

## Contents

1. Introduction .....	2
2. Policy.....	2
3. Responsibilities .....	3
3.1. Trustees & Senior Management Team .....	3
3.2. Line Managers .....	4
3.3. All Trustees, staff, volunteers, freelancers and consultant.....	4
4. Procedures .....	4
4.1. Recruitment of Employees, Volunteers, Trustees and Consultants .....	4
4.2. Work with Children and Young People.....	4
4.2.1. Guidance for safer working practice .....	5
4.2.2. Good Practice to protect against allegations of abuse .....	6
4.2.3. Photography and Interviews .....	7
4.2.4. Off-site and Residential Events .....	7
4.2.5. Signs and Types of Abuse .....	7
4.2.6. Suspicions/Reports of Abuse .....	8
5. Working in Scotland .....	14
6. Further Information .....	14
7. Stanleys Supporting Policies and Procedures .....	14
8. Review .....	15
Appendices .....	16
Appendix one - Consent Form.....	17
Appendix two - Types of Abuse.....	22
Appendix three - Incident Report Form.....	25
Appendix four – Code of good practice .....	28
Appendix five – Safeguarding Contacts list.....	30

# Stanleys Community Centre Safeguarding - Child Protection and the protection of adults at risk policy and procedure

## 1 Introduction

**Safeguarding is everyone's responsibility:-** The purpose of this document is to specify Stanleys Safeguarding policy and procedures for the protection of children, young people and adults at risk. A child is defined as up to the age of 18 or 20 if the child is disabled or has been in local authority care at any time since the age of 16. The document applies to all Stanleys staff, trustees, volunteers, freelancers and consultants and the policy and procedures applies to all of Stanleys activities.

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 April 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.

## 2 Policy

Stanleys has a legal and moral duty to create and maintain the safest possible environment for children, young people and adults at risk to 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 Stanleys to safeguard the welfare of children, young people and adults at risk involved in the work we do by protecting them from neglect, physical, sexual or emotional abuse. It is also Stanleys policy to provide staff with a framework to operate within to keep everyone who is engaged in the organisation's activities safe. It is therefore Stanleys policy to:

- ensure that all staff and volunteers (legally responsible adults) working with children, young people or adults at risk: are carefully selected, are checked by the Disclosure and Barring Service ("DBS" - see 4.1 below) have two appropriate references and understand and accept their responsibility for the safety of children, young people and adults at risk in their care.
- raise awareness of child protection issues amongst community voluntary groups, clubs and organisations within our network.
- ensure that children, young people and adults at risk's 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 relevant staff, partner organisations and volunteers of child protection issues through the provision of training and regular updates to risk assessments and changes in client groups.
- monitor and review the effectiveness of this policy on a regular basis.
- ensure that the principles of this policy are adopted by all organisations or individuals with whom Stanleys 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.

### 3 Responsibilities

The implementation of this policy is mandatory across all areas of the organisation. Specific responsibilities are outlined below:

#### 3.1 Trustees

The Trustees are ultimately responsible for the implementation of the organisation's Safeguarding Policy and Procedures.

The Senior Management Team will ensure the policy and its accompanying procedures and practice guidelines are implemented across their geographical and functional areas of responsibility.

Robyn Thomas is Safeguarding Officer She will report to the County Director on any safeguarding and/or child protection issues, which have arisen over the previous months between meetings, (usually 5 a year).

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 volunteers, freelance staff etc).
- Training of staff is delivered as regularly as is necessary for department needs.

#### 3.2 Line Managers

Responsible for:

- ensuring that staff 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 the referral of all safeguarding, child protection issues to the Safeguarding Officer. (This may be as simple as discussing a hypothetical issue to protect identities);
- ensuring all reporting staff are aware of their roles and responsibilities under this policy. This must form part of their induction;
- ensuring staff and volunteers undertake appropriate and required induction and training in safeguarding/child protection, at the required level relevant to their role;
- ensuring all new staff members and volunteers have the required disclosure certificate in place if engaging in regulated activity with young people and that they cooperate with the internal DBS procedure to include checking ID and provision of signed copies of documents with application forms to HR.

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

All Trustees, staff, volunteers, freelancers and consultants are expected to adhere to the requirements of this policy and procedures and operate within codes of conduct outlined within the various policies that support

the work of the organisation.

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

## 4 Procedure

### 4.1 Recruitment of Employees, Volunteers, Trustees and Consultants

The aim of the recruitment and selection processes for employees, volunteers, Trustees, freelancers and consultants is to ensure that the best person for a particular role is appointed. However, Stanleys 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. In addition to the Disclosure and Barring Service covered in that procedure, staff or volunteers working in *loco parentis* with children will be required to have two appropriate references and attend specific training.

### 4.2 Work with Children and Young People

Stanleys requires all those working with children, young people and adults at risk 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 practice

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

- Staff working with children, young people and adults at risk should be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment.
- Staff working with children, young people and adults at risk 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. At Avon Tyrrell, ratios are managed to each instructed activity session, and a group leader/teacher must also be present.
- Wherever possible, staff should avoid being alone with children, young people and adult at risk, and staff shouldn't take them to their own home (including staff accommodation). Staff shouldn't offer a lift to a child, young person or adult at risk unless they have written parental consent or a second adult (preferably group leader) is present.
- Staff should only train children, young people and adults at risk in a non-intrusive manner and should encourage them to be responsible for getting themselves ready, such as getting themselves changed before and after activities.
- When entering guest rooms/accommodation, staff and volunteers should make sure there is another adult present where practical
- Staff planning sessions should comply with the standards set by their appropriate professional body, e.g. Sport National Governing Body, National Arts Council.
- Staff planning sessions at third party premises must ensure that they have a 24hour emergency contact system in place for the event for appropriate staff and services.
- Staff will be expected to keep an attendance register for all organised sessions.
- Parental consent and medical information about the child, young person and/or adult at risk must be obtained in advance when **Stanleys** is working directly with, and has responsibility for, them (forms in Appendix 1). Youth Leaders who are accompanying the children, young people and adults at risk should have obtained appropriate parental consent and medical information about them prior to the Stanleys event. Staff (inc. group leaders / teachers), should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.
- Children, young people and adults at risk and their parents should be given a 'named appointment' to whom they may report any worries or concerns. The contact names and telephone numbers should be visibly displayed at events

- Staff should ensure that sessions start and end on time.
- 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.
- Staff must give due regard to issues of safety at all times. This includes carrying out appropriate risk assessments before all sessions. (See Stanleys *Health and Safety.doc*). Due regard should be given to the potential influences and associated risks that different groups will have on each other.
- All accidents/incidents involving staff or participants should be recorded using the organisation's accident forms immediately or as soon as practicably possible.
- Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.
- Staff are responsible for reporting suspected cases of child abuse to the appropriate people (see 4.2.6 below).

## ▪ 4.2.2 Good Practice to protect against allegations of abuse

You shouldn't:

- Spend excessive amounts of time alone with children, young people and adults at risk away from others.
- Take children, young people and adults at risk to your own home
- Offer a lift to a child, young person or adult at risk unless they have written parental consent or a second adult (preferably group leader) is present

Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's, young person's or adult at risk's parents/guardians.

Never:

- Engage in rough physical activities including horseplay.
- Engage in sexually provocative activities.
- Allow or engage in inappropriate touching of any form.
- 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) particularly if they are very young or disabled, then you should obtain the full consent of their parents and ensure a second adult is present

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

## 4.2.3 Photography and Interviews

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

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

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

#### 4.2.4 Off-site and Residential Events

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

Stanleys requires children, young people and adults at risk taking part in residential events to sleep in single sex rooms.

All offsite and residential events must be managed in accordance with departmental operating procedures and [Stanleys policies](#).

#### 4.2.5 Signs and Types of Abuse

Signs of Child Abuse:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or 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.

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.

**See Appendix two for Types of Abuse**

#### 4.2.6 Suspicions/Reports of Abuse

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

The following information covers three different circumstances – follow the one that is appropriate in the situation.

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

1. immediately inform your Manager or Director (or another Manager or Director if yours is unavailable).
2. use the Incident Record Form (in Appendix 3) to make a record of your actions, include anything the child, young person or adult at risk said, anything you asked the child, and your observations. This

- may be used as evidence later. Record only the facts as you know them.
3. ensure the child has access to an independent adult (e.g. teacher/group leader/youth worker)
  4. if abuse is suspected, you or the Manager or Director should report concerns directly to the **Stanleys** Safeguarding Officer – [insert responsible role] or in their absence their deputy. It is their responsibility to inform appropriate authorities.

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

Always:

- Stay calm – ensure the child, young person or adult at risk is safe and feels safe.
- 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.
- Alleviate feelings of guilt and isolation, without passing any judgement.
- 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.
- Make a note as soon as possible after the event detailing what you and the child, young person or adult at risk discussed.

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.

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

1. immediately inform your Manager or Director (or another Manager or Director if yours is unavailable).
2. record the facts as you know them and give a copy of the record to your Manager or Director.
3. if an allegation is suspected, you or the Manager or Director should report concerns directly to the **Stanleys** Safeguarding Officer or in their absence their deputy. It is their responsibility to inform the appropriate authorities.

c) If you receive a request for advice from anyone about suspected/reported abuse of a child, young person or adult at risk (rather than general advice about child protection, in which case just follow step 3 below), the procedure that **MUST** be followed is:

1. advise him/her to make a note as soon as possible detailing the facts as s/he knows them and, if s/he spoke with the child, young person or adult at risk, what was discussed
2. advise him/her to contact the nearest Children's Social Care with details of the concerns/report, including a copy of the written notes
3. don't give him/her a copy of Stanleys procedure but you may give details of the organisations/publications detailed in the Introduction
4. immediately inform your Manager or Director (or another Manager or Director if yours is unavailable).
5. record the facts as you know them and give a copy of the record to the Manager or Director.
6. if abuse is suspected you or the Manager or Director should report concerns directly to the Stanleys Safeguarding Officer or in their absence their deputy. It is their responsibility to inform the appropriate authorities.

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

- Make a written, dated note of observations.
- Inform your line manager, Director or Safeguarding Officer as soon as possible, who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the Safeguarding Officer and/or appropriate external authority. See below for referral procedure

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

adult at risk.

If you are concerned that a member of staff is harming or abusing a child, young person or adult at risk, you must report your concerns immediately to your line manager, Director or Safeguarding Officer. Where it is appropriate to do so, relevant HR procedures may be initiated and/or a referral made to an external agency.

If you suspect any other person is harming or abusing a child, young person or adult at risk, you should contact your line manager, Director or Safeguarding Officer. However, you can contact Children's Services, Adult Services or the Police.

If you have urgent concerns about the safety of a child, young person or adult at risk and are unable to contact your line manager, Director or Safeguarding Officer, do not hesitate to contact Children's service, adult services or the police. These external agencies will be in a position to determine an appropriate course of action.

#### Making a Referral

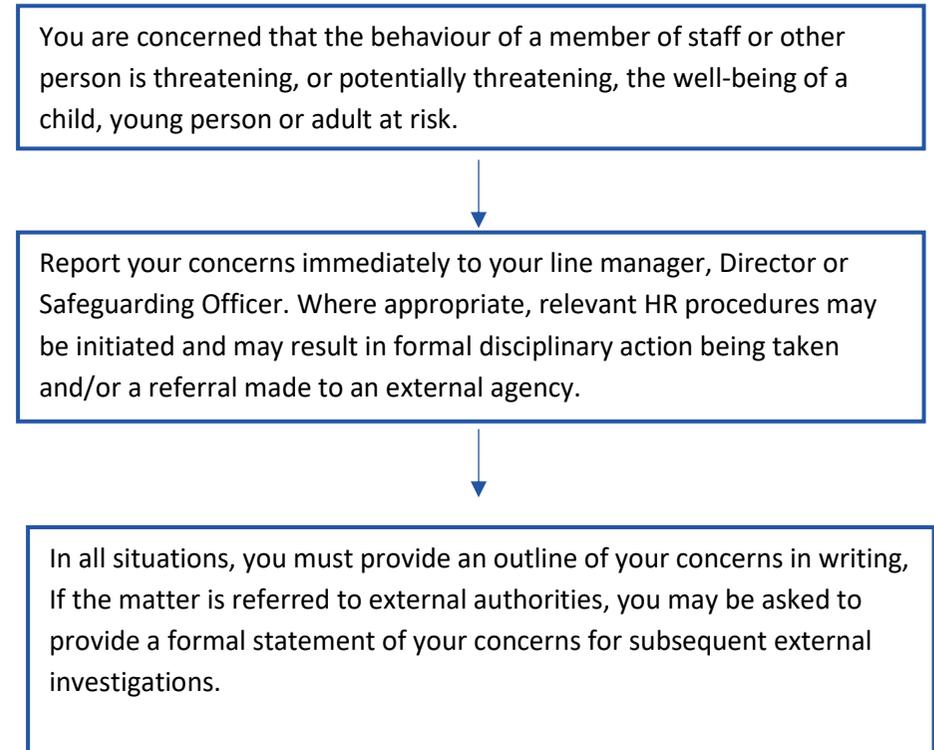
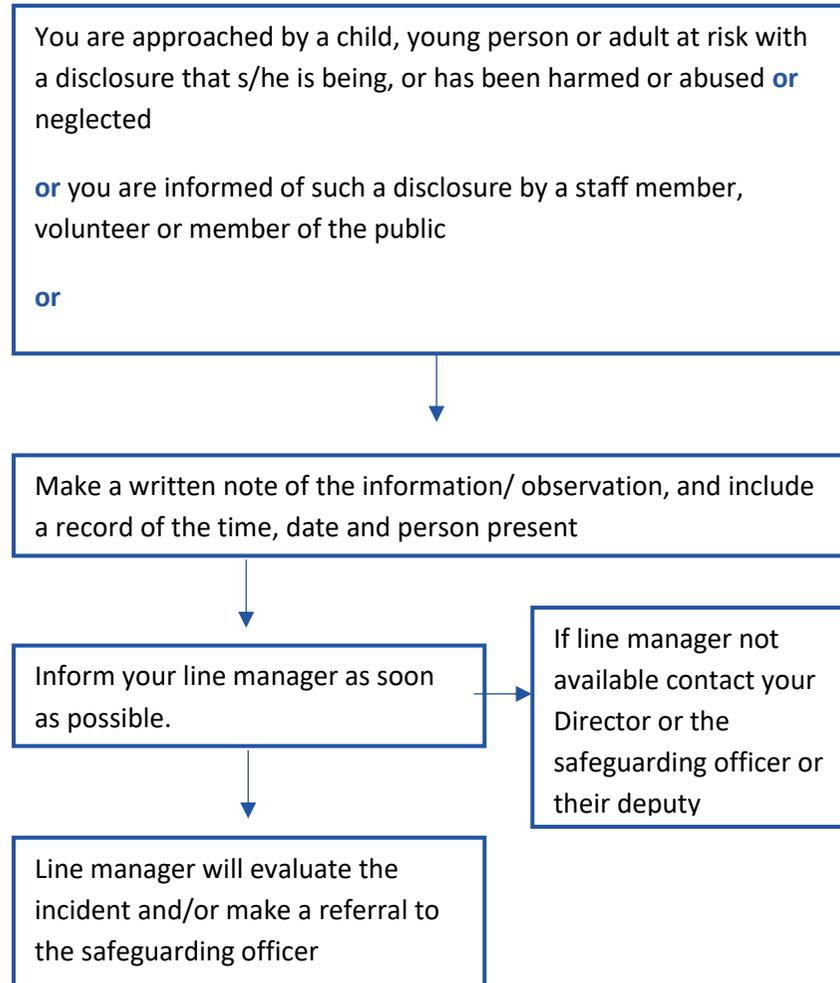
If you are concerned that a child, young person or adult at risk, may be at risk or has disclosed that they are being harmed, you should contact your line manager, Director or Safeguarding Officer.

Your line manager, Director or safeguarding officer will assess the concerns to determine whether to refer to an external agency needs to happen, or can be addressed via the organisation's internal procedures.

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

## Staff Guidance

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

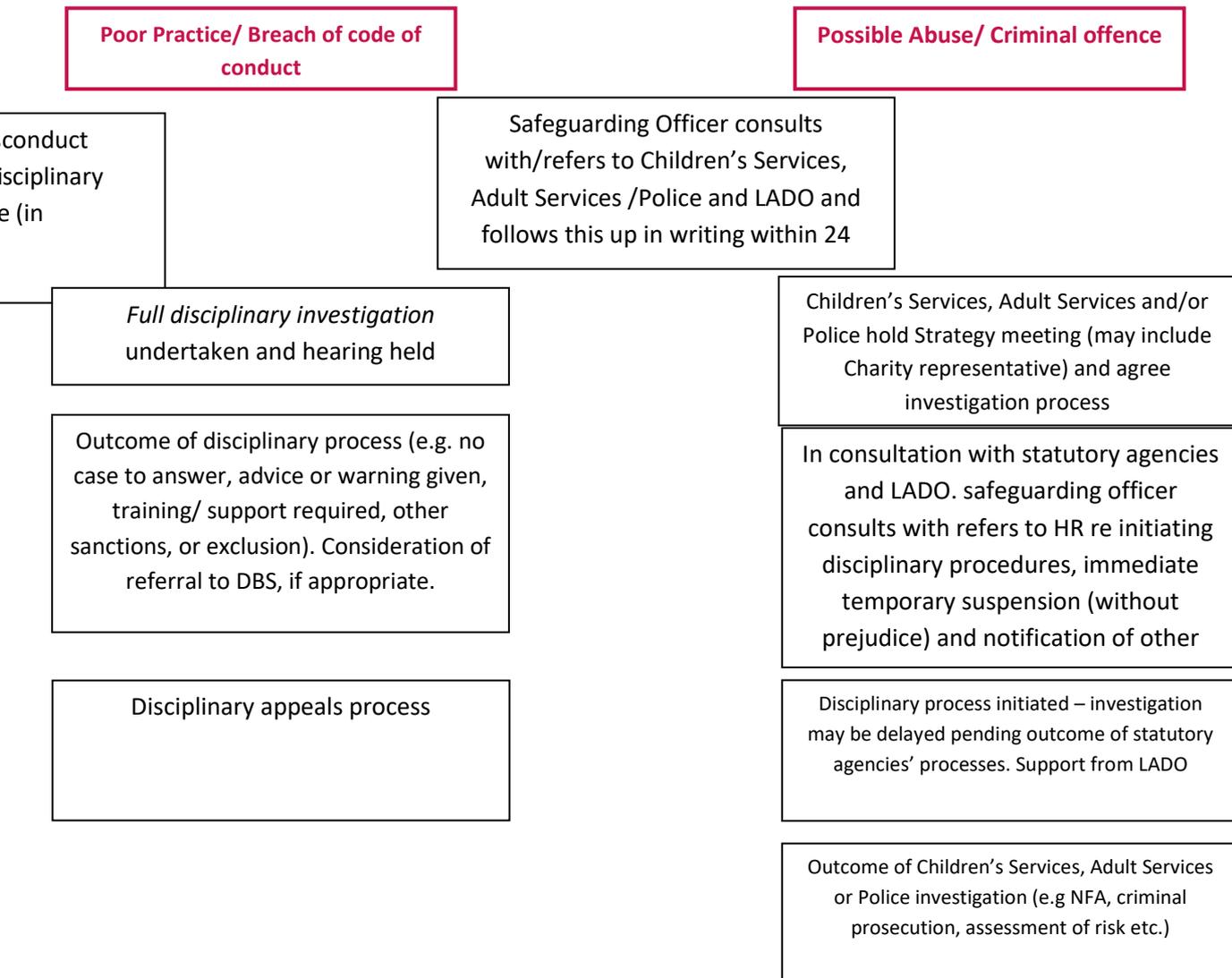


**NB: If you have immediate concerns that a child or adult at risk is at risk of significant harm contact your line manager. If you think a criminal offence has been committed contact the Police and the Safeguarding Officer.**

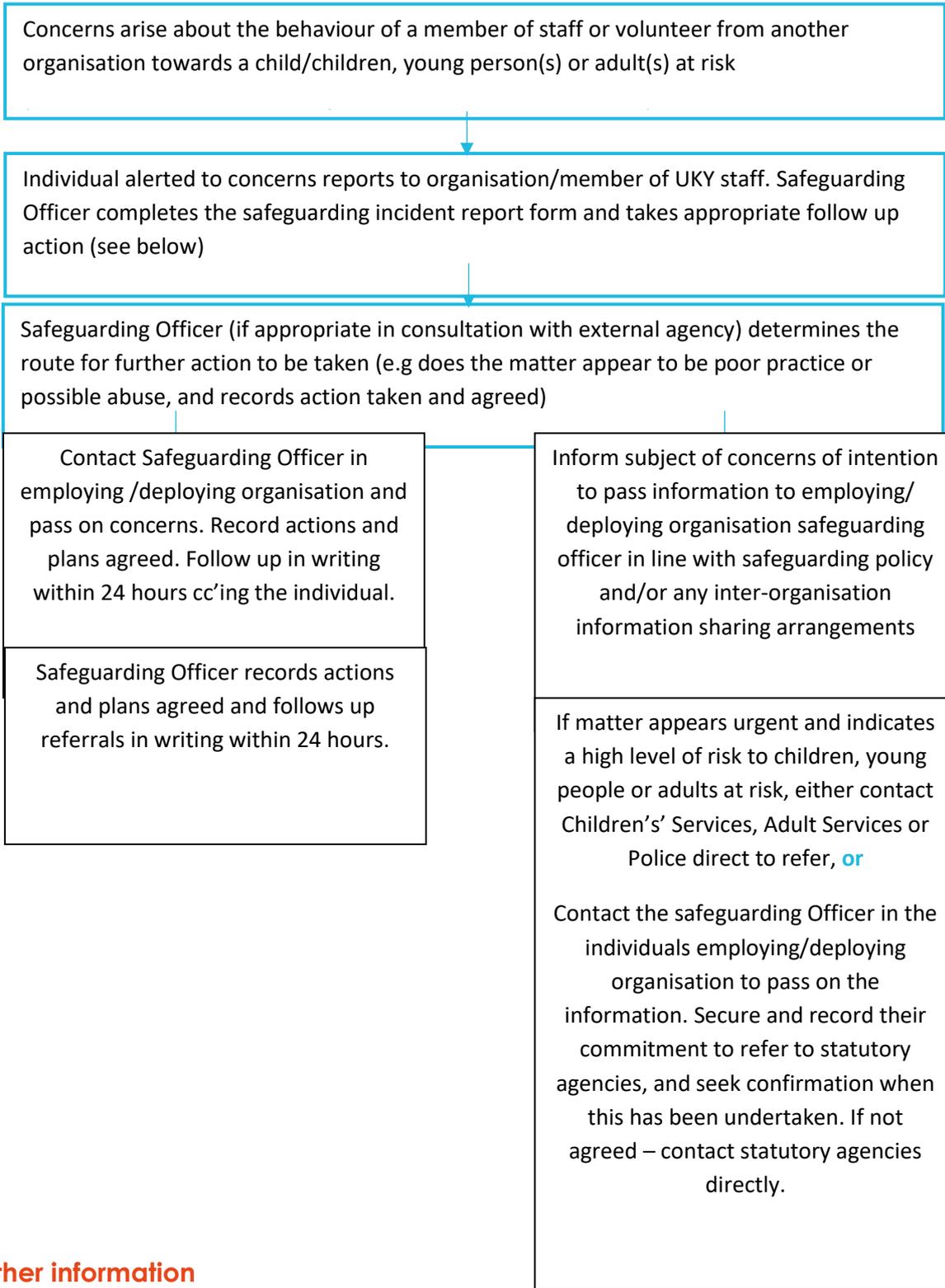
## Safeguarding Officer - reporting procedure for concerns

### 1. Behaviour of a staff member, Trustee, volunteer or freelancer (e.g allegation about behaviour towards a child, young person or adult at risk)

- Concerns arise about the behaviour of a member of staff, Trustees, freelancer or volunteer towards a child/children, young person(s) or adult(s) at risk
- Individual alerted to concerns reports to line manager/ Director and safeguarding officer. Completes the safeguarding incident report form and safeguarding officer takes appropriate follow up action
- Safeguarding Officer (if appropriate in consultation with external agencies) determines the route for further action to be taken (e.g does the matter appear to be poor practice or possible abuse, and records action taken and agreed)



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



**Further information**

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

- [Safeguarding children and young people](#)
- [Safeguarding vulnerable adults at risk](#)

**Social Services Departments and your Local Safeguarding Children Board (LSCB).** This is the key inter-agency forum for child protection, comprising representatives from all the relevant statutory organisations and representing the voluntary sector.

See [www.gov.uk/government/publications/every-child-matters](http://www.gov.uk/government/publications/every-child-matters)

**Extremism** goes 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. We also regard calls for the death of members of our armed forces as extremist. [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, web-site [www.nspcc.org.uk](http://www.nspcc.org.uk)
- **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 <https://www.childrenengland.org.uk>
- See Appendix five for safeguarding contacts

## 7 Supporting Policies and Procedures

Stanleys 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 Stanleys activities. Stanleys 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.

Stanleys 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 **Stanleys** policies and procedures:

- Health and Safety
- Whistleblowing
- Equal Opportunities and Dignity at Work
- Recruitment and Selection
- Bullying and Harassment
- Complaints procedure

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.

## 8 Review

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

**STANLEYS COMMUNITY CENTRE**  
**CONSENT AND MEDICAL INFORMATION**

**Details of the visit or activity**

Title of visit or activity			
Location/venue			
Date(s) of visit or activity			
Nature of activities			
Venue/provider information			

**Details of the visit or activity**

Title of visit or activity			
Location/venue			
Date(s) of visit or activity			
Nature of activities			
Venue/provider information			

**Transport**

- Meet at venue     
  Foot     
  Minibus/Coach     
  Car/Taxi organised by LABGC  
 Train     
  Ferry     
  Plane     
  Other:

**Details of participant**

Surname	
Forename	
DOB	
Gender	
Address	
Postcode	
Mobile No	

**Emergency contact telephone details (please provide 2)**

Name	1		2	
Relationship	1		2	
Home Tel	1		2	
Work Tel	1		2	
Mobile Tel	1		2	
Address if different from participant whilst visit takes place. Alternative names, relationship and numbers				

**Doctor's Information**

Doctor		Phone	
Address			

**If the participant has a medical condition please discuss with your doctor and inform Stanleys before completing the form.** This would not normally exclude someone from participating in an off-site visit or activity. However, it is important that sufficient necessary medication is brought on the activity and that the Activity Leader is made aware of this in good time.

**Medical & Behavioural Information**

<b>Please answer Yes or No to each statement about the participant</b>		Please	
Has the participant had any serious illness within the last two months?		Yes / No	
Is the participant recovering from an accident, injury or broken limb?		Yes / No	
Does the participant have epilepsy, seizures, convulsions or absencing?		Yes / No	
Diabetes?		Yes / No	
Asthma? If yes, please ensure the participant brings their inhaler.		Yes / No	
Heart condition?		Yes / No	
Any allergies, including historical reactions to medication?		Yes / No	
Any medical including historical, behavioural or other condition which may have an impact?		Yes / No	
Is the participant taking any medication?		Yes / No	
Does the participant carry an epi pen?		Yes / No	
If the answer to any of these questions is yes or if there is any other relevant information which will enable us to support and care for the participant during the visit please give details here or attach further information.			
Has the participant had a tetanus injection?		Yes / No / Unknown	Date if known
Do you consider the participant to be medically fit?		Yes / No	

### Dietary Information

Please indicate any food allergies or dietary requirements e.g. allergy to nuts / fish, vegetarian, vegan.

### Consent

I consent to attending this off-site visit or activity provided by Stanleys Community Centre. I have received full information about the itinerary and programme, understand the nature of the visit/activity and agree to the participant engaging in all the activities described. I also understand that the participant must adhere to the code of conduct and behaviour as set out by Stanleys.

The information I have provided in this form is accurate at signing and I agree to Stanleys adding this information to their electronic management information systems and agree to inform Stanleys staff as soon as possible of any changes between now and the start of the visit.

I agree to the participant receiving medication as instructed above and to them receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. **(Please delete and initial any of the above you do not wish to give consent to).**

Name of Parent/Guardian/Carer (Unless the participant is over 16yrs and living independently)		Signature	
Relationship to Participant		Date	

### Consent to use images or photographs

Stanleys Community Centre uses still and video images both for teaching purposes and for the purpose of producing publicity information both in hard copy and on-line on websites and social media, including Facebook. Collections of images may also be provided for groups at the end of activities as a memento.

Such images will **NOT** be used for anything that may cause offence, embarrassment, or distress to a participant and will **NOT** identify any participant by name unless specific permission is sought at the time and no record of names will be kept with any stored images unless specific permission has been sought.

I give consent for Stanleys to take, store, and use images of the participant for the purposes of publicity materials including on-line websites, social media, reports, publications, posters and displays.	Yes / No
--	----------

Name of Parent/Guardian/Carer		Signature	
Relationship to Participant		Date	
Participant Signature (for yp aged 16yrs + if signing for self)		Date	

### Dietary Information

Please indicate any food allergies or dietary requirements e.g. allergy to nuts / fish, vegetarian, vegan.

### Consent

I consent to attending this off-site visit or activity provided by Stanleys Community Centre. I have received full information about the itinerary and programme, understand the nature of the visit/activity and agree to the participant engaging in all the activities described. I also understand that the participant must adhere to the code of conduct and behaviour as set out by the Activity

Session Leader

The information I have provided in this form is accurate at signing and I agree to Stanleys adding this information to their electronic management information systems and agree to inform the Session Leader as soon as possible of any changes between now and the start of the visit.

I agree to the participant receiving medication as instructed above and to them receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. **(Please delete and initial any of the above you do not wish to give consent to).**

Name of Parent/Guardian/Carer (Unless the participant is over 16yrs and living independently)		Signature	
Relationship to Participant		Date	

### Consent to use images or photographs

Stanleys Community Centre uses still and video images both for teaching purposes and for the purpose of producing publicity information both in hard copy and on-line on websites and social media, including Facebook. Collections of images may also be provided for groups at the end of activities as a memento.

Such images will **NOT** be used for anything that may cause offence, embarrassment, or distress to a participant and will **NOT** identify any participant by name unless specific permission is sought at the time and no record of names will be kept with any stored images unless specific permission has been sought.

I give consent for Stanleys to take, store, and use images of the participant for the purposes of publicity materials including on-line websites, social media, reports, publications, posters and displays.	Yes / No		
Name of Parent/Guardian/Carer		Signature	
Relationship to Participant		Date	
Participant Signature (for aged 16yrs + if signing for self)		Date	

### 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 or 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 risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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

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

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

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

of reasons including:

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

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

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

**Self-Harming Behaviour:** Children, young people and adults at risk who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of their health or development and in some circumstances present significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

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

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

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

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

**Internet Harm:** Sexual exploitation (see above) also includes 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.

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

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

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

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

## Appendix three

### Stanleys Community Centre 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 Concern or Allegation 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.

**IN STRICTEST CONFIDENCE WHEN COMPLETED**

<b>Your Name:</b>	<b>Your Position:</b>		
<b>Child's Name:</b>	<b>Child's Address:</b>		
<b>Child's date of birth:</b>	<b>Parents'/carers' names and addresses:</b>		
<b>Session Lead name and address (if different from above)</b>	<b>Date and time of incident:</b>		
<b>Your Observations:</b>			
<b>Record of exactly what the child, young person or adult at risk said and what you said:</b> (Remember do not lead the child, young person or adult at risk – record actual details. Continue on separate sheet/s if necessary.)			
<b>Physical/ Emotional/ Neglect/ Sexual/ Financial/ Inappropriate/ Historical</b>			
<b>Does this indicate the person subject of the concern or allegation has:-</b> <ul style="list-style-type: none"> <li>Behaved in a way that has harmed a child or adult at risk, or may have harmed a child or adult at risk,</li> <li>Possibly committed a criminal offence against or related to a child or adult at risk;</li> <li>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</li> <li>Behaved in a way that may compromise the <b>Stanleys</b> reputation to safeguard the young and the vulnerable.</li> </ul>			
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table>		Yes	No
Yes	No		
<b>Subject of Concern/allegation</b>			
Name:			
Position:			
D.O.B:	Tel No:		
Address:			

				Post Code:	
Other:					
Any previous concern:					
<b>Action taken so far:</b>					
<b>External agencies contacted:</b> (where time permits contact UKY Safeguarding Officer for advice)					
	<b>Name</b>	<b>Date/Time</b>		<b>Name</b>	<b>Date/Time</b>
<b>Police</b>					
<b>Local Authority Designated officer</b>					
<b>Social Services</b>					
<b>Health Services</b>					
<b>Probation Services</b>					
<b>Education</b>					
<b>Details of advice given:</b>					
<b>Stanleys Senior Management contacted</b> (name(s), contact number, details of advice received):					
Safeguarding Officer informed: Yes/No					
Date & Time: _____					
<b>Have the parents been informed that contact is going to be made with Children's Social Care Yes/No</b>					
<b>NB:</b> parents should be informed unless to do so could place the child at risk of further harm, please seek advice of this point from the Safeguarding Officer if you are uncertain.					
Signature:		Print Name:		Date:	
<b>IN STRICTEST CONFIDENCE WHEN COMPLETED</b>					

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

Please remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than your manager or those who need to know. Please take advice on this point from your manager if you are uncertain.

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

## Stanleys Community Centre Child Protection – A code of good practice

*It is the policy of Stanleys 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 Stanleys (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 Stanleys has the right to report any concerns, or suspicions about another adult or young person in confidence and free from harassment.

**You must refer; you must not investigate.**

If in any doubt about policy or procedure please contact the Safeguarding Officer, Adrian [stanleyscommunitycentre@gmail.com](mailto:stanleyscommunitycentre@gmail.com) 07765242038

## 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 **Stanleys** child protection procedures – young people, parents/carers, young leaders and other helpers
  - DO** remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse
  - DO** keep other staff informed of where you are and what you are doing
  - DO** remember someone else might misinterpret your actions, no matter how well-intentioned
  - DO** take any allegations or concerns of abuse seriously and refer immediately
- 
- DO NOT** trivialise abuse
  - DO NOT** form a relationship with a young person that is an abuse of trust
  - DO NOT** permit abusive peer activities e.g. initiation ceremonies, bullying
  - DO NOT** engage in inappropriate behaviour or contact – physical, verbal, sexual
  - DO NOT** play physical contact games with young people
  - DO NOT** make suggestive remarks or threats to a young person, even in fun
  - DO NOT** use inappropriate language – writing, phoning, email or internet
  - DO NOT** let allegations, suspicions, or concerns about abuse go unreported
  - DO NOT** just rely on your good name to protect you

## Appendix five

# Safeguarding reporting your concerns Contact List Internal only

**ROBYN THOMAS Safeguarding Officer**

**All concerns should be reported to Stanleys Safeguarding Officer:**

Adrian Lewis  
07765242038

[stanleyscommunitycentre@gmail.com](mailto:stanleyscommunitycentre@gmail.com)

## Police

<b>Police Central Referral Unit</b>	<b>0845 605 1166</b>
<b>Police Non-emergency</b>	<b>101</b>
<b>Remember - in an emergency always dial</b>	<b>999</b>

## NSPCC Helpline

**If you're worried about a child/ young person**

**Report a concern**

**08088005000**  
[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**If your under 18 :**

**Childline**

**0800 1111**

## Local Authority Adult Services

**Contact your local authority to report your concerns about a vulnerable adult**

Lancashire Adult Services

[0300 123 6720](tel:03001236720)

**Staff delivering events need to identify the local services**

## Document Control Sheet

Document Name: Child Protection & Protection of Adults at Risk  
Issue Number: Issue 1

Document Owner: Adrian Lewis  
Issue Date: April 2021  
Review Date: April 2022  
Document History: Issue 2 – formal issue

Document approved by: Adrian Lewis  
Date approved: April 2021