tells you they have been abused;
- 4.2.4 you have seen signs of abuse or suspect you may have done – even low level concerns should be reported to the Designated Person – this may enable the Charity to identify concerning behaviour early; minimise the risk of abuse; and ensure that Representatives working in the Charity are clear about professional boundaries and act in accordance with the values and ethos of the Charity.

4.3 How to report it:

- 4.3.1 any suspicion that a Child has been abused by a Representative or by any other individual should be reported to the Designated Person, who will take such steps as considered necessary to ensure the safety of the Child in question and any other Child who may be at risk;

4.3.2 ALWAYS REPORT IT, AND DO NOT DEAL WITH IT ALONE;

- 4.3.3 complete the form at Appendix 1 and submit it to the Designated Person, as soon as possible (within 24 hours if possible).
- 4.3.4 the Designated Person will follow the procedure outlined below.
- 4.3.5 if the Designated Person is the subject of the suspicion/allegation or it not contactable, the report must be made to the Deputy Designated Person or the Chair of Trustees who will refer the allegation to social services. Otherwise the person being told of or discovering the abuse should contact social services or the police directly.
- 4.3.6 The person who has referred the allegation to the Charity's Designated Person should always follow up their concerns if they are not satisfied with the response, including making a direct referral to social services if necessary.

4.4 Actions for the Designated Person:

- 4.4.1 The Designated Person will refer the allegation to social services who may involve the police.
- 4.4.2 The parents or carers of the Child will be contacted as soon as possible following advice from social services where appropriate.
- 4.4.3 The Designated Person should notify the Chair of Trustees at the earliest opportunity.
- 4.4.4 Feedback should be given by social services to the referrer on the decisions taken following referral. Where appropriate, this feedback should include the reasons why a case may not meet the statutory threshold and offer suggestions for other sources of more suitable support. The Designated Person or other individual who has referred the matter to social services should follow up their concerns if they are not satisfied and should escalate their concerns if they remain dissatisfied.

5. Issues that may need to be addressed urgently following an allegation or disclosure

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

- 5.1 Is a Child in immediate danger or does she/he need emergency medical attention?
 - If a Child is in immediate danger and is with you, remain with him/her and call the police.

- If the Child is elsewhere, contact the police and explain the situation to them.
- If the Child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the Child. You also need to contact the Designated Person to let them know what is happening.
- The member of staff or manager should also inform the Child's family if the Child is in need of emergency medical attention and arrange to meet them at the hospital or medical centre. The parents/carers should be informed that an incident has occurred, that the Child has been injured and that immediate steps have been taken to get help.

5.2 Is the person at the centre of the allegation working with Children now?

If the allegation relates to a Representative, are they working currently working with Children? If this is the case, the concern needs to be discussed immediately with the Trustees and the Designated Person. One of these should then, in a sensitive manner, remove the staff member involved in the allegation from direct contact with Children.

It should then be explained to the person, in private, that there has been a complaint made against him/her, although the details of the complaint should not be given at this stage. The person should be informed that further information will be provided as soon as possible but that, until consultation has taken place with the relevant agencies and within the organisation, they should not be working with Children. It may be best, under the circumstances, for the person to return home on the understanding that the Chair of Trustees or Designated Person will telephone him/her later in the day.

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

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

6. Conducting an investigation

6.1 It is not for anyone working at the Charity, either as the Designated Person, Trustees, employees or volunteers, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the Designated Person and/or the appropriate authorities.

6.2 Once any urgent necessary steps have been taken, attention can be given to dealing with the full implications of the allegations. There are up to three possible lines of inquiry when an allegation is made:

- a criminal investigation;
- a child protection investigation;
- a disciplinary or misconduct investigation by an employer. This includes implementing a plan to manage any risk posed by the individual to children and young people in the workplace until the outcome of the other investigations and enquiries is known. The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

7. Keeping a record of the investigation

- 7.1 Information about suspected abuse must be accurate and a detailed record should always be made at the time of the disclosure/concern. All those involved in dealing with the allegation should keep clear notes of the allegations made, how they were followed up, and any actions and decisions taken, together with the reasons for these.
- 7.2 These notes should be compiled gradually as the situation unfolds, with each entry being made as soon as possible after the event it describes. The notes should be signed and dated by the person making them, and the person's name should be printed alongside.
- 7.3 The report should include the following:
- The Child's name, age and date of birth.
 - The Child's home address and telephone number.
 - Whether or not the person making the report is expressing their own concerns or those of someone else.
 - The nature of the allegation. Include dates, times, any special factors and other relevant information.
 - Make a clear distinction between what is fact, opinion or hearsay.
 - A description of any visible bruising or other injuries. Also, any indirect signs, such as behavioural changes.
 - Details of witnesses to the incident(s).
 - The Child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
 - Have the parents been contacted? If so what has been said?
 - Has anyone else been consulted? If so record details.
 - If the Child was not the person who reported the incident, has the Child been spoken to? If so what was said?
 - Has anyone been alleged to be the abuser? Record details.
 - Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
- 7.4 Obviously the personal details (including address) of the alleged victim should never, under any circumstances, be given to the alleged perpetrator).

8. Confidentiality

- 8.1 The welfare of the Child is paramount. Privacy and confidentiality should be respected where possible but if doing this leaves a Child at risk of harm then the Child's safety has to come first.
- 8.2 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a **need to know** basis only.

This includes the following people:

- the Designated Person
- the parents of the person who is alleged to have been abused (unless a parent is the alleged abuser in which case advice should be sought from the LADO)
- the person making the allegation
- social services/police
- the Chair of Trustees

8.3 The Charity is committed to complying with the GDPR and Data Protection Act 2018 when dealing with information relating to safeguarding of Children. In order to comply with the data protection principles, the Charity will:

- Ensure appropriate security is applied to safeguarding information by ensuring that any paper files are stored in a filing cabinet that remains locked at all times, with restricted access to any keys. Electronic information will be stored in a way that means that it is only accessible to those who need to see it and encrypted/password protected where appropriate.
- Ensure that only relevant information is kept, and that information is updated quickly when it becomes apparent that anything recorded is inaccurate.
- Ensure that the information is kept in accordance with [the retention policy, which states that safeguarding information shall be kept indefinitely best practice in accordance with NSPCC and the Independent Inquiry into Child Sexual Abuse].
- Ensure that the information is used for the purposes of assessing risk and complying with safeguarding obligations – including an obligation to protect the welfare of Children under the care of the Charity only.

8.4 The collection, storage and use of any safeguarding information is fair and transparent, on the basis that the Charity works with Children, and it is therefore expected that they will act to safeguard those individuals by recording any allegations or incidents that are relevant. This use is lawful on the basis that it is in the substantial public interest because the information is necessary to protect the individual from neglect or physical, or mental or emotional harm, or necessary for the protection of the physical, mental or emotional wellbeing of an individual. In most cases, it will not be appropriate to seek the consent of the individual to the collection, storage and use of this information, as to do so would prejudice the ability of the Charity to use the information to protect the individual, or consent is not otherwise appropriate because of the age of the individual involved.

8.5 Where possible, the information should be kept confidential, but where a disclosure needs to be made outside of the organisation, this can be done as long as the disclosure is considered to be in the substantial public interest, which means that the disclosure is required to protect the individual from neglect or physical, or mental or emotional harm, or necessary for the protection of the physical, mental or emotional wellbeing of the individual.

9. Enquiries and further action

9.1 Internal enquiries and possible suspension

Irrespective of the findings of the social services or police inquiries, where the allegations relate to a Representative, the Charity will assess all individual cases to decide whether the Representative should be reinstated and if so how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Charity must reach a decision based upon the available information which could suggest that on a balance of probability it is more likely than not that the allegation is true. The welfare of the Child should remain of paramount importance throughout.

9.2 Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that Children, parents and Representatives may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from The British Association for Counselling (see Section F for further details).

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator (if that person is a Representative).

9.3 Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a Child or by a member of staff who is still currently working with Children). Where such an allegation is made, the Charity should follow the procedures as detailed above and report the matter to the social services or the police. This is because other Children may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with Children.

10. Referral to regulatory bodies

10.1 Charity Commission - Serious incident reporting regime

The Charity has an obligation to report serious incidents to the Charity Commission. A serious incident is an adverse event, whether actual or alleged, which results in or risks significant damage to the organisation such as:

- loss of the charity's money or assets
- damage to the charity's property
- harm to the charity's work, beneficiaries or reputation

Where the Designated Person determines that a serious incident has occurred it must be reported without delay to the Trustees. The responsibility for reporting serious incidents rests with the Trustees. In practice, this may be delegated to someone else within the Charity, such as the Designated Person or the charity's professional advisers. However, all trustees hold ultimate responsibility for ensuring their charity makes a report and does so in a timely manner. The Charity Commission's serious incident reporting framework and published guidance should be followed when making a report.

10.2 Disclosure and Barring Regime – Duty to refer

The Charity has a legal duty to refer an individual where they may have harmed a child or put a child at risk of harm. The duty arises because the Charity is a 'regulated activity provider' which means that employs individuals working in regulated activity in England). The duty applies even when a referral has also been made to a local authority safeguarding team or other regulator (e.g. Charity Commission). A link to further guidance is available in Section F.

SECTION C

Code of Behaviour

Colchester Diverse Communities Network (CDCN)

31, Eld Lane, Colchester, CO1 1LS

Code of Behaviour for Trustees, Staff and Volunteers

Version	Ver 1	Approved by	Trustees	Trustees	Trustees	Trustees
Dated	12 Jan 2023	Next Review	26 Oct 2024	26 Oct 2025	26 Oct 2026	26 Oct 2027

Refer to CDCN's respective policy document.

SECTION D

Designated Lead – Job Description

Colchester Diverse Communities Network (CDCN)

31, Eld Lane, Colchester, CO1 1LS

Designated Person – Role description

Version	Ver 1	Approved by	Trustees	Trustees	Trustees	Trustees
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1. Purpose of the role

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

To promote the safety and welfare of children and young people receiving the charity's services or visiting the charity's premises.

The trustees of the charity recognise that it is essential that the Designated Person is given the time, funding, training, resources and support to perform these responsibilities successfully. This person has an important job to undertake and they must be able to do it as best they can, without hindrance.

Duties and responsibilities

- Make sure that all issues concerning the safety and welfare of children and young people receiving the charity's services either as visitors or students are properly dealt with through policies, procedures and administrative systems.
- To ensure that the charity's safeguarding policy and associated policies are reviewed annually and updated where necessary in line with legal requirements and best practice.
- Make sure that the trustees, employees and volunteers of the charity, children/young people and their parents/carers are made aware of the procedures and what they should do if they have concerns about a child or children.
- Receive and record information from anyone who has concerns about a child who receives the services of the charity and store such information securely in accordance with the Safeguarding Policy and Procedures.
- Take the lead on dealing with information that may constitute a child protection concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with colleagues, the chair of trustees and statutory child protection agencies.

- Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children's social care department, the police, and the Disclosure and Barring Service. This includes making formal referrals to these agencies when necessary. Being aware of where there is a legal duty to refer. Informing the trustees regarding serious incidents in a timely manner in accordance with procedures set out in the Charity's Safeguarding Policy and Procedures and liaising with them regarding the need to report a serious incident to the Charity Commission.
- Obtain legal advice when support is needed or consult with the NSPCC Helpline
- Report regularly to the trustees.
- Be familiar with issues relating to child protection and abuse, and keep up-to-date with new developments in this area.

Take part in safeguarding children training every 2/3 years and have ready access to relevant resources. Undertake training in other issues relevant to child protection from time to time and share knowledge from that training with employees, volunteers and trustees.

SECTION E

Photographic policy

Colchester Diverse Communities Network (CDCN)

31, Eld Lane, Colchester, CO1 1LS

Policy for the use of photographic images of Children

[Name of faith institution] (“the Charity”) recognises the need to ensure the welfare and safety of all children. The Charity may, from time to time, wish to record the Charity’s work involving children. Such images may be used for fund-raising purposes and for general publicity purposes including in the Charity’s printed publications, presentations, on its website and in the media ***[please add/delete any further purposes as appropriate]*** (“the Specified Purposes”).

The Charity will take all steps to ensure that any images taken are used solely for the purposes that they are intended. If you become aware that these images are being used inappropriately you should inform the Designated Person immediately.

The Charity will not permit photographs, video or other images of children and young people to be taken without the consent of their parents/carers and the child. The parent/carer should complete the consent form annexed to this policy to indicate their consent.

The Charity will abide by the following principles of good practice. We will:

- avoid using children’s names (first name and surname) in photograph captions. If the child is named, we will avoid using his or her photograph. If the photograph is used, we will avoid naming the child;

- use a parental permission form to obtain consent for a child to be photographed or videoed (annexed to this policy) and obtain the consent of the child where appropriate¹;
- limit any personal information about a child where an image is used on our website as this could be used by an individual to learn more about a child prior to grooming them for abuse;
- we will make clear the charity's expectations in relation to child protection where an external/professional photographer or the press are invited to an event and children are present;
- not allow photographers unsupervised access to children; and
- store images securely either in locked filing cabinets or in a password protected section of the charity's database in accordance with the principles set out in our Safeguarding Policy and Procedures.

This policy should be read in conjunction with:

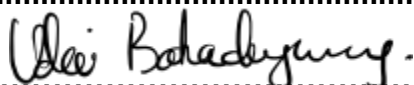
- Safeguarding Policy and Procedures
- Code of Behaviour for trustees, staff and volunteers
- Data Protection Policy

For further information or to report any concerns, please contact the Designated Person [Insert Contact]

This policy is approved and endorsed by the board of trustees.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:
 26 Oct 2024 **(date)**

Signed: 
[to be signed by the most senior person in The Charity]

¹ Parents/guardians have to give consent if the child is under 12, but between 12 and 18, whether a child has capacity to consent for data protection purposes depends upon the level of understanding of the individual child. Practically speaking, the charity should always get consent from parents if the child is under 12, and probably from parents if between 12 and 16, but ensure that the children are told the purpose of the photos at the time of them being taken, and are given the opportunity to opt out if they want.

SECTION F

CONTACTS LIST/USEFUL GUIDANCE

Designated Person Name Phone/email	Rachel Walton afiukrachel@gmail.com
Deputy Designated Person Name Phone/email	Racheal Njuguna Racheal.nju2018@gmail.com
Trustee lead for safeguarding Name Phone/email	Racheal Njuguna Racheal.nju2018@gmail.com
Local Borough	01206 282222.
NSPCC Helpline	0808 800 5000
Charity Commission	0300 066 9197
Disclosure & Barring Service	0800 222 2200
British Association for Counselling	01455 883300

APPENDIX 1

**Colchester Diverse Communities Network
(CDCN)
31, Eld Lane, Colchester, CO1 1LS**

INITIAL REPORT FORM FOR ALLEGATION OF CHILD ABUSE

DETAILS OF CHILD

Name:

Address:

Telephone No.:

DETAILS OF PARENTS/CARERS

Name(s):

Address:

Telephone No(s):

DETAILS OF INCIDENT

What is said to have happened or what was seen?

When and where did it occur?

Were there any obvious signs of abuse e.g. bruising, bleeding changed behaviour?

Was anyone else involved? If yes who? How were they involved?

What was said by those involved?

Was the Child able to say what happened, if so, how did they describe it?

Who has been told about it and when?

Do the parents know (if any)?

Signed _____

Print Name _____

Date _____

APPENDIX 2

Colchester Diverse Communities Network (CDCN)

31, Eld Lane, Colchester, CO1 1LS

PARENTAL CONSENT FORM FOR USE OF IMAGES OF CHILDREN

I/we..... the
parent(s)/guardian(s) of:

(child's full name) _____ hereby give **[Name of Faith Institution]** permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our children named above, for:

- [list the purposes separately here, and allow a tick box to opt in to each individual potential use]

By their nature, websites can be accessed across the world, and if you consent to your child's image being shared on the website, you do so in the knowledge that it may be accessed by persons outside of the EEA, and in countries where there are no equivalent data protection laws to protect the use of that image. Please tick here to indicate that you have read and understood this paragraph.
[BOX]

I/we understand that by providing consent to the uses set out in the policy, the photographs/images given may be made public, and **[Name of Faith Institution]** may not be able to prevent misappropriation of that image by private individuals. If the image appears on social media, it may be shared by persons unknown to **[Name of Faith Institution]** and any associated risks are understood and accepted by signing this consent.

The above consents will apply throughout the world and be for an indefinite period.

You can withdraw this consent at any time by emailing/contacting [XXXX], but this will not affect the validity of consent provided before the date of receipt of your withdrawal. If the image has been shared on social media, **[Name of Faith Institution]** may not be able to retrieve the image.

[Add in how long images will be kept/used, and what happens when they are no longer used – i.e. how do you remove/delete].

You have a number of rights which you can exercise in relation to personal information that we hold, including the images we hold of your child. Please see the ICO website at <https://ico.org.uk/> for more details.

Signed _____ Date.....

Signed _____ Date.....

Address;
.....
.....