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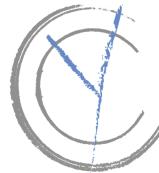
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0.1 Introduction

Child Protection and the Protection of Adults at Risk

Designated Safeguarding Lead: Bethany Maycock

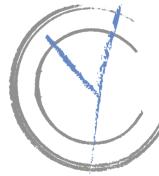
Safeguarding is everyone's responsibility. The Community Court Yard recognises that every young person has the right to protection from any kind of harm. Safeguarding young people is central to the work at The Yard. It is the responsibility of all staff and volunteers working in this organisation to be aware of the correct procedures for dealing with any suggested incidences of abuse. Safeguarding is not an isolated issue and we will work in partnership with other organisations to update procedures and adopt current legislation.

All adults who come into contact with 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 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 the purposes of 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.



0.2 Policy

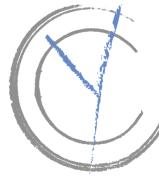
Community Court Yard seeks to provide an environment where everyone can work safely, and children, young people and adults at risk can engage with the organisation's activities and enjoy programmes provided through the work of the organisation or in partnership with other agencies and/or community voluntary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

It is the policy of Community Court Yard to safeguard the welfare of children and young people involved in the work we do by protecting them from neglect, physical, sexual or emotional abuse. It is also policy to provide those working for the organisation with a framework to operate within to keep everyone safe. It is therefore policy to:

- Ensure all staff and volunteers working with children and young people are carefully selected, checked by the Disclosure and Barring Service, have two appropriate references and understand and accept their responsibilities for the safety of children and young people at risk.
- Ensure that children, young people and adults at risk welfare is of paramount importance, regardless of age, gender, ability or race, when planning, organising, advising on and delivering programmes.
- 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 staff, partner organisations and volunteers of child protection issues through the provision of training and regular updates to risk assessments and legislation.
- Monitor and review the effectiveness of this policy on a regular basis
- Ensure that the principles of this policy are adopted by all organisations or individuals with whom Community Court Yard works and by members of the UK Youth Movement Network, through the adoption of a policy, which meets the same level of determination with regard to 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 on a regular basis;
- Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which 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 behaviour and receive appropriate training.



0.3 Responsibilites

3.1 Board of Directors

The Board of Directors are ultimately responsible for the implementation of the organisations' Safeguarding Policy and Procedures.

The Leadership Team will ensure the policy and its accompanying procedures and practice guidelines are implemented. Francesca Hardingham is the champion for Safeguarding and they will be responsible for ensuring:

- The resource available to support staff on safeguarding/child protection issues is maintained.
- That safeguarding implications 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 organisation'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 directors, volunteers, freelance staff etc).
- Training of staff is delivered as regularly as is necessary for organisation's needs.

3.2 Line Managers

Line Managers are responsible for:

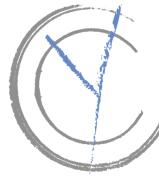
- Ensuring that staff, trustees and volunteers are able to discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise;
- Ensuring the Safeguarding policy is fully implemented locally and that procedures to support the policy are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



0.3 Responsibilites, cont.

3.3 All Staff

All staff and volunteers are expected to adhere to the requirements of this police and procedures. Any behaviour that contravenes the terms of this police and procedure may be considered for disciplinary action potentially, leading to dismissal. Procedures



0.4 Procedure

4.1 Recruitment of Employees, Volunteers and Directors

The aim of the recruitment and selection processes for employees, volunteers, Directors is to ensure that the best person for a particular role is appointed.

However, Community Court Yard 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, directors and regular volunteers are required to have two appropriate references, attend specific training and hold a valid enhanced DBS certificate.

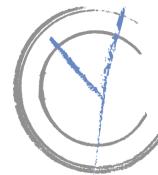
4.2 Work with Children and Young People

Community Court Yard requires all those working directly with children, young people and adults at risk on behalf of the charity in any situation to follow the procedures below, in order to create a safe environment in which to work with them.

4.2.1 Guidance for Safer Working

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

- Staff must give due regard to issues of safety at all times. This includes carrying out appropriate risk assessments before all sessions. (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:
 1. be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment.
 2. should carefully plan sessions with the 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.



0.4 Procedure, Cont.

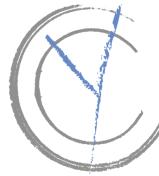
4.2.2 Good Practice To Protect Against Allegations

- Wherever possible staff should avoid being alone with children and young people
- Staff shouldn't offer a lift to a child or young person unless they have written parental consent or a second adult is present.
- Staff will be expected to keep an attendance register for all organised sessions. In the form of a signing in sheet.
- Staff should ensure that programmes follow agreed timings and locations.
- Staff are 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 in relation to safeguarding.
- All accidents/incidents involving staff or participants should be recorded (see appendix)
- 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.

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, , 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 adult 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) then you should obtain the full consent of their parents or 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.



0.4 Procedure, Cont.

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 Community Court Yard's Data Protection policy and procedures).

4.2.4 Off Site Residential Activities

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

Community Court Yard requires youth workers organising residential events for children, young people and adults at risk to make appropriate sleeping arrangements to ensure the safeguarding of individuals and minimise risk.

4.2.5 Signs and Types of Abuse

Recognising 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 in 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 behaviour
- Something a child has said
- A change observed over a long period of time e.g. losing weight or being increasingly dirty or unkempt.

0.4 Procedure, Cont.

The NSPCC identify four categories of abuse:

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Indicators of physical abuse may include burns or scalds, bite marks, bruising and fractures/broken bones

Emotional Abuse

The consistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on their emotional development. Examples include: humiliating and criticising, threatening and shouting , manipulation and ignoring. Indicators of emotional abuse may present as: lack of confidence/low esteem, emotionally distant, aggressive to peers.

Sexual Abuse

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. These activities can be contact or non-contact. Indicators include: avoiding certain people and age inappropriate behaviour.

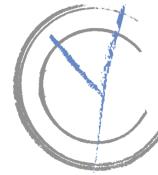
Neglect

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. Indicators include: poor hygiene or appearance, issues with family and housing and issues with health (frequent doctors visits).

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 it by reporting it appropriately.

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.|



A helpful acronym from UK Youth (SMARTA) when a young person at risk reports abuse:

- Stay calm – ensure the child, young person or adult at risk is safe and feels safe.
- Make a notes 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 judgement.

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.

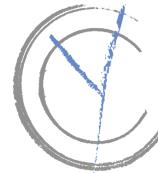
Referral Procedure

If you are concerned that a child or young person may be at risk or has disclosed that they are being harmed, you should contact your line manager, Director or Safeguarding Officer.

In line with Northamptonshire Safeguarding Children Partnership if a member of staff is concerned that a child is suffering, or likely to suffer, significant harm, a referral must be made immediately to Northamptonshire Multi-Agency Safeguarding Hub (MASH).

Referrals must be made in one of the following ways:

- By using the online multi-agency referral form
- In writing, using the multi-agency referral form
- By email: MASH@nctrust.co.uk using the multi-agency referral form
- By telephone: West Northamptonshire Council 0300 126 7000 option 1
- Out of hours: 01604 626938 Mon-Thurs 17:15-08:45 and Fri-Mon 16:45-08:45
- In an emergency, ring 999 to contact Northamptonshire Police
- <http://www.northamptonshireescb.org.uk/worried-about-a-child-/>



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. Community Court Yard staff, including directors and volunteers, 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 your Manager or Safeguarding Champion / Designated Safeguarding Lead

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 behaviour 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. There are many groups and individuals who hold extremist views both within the UK and internationally, some are more dangerous than others and Community Court Yard staff need to be aware of how they can affect young people in a negative way and what you should do to support children and young people or adults at risk who are in danger of being radicalised.

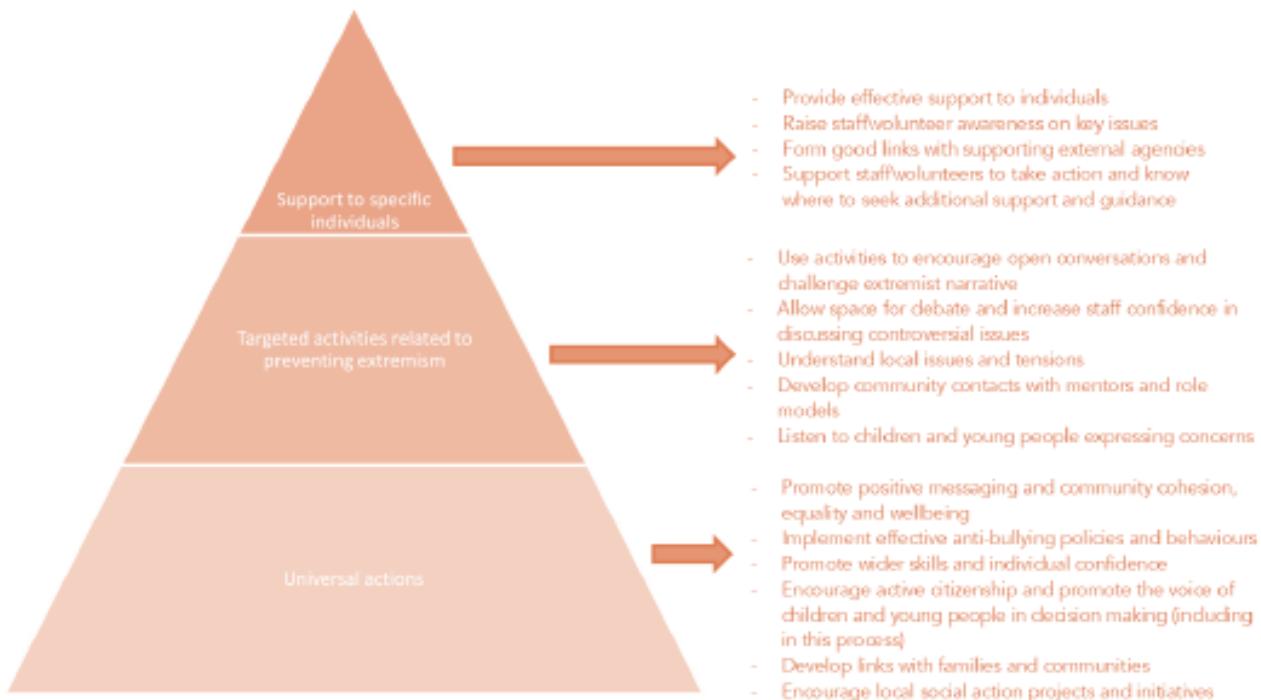
0.4 Procedure, Cont.

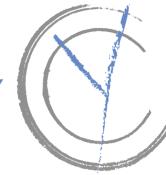
COMMUNITY



COURT YARD

A tiered approach to supporting children and young people:





4.2.8 Staff Guidance Flow Diagram, pt 1

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



Inform your line manager as soon as possible.



If line manager not available contact your Director or the safeguarding officer or their deputy



Line manager will evaluate the incident and/or make a referral to the safeguarding officer

4.2.8 Staff Guidance Flow Diagram, pt 2

You are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the wellbeing of a child, young person or adult at risk.

Report your concerns immediately to your line manager, Director or Safeguarding Officer. Where appropriate, relevant HR 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 your line manager.

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

0.5 Further Information

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

- o Safeguarding children and young people
- o 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 level and are identified on local government websites:
- o Social Services Departments
- o Local Safeguarding Children Board (LSCB)
- o Multi Agency Safeguarding Hub (MASH).
- Radicalisation and Extremism - Prevent Duty Guidance, Preventing Violent Extremism
- NSPCC. A registered charity established to prevent cruelty to children. Help line for concerns about a child's welfare 0808 800 5000
- Children England – A registered charity created by other charities 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)

0.6 CCY Supporting Polices & Procedures

Community Court Yard 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 organisation aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and adults at risk.

Community Court Yard is fully committed to meeting the requirements of safeguarding, in relation to children, young people and adults at risk, in order to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential.

This policy should be read in conjunction with the following UK Youth 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

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

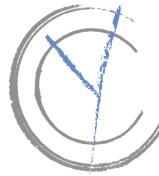


0.7 Review

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

Appendices

- 01.** Appendix
Information and Consent Form
- 02.** Appendix
Types of Abuse
- 03.** Appendix
Incident Record Form
- 04.** Appendix
Code of Good Practice



01 Appendices

Information and Consent Form

The purpose of this consent form is to gain agreement for the named individual to participate in the activities that we deliver. We will 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.

If you or your child (for under 18s) wishes to take part in activities organised by Community Court Yard

Please complete and sign the consent, and photograph/media consent in full and return them to us as soon as possible.

Full Name :

Nickname : Pronouns :

Date of Birth : / / Age:

Ethnicity :

Gender :

Present Address :

Postcode :

Email :

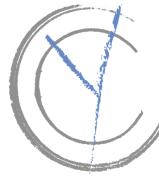
Parents / Guardian Details

Full Name :

Address :

Postcode : Phone:

Email :



01 Appendices

Additional Information

Abuse	<input type="checkbox"/>	OCD	<input type="checkbox"/>
Alcohol / Drugs	<input type="checkbox"/>	Online Grooming	<input type="checkbox"/>
Anger	<input type="checkbox"/>	Self - Harm	<input type="checkbox"/>
Anxiety	<input type="checkbox"/>	Sleep Difficulties	<input type="checkbox"/>
Bereavement	<input type="checkbox"/>	Suicidal	<input type="checkbox"/>
Depression / Low Mood	<input type="checkbox"/>	Trauma / PTSD	<input type="checkbox"/>
Domestic Abuse	<input type="checkbox"/>	Violent Behaviour	<input type="checkbox"/>
Eating Disorder	<input type="checkbox"/>	Relationship Breakdown	<input type="checkbox"/>
Family Breakdown	<input type="checkbox"/>	Other	<input type="checkbox"/>
Poverty	<input type="checkbox"/>		

Has the young person attended The Yard before?

Has the young person got a criminal record?

Is the young person at risk of criminal behaviour?

Is the young person a member of a gang?

Is the young person at risk of gang involvement?

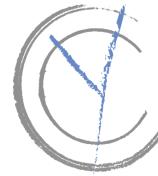
Does the young person have any issues with alcohol or drugs?

Does the young person have any mental health issues?

Photograph and Media Consent

I give Community Court Yard permission to record the image and/or voice and/or words of myself (the young person named above) / my child and grant Community Court Yard all rights to add the still or moving images and any accompanying words to the Library Stock of Community Court Yard and to use them in any medium for its educational, promotional or other work that supports the mission of the organisation

Tick Box To Confirm Consent



01 Appendices

Consent Statement

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

I understand that while I / my child (for under 18s) is participating in the activities run by Community Court Yard they will be subject to our general code of behaviour and will be required to obey the instructions and advice of Community Court Yard staff.

If I / my child (for under 18s) is seen to not be abiding by the code of conduct, participation in the activity may be terminated.

I understand Community Court Yard will do everything in its control to protect personal possessions but cannot be held liable for any loss or damage.

In the event of an accident or illness, I understand that every effort will be made to contact the parent / guardian but, if this is not possible, I authorise the youth worker to consent to any lifesaving medical treatment from a qualified medical practitioner which, in the opinion of the qualified medical practitioner, may be necessary for me / my child.

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 Community Court Yard to create an electronic and paper record of the above named person; to enable participation in the UK Youth programme; and ensure the organisation has emergency information and medical information to allow safe participation of the 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 in accordance with Community Court Yard's Privacy Policy

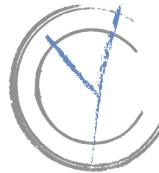
I confirm that I have read and understood all of the details in this form and confirm that the information I have given is complete and accurate.

SIGNED
YP

Date

SIGNED
P/G

Date



02 Appendices

Types of Abuse

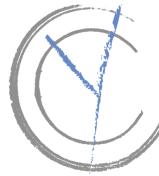
Abuse: A form of maltreatment of a child. Somebody may cause abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g via the internet). They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



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- 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.

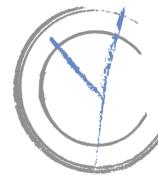
Abuse of Disabled Children: Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse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



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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 new born babies or on young women. FGM can result in death.

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:

02 Appendices

- 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.

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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:

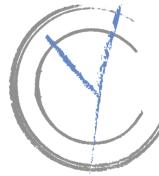
physical injuries - drug and alcohol abuse - going missing - committing criminal offences - disengagement from school - poor mental health - sexual health concerns.

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).



03 Appendices

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.

1. When a disclosure or allegation is made in person, whenever possible and practical, notes will be taken during the conversation;
2. 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;
3. 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;
4. The person making the disclosure will be informed that they can have access to the record made in respect of their own information;
5. The context and background leading to the disclosure will be recorded;
6. 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;
7. 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;
8. Records will be signed and dated by the person receiving the information;
9. A log of the incident will be maintained, normally by the safeguarding officer who will be responsible in most cases for managing Safeguarding incidents.
10. The log will include full details of referrals to the local authorities where applicable;
11. All original records, including rough notes, will be provided to the relevant Safeguarding Officer as soon as practical;
12. 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.



03 Appendices

Safeguarding Incident Form

Your Name	<input type="text"/>	Your Position	<input type="text"/>
Child's Name	<input type="text"/>	Child's DOB	<input type="text"/>
Child Address	<input type="text"/>		
Parent's / Guardian Address	<input type="text"/>		

Observations

Record of Conversation

continue on separate sheet/s if necessary

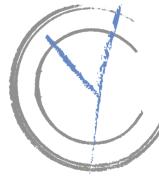
Does this indicate the person subject of the concern or allegation has:-

- 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 Community Court Yard's reputation to safeguard the young and the vulnerable.

Yes No

Subject of Concern Allegation

Name	<input type="text"/>	Position	<input type="text"/>
Tel Number	<input type="text"/>	DOB	<input type="text"/>
Address	<input type="text"/>		
Other Details Previous Concern	<input type="text"/>		



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Action Taken So Far

External Agencies Contacted

Details of Advice Given

Designated Safeguarding Lead / Safeguarding Champion contacted

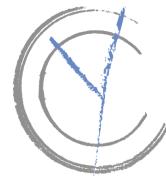
Time / Date Yes No

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

Time / Date Yes No

Staff Details

Name <input type="text"/>	Position <input type="text"/>
Signature <input type="text"/>	Date <input type="text"/>



03 Appendices

Incident Form

Your Name	<input type="text"/>	Your Position	<input type="text"/>
Child's Name	<input type="text"/>	Child's DOB	<input type="text"/>
Child Address	<input type="text"/>		
Parent's / Guardian Address	<input type="text"/>		

Observations

03 Appendices

Action Taken So Far

External Agencies Contacted

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Designated Safeguarding Lead / Safeguarding Champion contacted

Time / Date Yes No

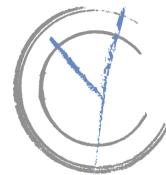
Parents been informed

Time / Date Yes No

Any Other Information

Staff Details

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>



04 Code of Good Practice

It is the policy of UK Youth 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 UK Youth (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 UK Youth 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.

04 Code of Good Practice, cont.

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 favouritism
- 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 UK Youth'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