



SAFEGUARDING CHILDREN POLICY AND PROCEDURE

POLICY & PROCEDURE IMPLEMENTATION CHECKLIST

Policy lead:	<i>Director of Business</i>
Document author:	<i>Chief Executive</i>
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Diversity / Equality Impact Assessment required:	<i>No</i>
Data protection compliant:	<i>Yes – reference made throughout of the need to protect confidentiality and not to share information unnecessarily.</i>
Staff training / update required:	<i>All staff updated via August 2024 Newsletter</i>

Safeguarding Children Policy Summary

The Safeguarding Adults Policy outlines the procedures to be followed to prevent the abuse of children and respond appropriately if it occurs.

- *Safeguarding is everyone's responsibility and the Policy aims to support this by giving guidance on how to prevent and detect the abuse of children.*
- *The Policy covers children accommodated at BACKUP schemes and all other children staff may encounter.*
- *The Policy defines the different types of abuse and neglect- physical, sexual, financial, emotional and guides staff through recognising abuse, reporting it, taking action to protect the person and information sharing.*
- *Assessing mental capacity may be relevant when supporting older children (16 and 17 year olds), but staff need to be aware that they are still considered children.*
- *Although consent is important, concerns about actual or potential abuse may need to be reported without consent in certain situations. Guidance is provided on information sharing and involvement of the child.*
- *The Policy also gives guidance on information gathering, risk assessment and working with other agencies.*
- *Extra protocols are in place for allegations against staff.*
- *Similarly, there is additional guidance regarding the photography/filming of children during events and activities.*
- *BACKUP monitors, reviews and learns from safeguarding cases presented to the charity.*
- *Copies of the forms to be used when reporting suspected abuse, assessing risk, seeking permission to photograph and film children and providing feedback are included.*
- *All staff must refer any suspected child abuse to the Designated Child Protection Person (DCPP).*

Policy

1. Aim
2. Policy Statement
3. Responsibilities

Procedure

1. Purpose
2. Role of the Designed Child Protection Person
3. Scope
4. Equalities
5. Performance Reporting
6. Context
7. Definitions
8. Identifying Harm
10. Responding
11. Recording Information
12. Referring information within BACKUP and to relevant external agencies.
13. Confidentiality
14. Keeping Children and Young People Informed and Involved
15. Allegations Against Staff
16. Code of Conduct for Staff
17. Employment of Staff
18. Referrals to the Disclosure and Barring Service
19. Photography and Child Abuse Imagery

Appendices:

- A. Child and Under 18s Safeguarding Incident Reporting Form
- B. Consent Form for the use of Cameras and any other Image and Sound Recording
- C. Consent Form for photography/filming
- D. Consent Form for participation in activities, events, etc.

Note: Blank versions of the forms given as appendices are available on the shared drive (<S:\Forms\Safeguarding>). Keep the blank master on the system and use a copy. Do not save the confidential completed form to S drive but save the relevant confidential files.

POLICY

1. AIM

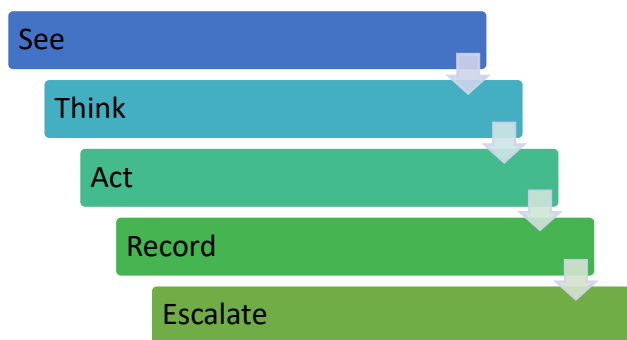
- 1.1 This policy aims to summarise BACKUP's commitment to promoting the welfare of children and young people through the prevention and detection of abuse and harm by:#
- Protecting children/young people from neglect and maltreatment;
 - Preventing the impairment of children's health or development;
 - Ensuring children/young people are protected from suffering, or at risk of suffering significant harm.
- 1.2 Everyone, whether Trustees, core staff, Bank staff, staff on placement or temporary contracts, volunteers or contractors are required to adopt the highest practical standards and take reasonable steps to ensure that every child or young person with whom they work or has contact with, is able to be emotionally and physically safe.

2. POLICY STATEMENT

- 2.1 BACKUP's Trustees, core staff, Bank staff, staff on placement or temporary contracts, volunteers and contractors are required, when they have any concerns, suspect or are alerted to any disclosed information about the suffering or abuse of an individual child or children by an abuser, to refer the matter to the **Designated Child Protection Person (DCPP)** using the agreed reporting procedures.
- 2.2 The policy statement is underpinned by 4 key assumptions:
- ***Safeguarding is everyone's responsibility***
 - *All young people¹ supported by BACKUP are considered vulnerable due to age, being homeless and with various support needs. A person-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of the individual.*
 - Safeguarding at BACKUP is not limited to the young people it supports. It is for everyone including colleagues, colleagues' families, contractors, visitors to our sites, young people's family members and even pets.
 - BACKUP'S client group are all aged 16-25 years and considered young adults. For the purposes of safeguarding and the law, 16 and 17 years olds are '*children*'. There is a separate BACKUP Safeguarding Adults Policy; mirroring this one.

¹ BACKUP uses the term "*young people*" to refer to the people who need to use its services; as opposed to service users, customers or clients

2.3 The process to underpin this work is S.T.A.R.E.



And staff need to be able and also be supported to:

See	<i>recognise the risk/issues (if it's hearsay, try to find out more or escalate it)</i>
Think	<i>consider the implications/processes and what is needed to minimise harm</i>
Act	<i>do something about that, follow procedure, do the right thing; apply the values</i>
Record	<i>take notes, write it down, complete relevant pro formas</i>
Escalate	<i>inform the manager of the service, on call or higher if you do not get a response</i>

3. RESPONSIBILITIES

- 3.1 The Chief Executive (CEO) and Board of Trustees have overall strategic responsibility for the Safeguarding Policy and Procedure and for ensuring that all children and young people involved in any way with BACKUP are protected.
- 3.2 Line Managers and Directors have overall responsibility for the implementation of the policy and execution of the procedures.
- 3.3 Project Managers should complete the Safeguarding Log.
- 3.4 The DCPP is the nominated Safeguarding lead within the organisation. All safeguarding concerns or issue must be directed to the DCPP. **The DCPP is Maura Jackson, CEO.**
- 3.5 All staff members have a responsibility to work within the Code of Conduct Procedure detailed within this document.

PROCEDURE

1. PURPOSE

- 1.1 The purpose of this procedure is to support the effective implementation of the Safeguarding Children and Under 18s Policy and to ensure that concerns about the welfare of children and young people are dealt with sensitively, effectively and promptly. The procedure provides step-by-step guidance on how to respond to a concern or disclosure.
- 1.2 BACKUP's Trustees, core staff, bank staff, staff on placement or temporary contracts, volunteers and contractors all have a role to play in safeguarding and are required to operate within the ethos and parameters of the procedure.
- 1.3 Since safeguarding involves our general duty of care towards young people and staff, as well as ensuring the welfare and safety of children and adults at risk, the policy and procedure applies to all young people and also applies to the charity's Supported Lodgings Scheme.
- 1.4 As there is a tendency to only consider the young people supported by BACKUP when thinking of the safeguarding, ***it is important that staff consider their responsibilities for safeguarding in relation to all of the following groups:***
- 16 and 17-year-old homeless young people (whether in a BACKUP scheme or elsewhere).
 - The babies and toddlers of the young people BACKUP supports.
 - Babies and toddlers who are not living in a BACKUP scheme.
 - The babies, toddlers and children of relatives, neighbours, friends, of staff, volunteers, Board members etc.
- 1.5 The appendices at the end of this document are the guidance notes on what actions to take around safeguarding.

2. ROLE OF THE DESIGNED CHILD PROTECTION PERSON.

- 2.1 The DCP is responsible for acting as a source of advice on child protection matters, for co-ordinating action within BACKUP and for liaising with health and social care departments and other agencies about suspected or actual cases of child abuse. He/she may also be responsible for implementing child protection training within the organisation.
- 2.2 The role of the DCP is to:
- Establish contact with the senior member of social services staff responsible for child protection in the area.
 - Provide information and advice on child protection within BACKUP.

- Ensure that the child protection policy and procedures for BACKUP are followed and particularly to inform social services/health of relevant concerns about individual children.
- Be aware of Bolton’s Area Child Protection Committee (ACPC) and to be familiar with local procedures. See: [Contents \(proceduresonline.com\)](#)
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing to the safeguarding team.
- Liaise with Children’s Services and other agencies, as appropriate.
- Keep line managers and Directors within BACKUP informed about any required action. The CEO will liaise with the Trustee Board if required.
- Ensure that an individual case record is maintained of the action taken by BACKUP, liaison with other agencies and the outcome.
- Advise BACKUP of child protection training needs.

2.3 As a non-statutory agency, BACKUP will continue to work in partnership with relevant statutory partners sharing appropriate information in a timely way when responding to any concerns, suspicions or alerted incidents of abuse from early help cases at one end of the continuum to Serious Case Reviews. BACKUP will use the HM Government document ‘*Working together to safeguard children A guide to inter-agency working to safeguard and promote the welfare of children*’ as a reference document - [Working together to safeguard children - GOV.UK \(www.gov.uk\)](#) (See paragraph 3.2, below.)

2.4 BACKUP has in place procedures which reflect the importance of safeguarding and promoting the welfare of children. Allegations regarding inappropriate staff or volunteer conduct will be investigated urgently, through the Disciplinary process. The procedures relating to this policy include a clear line of accountability with the DCPD taking responsibility for overseeing the safeguarding arrangements.

2.5 BACKUP will ascertain prior to entering into any formal service agreement with either an external contractor or management agent whether they have in place their own safeguarding children policies and procedures, which are in line with the legislative requirements. Failing this, the external contractor or management agent will be required to sign up to the BACKUP Safeguarding Children (and Adult) Policies. This will apply to contractors directly commissioned by BACKUP.

2.6 Any records regarding safeguarding reporting will remain confidential in line with the BACKUP’s GDPR General Data Protection Regulation Policy and Procedures

3. SCOPE

3.1 Primarily this procedure will affect Board Members, customers, contractors, volunteers, work placements and all staff.

3.2 This Procedure uses as its point of reference, ‘*Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (2015)*’ which sets

out how organisations and individuals should work together using previously agreed protocols to safeguard and promote the welfare of children and young people in accordance with the Children Act 1989, the Children Act 2004, the Education Act 2002, Schedule to the Education Regulations (Non Maintained Special Schools) 2011 and Schedule to the Education Regulations (Independent Schools Standards) 2014.

- 3.3 BACKUP will ensure that through appropriate training staff will be clear about their 'Safeguarding Children' responsibilities for identifying and reporting suspected abuse, including looked after children, through documented and easily accessible procedures. Early intervention via the relevant local authority's alerting systems will allow partner organisations to respond at their earliest opportunity. Further information on reporting is available from <http://boltonsafeguardingchildren.org.uk>
- 3.4 The DPCC will be available to support staff when making a referral to the Bolton MBC Multi-Agency Screening and Safeguarding Service (MASS) as part of the early help process. Only relevant personnel will attend and participate in case conferences if and when required.
- 3.5 BACKUP is committed to the safe recruitment, selection and vetting of staff who work with young people. This includes Disclosure and Barring Service checking prior to appointment and every three years thereafter².
- 3.6 To ensure that professional boundaries are maintained BACKUP will continue to operate robust Codes of Conduct for both Board Members and staff.
- 3.7 BACKUP will be able to demonstrate through audit, that the safeguarding Children's Policy and separate procedures are working effectively with other partner and service delivery organisations.

4. EQUALITIES

- 4.1 When implementing this policy and relevant procedures BACKUP will ensure that the organisation complies with the Equality Act (2010).
- 4.2 Through implementation of this Policy, BACKUP does not discriminate on the grounds of any protected characteristic, namely: age, disability, sex, gender reassignment, marriage and civil partnership, maternity, race and ethnicity; religion or belief; and sexual orientation.

² Core staff moving between job roles and Bank Workers who secure a core role within the charity, are expected to undergo a DBS Check (in case offences have been committed since the charity last checked), in line with the Recruitment and Selection Policy and Procedure.

5. PERFORMANCE REPORTING

- 5.1 The Board of Trustees will review the effectiveness of the associated procedures by referring to:
- All investigated cases, including Serious Case Reviews, which will be evaluated identify any lessons learnt before introducing any additional controls to reduce risk.
 - The annual total number and nature of alerts.
- 5.2 BACKUP will act on any recommendations or requirements imposed on them by the reporting body as a result of any alerts made or trends identified through monitoring.
- 5.3 The Board of Trustees will monitor progress in relation to the rollout of the mandatory Safeguarding Children Policy and Procedures training to all BACKUP staff, work placements, volunteers and Board Members.

6. CONTEXT

- 6.1 Under section 10 of the Children Act 2004, local authorities have responsibility for ensuring inter-agency processes are in place for improving the wellbeing of children, which includes protection from harm and neglect. Indeed, in the Victoria Climbié Inquiry report, Lord Laming stated that *“the support and protection of children cannot be achieved by a single agency....every service has to pay its part.”*
- 6.2 The United Nations Convention on the Rights of the Child (1992) is an international agreement that protects the rights of children and provides a child-centred framework for the development of services to children.
- 6.3 *The ‘Working Together to Safeguard Children (2015)’ document replaces the previous 2013 edition; ‘The Framework for the Assessment of Children in Need and their Families (2000) and Statutory Guidance under Section 11 of the Children Acts 2004 & 2007’.*
- 6.4 The Adoption and Children Act (2002), recognises that children witnessing domestic abuse within the family are being emotionally abused. This is referred to as ‘significant harm,’ due to observing the many negative physical and emotional effects of the abuse.
- 6.5 The Equality Act 2010 places a responsibility on BACKUP to have due regard to the need to eliminate discrimination and promote equality of opportunity. Consequently, BACKUP recognises the needs of children from different ethnic groups and those who are disabled may lead to them being more exposed to abusive situations due to difficulties around communication and access to services.
- 6.6 Other relevant legislation and documents which have been referred to when developing this Safeguarding Children Policy and associated procedures, include:
- The Children Act (1989 & 2004)

- The Police Act (1997)
- The Human Rights Act (1998)
- Freedom of Information Act (1998)
- The Crime and Disorder Act (1998)
- The Protection of Children Act (1999)
- Care Standards Act (2000)
- Crime Justice and Courts Act (2000)
- Female Genital Mutilation Act (2003)
- The Sexual Offences Act (2003)
- Anti-Social Behaviour Act (2003)
- Domestic Violence, Crime and Victims Act (2004)
- Every Child Matters: change for children (2004 Home Office)
- Forced Marriage Act (2007)
- Mental Health Act (2007)
- Working Together to Safeguard Children (2010 & 2013)
- Child Sexual Exploitation (2013)
- The Care Act (2014)

7. DEFINITIONS

7.1 The document *‘Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children’* defines a child as:

“Anyone who has not yet reached their 18th birthday”

‘Children’ therefore means ‘children and young people’ throughout.

7.2 The abuser (or perpetrator) could be known or trusted friend or relative of the child and or their family who will conduct the abuse in:

- The child’s home.
- The family friend’s home.
- Public places.
- Child care.
- Residential or institutional care.

7.3 *‘Working Together to Safeguard Children’* identifies five main categories of abuse which could cause long term damage to a child:

- **Abuse** – a form 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 institutionalised or community setting by those known to them or, more rarely by others (e.g. via the internet).
- **Physical** – may involve hitting, shaking, throwing, poisoning, burning, scolding, drowning suffocating or causing physical harm including fabricating symptoms.
- **Emotional** – persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child’s emotional development.
- **Neglect** – persistent failure to meet a child’s basic physical and or psychological needs, likely to resulting in the serious impairment of the child’s health or development.
- **Sexual** – involves forcing or enticing a child/young person to take part in or observe sexual activities including prostitution.

7.4 The 2015 guidance also now sets out a clear definition for Seriously Harmed cases where the child has sustained, as a result of abuse or neglect, any or all of the following:

- a potentially life-threatening injury; serious and/or likely long-term impairment of physical or mental health or physical, intellectual, emotional, social or behavioural development.

7.5 The National Society for Prevention of Cruelty to Children advocates three further types of abuse, namely:

- **Historical Abuse** – where an adult will disclose abuse (either sexual or physical) which occurred in the past, during their childhood. The abuser may still represent a risk to children now.
- **Honour Based Violence (HBV)** – is a crime or incident, which has or may have been committed to protect or defend the honour to the family and/or community (i.e. Acid attacks, Child Marriage, Rape, Forced Marriage, Suicide, Male Child Preference, Female Genital Mutilation).
- **Child Sexual Exploitation**- is where a young person under 18 receives ‘something’ such as food, accommodation, drugs, gifts or money as a result of performing, and or others performing on them, sexual activities.

7.6 The Children Act 1989 identifies a further vulnerable group of children who may be classed as being ‘*in need*’ because they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services.

County Lines exploitation

7.7 County Lines is a major, cross-cutting issue involving drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery, and missing persons. It describes gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “*deal line*”. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

- 7.8 Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation of children is broader than just county lines, and includes for instance children forced to work on cannabis farms or to commit theft.
- 7.9 Gangs are known to target vulnerable children and adults; some of the factors that heighten an individual's vulnerability include:
- Having prior experience of neglect, physical and/or sexual abuse.
 - Lack of a safe/stable home environment, now or in the past (domestic violence or parental substance misuse, mental health issues or criminality, for example).
 - Social isolation or social difficulties.
 - Economic vulnerability.
 - Homelessness or insecure accommodation status.
 - Connections with other people involved in gangs.
 - Having a physical or learning disability.
 - Having mental health or substance misuse issues.
 - Being in care (particularly those in residential care and those with interrupted care histories).
 - Being excluded from mainstream education, in particular attending a Pupil Referral Unit.
- 7.10 Any member of staff who is concerned that a young person is being criminally exploited should consult the EXIT team (exitteam@bolton.gov.uk). If they believe that there are immediate safeguarding issues they should call the police on 999 and refer to the Integrated Front Door Team (**01204 331500**).

Definitions of harm

7.11 General Definition of Harm. Harm or maltreatment constitutes all forms of physical and/or emotional ill treatment, sexual harm, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

7.12 Categories of Harm

- **Physical Harm** Physical harm of is that which results in actual or potential physical harm from an interaction or lack of an interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.
- **Sexual Harm.** Any child or young person may be deemed to have been sexually harmed when any person(s), by design or neglect, exploits the child or adult at risk, directly or

indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child or adult at risk is said to have initiated, or consented to, the behaviour

- **Non-Organic Failure to Thrive.** Children who significantly fail to reach normal growth and developmental milestones i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.
- **Psychological Harm.** Failure to provide for the basic emotional needs of children and adults young person such as to have a severe effect on the behaviour and development of the individual. This form of harm also includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal harm, isolation or withdrawal from services or supportive networks.
- **Abuse of Trust.** Young people are indoctrinated with attitudes to drugs; education; social, political or religious views which are unacceptable to the young person or the organisation. The inappropriate use of photographic material taken at events is also an abuse of trust.
- **Bullying.** Verbal, emotional and physical bullying is also a form of abuse as such there is a requirement for all those working within the organisation to ensure that there are sufficient mechanisms to allow children and young people to report instances of bullying. BACKUP must ensure that everyone understands bullying in any form will not be tolerated, and that any incidents of bullying will be taken seriously, investigated and the appropriate action taken. BACKUP will also ensure that young people are aware of the mechanism for reporting instances of bullying able to report bullying to someone to a member of staff.
- **Neglect.** This occurs when the essential needs of a child or young person are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which endanger the child or young person.
- **Financial Harm.** Including theft, fraud, exploitation, pressure in connection with wills property, inheritance, financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Discrimination.** Harm that result because of, or in association with: age, colour, disability, gender, race, religion, cultural background or sexual orientation.
- **Forced Marriage.** A forced marriage is a marriage that is performed under duress and without the full and informed consent or free will of both parties. Being under duress includes feeling both physical and emotional pressure. Some victims of forced marriage are tricked into going to another country by their families. Victims fall prey to forced marriage through deception, abduction, coercion, fear, and inducements. A forced marriage may be between children, a child and an adult, or between adults. Forced marriages are not limited to women and girls, as boys and men are also forced to marry against their will.

8. IDENTIFYING HARM

- 8.1 Through regular contact with young people, BACKUP is well placed to observe outward symptoms of abnormality or change in appearance, behaviour, or development. Such symptoms could be due to a wide variety of causes including mental ill-health, bereavement, changes in family circumstances, drug, alcohol or solvent misuse and relationship problems. Sometimes, however, they could be due to harm.
- 8.2 Concerns regarding the protection of children or young people at risk may arise because:
- A child or young person discloses that they are being or have been harmed.
 - There are suspicions or indicators that a child or adult at risk could be being harmed.
 - There are observable changes in the behaviour of a child or adult at risk that could relate to harm.
 - The behaviour of a member of staff towards a child or young person causes concern or there is a suspicion that a staff member or volunteer is harming a child or adult at risk.
 - The young person discloses abuse – either to someone within BACKUP, or elsewhere and staff are advised.
- 8.3 **Possible** signs of harm include:
- Direct disclosure or inference during conversations.
 - Disclosure from a third party.
 - Bruises and injuries with which the explanation given seems inconsistent.
 - Possible indicators of neglect, such as inadequate clothing, poor growth, hunger, poor hygiene.
 - Possible indicators of emotional harm, such as excessive dependence; attention seeking; self-harming.
 - Possible indicators of sexual harm - physical signs such as bruises, scratches or bite marks; or behavioural signs such as precocity, withdrawal or inappropriate sexual behaviour.
- 8.4 Other **possible** signs are:
- Fear of particular adults or Young Persons - especially those with whom a close relationship would normally be expected.
 - Children or adults at risk being reluctant to go home.
 - Withdrawn behaviour.
 - Agitated or anxious behaviour.
 - A young person being isolated by other young people or peers, or isolating themselves from others.
 - Nervousness when approached.
 - Inappropriate or improper dress.

- Appearing unkempt or unwashed.
- Being overly anxious to please.
- Signs of discomfort or pain.
- Frequent admission to hospital.
- Uncharacteristic changes in the child or adult at risk's behaviour, attitude and commitment e.g. becoming quiet and withdrawn, or displaying sudden outbursts of temper.
- Inappropriate sexual awareness or behaviour.

8.5 Indicators that might suggest a child or young person has been the victim of trafficking or is at future risk of trafficking include:

- Being unable, or very reluctant to give personal details.
- Being one among a number of unrelated children/adult living at one address.
- Wearing clothing that is unusual or inappropriate for age/stage, borrows clothing from older people.
- Having a significantly older boyfriend/girlfriend.
- Having a mobile phone but appearing to have little or no money.
- Acquiring money, expensive clothes, mobile phones or other possessions without plausible explanation.
- Being involved in underage marriage.
- Showing indicators of working, e.g. being tired or hands being in poor condition.
- Claims to have lived in the UK for years but has very little local knowledge.

No list of symptoms can be exhaustive and alternative medical, psychological or social explanations will most often exist for the signs and symptoms described above. The presence of one or more indicators is not proof that someone is actually being harmed or exploited.

8.6 It is not the responsibility of staff working to decide that someone is being harmed or to investigate concerns or allegations, but it is a responsibility of every member of staff to follow through on any concerns they may have by sharing them with the DCP. In their absence, the Director of Services or a Project Manager can be consulted.

9. RESPONDING

9.1 If a child or young person tells you they are being or have been harmed, as a member of staff you should:

- Be honest and transparent with the person making the disclosure in relation to your professional responsibilities. Make it clear that you will **have** to share information with appropriate others.
- Allow the person to speak without interruption.

- Listen to what the person says and show that you take them seriously.
- Stay calm - do not rush into inappropriate action.
- Reassure the person - confirm that you know it must be difficult to confide.
- Ensure that you clearly understand what has been said so that you can refer the matter to the DCP.
- Keep questions strictly to a minimum. If you must ask questions, use open ended questions i.e. those where more than a yes/no response is required.
- Make sure that you do not use leading questions or suggest words.
- Record information in the relevant documentation, use the safeguarding forms and record in SASSHA.
- Consult with the DCP ensuring that you communicate all the information accurately.

9.2 As a member of staff, you should not:

- Make promises you cannot keep. You must explain that you will have to tell other people in order to be able to help but that you will maintain maximum possible confidentiality.
- Make the person repeat the story unnecessarily.
- Delay.
- Panic.
- Sensationalise it.
- Investigate the matter.
- Minimise.
- Alert the abuser.

In all cases you should refer the matter to the DCP straight away.

10. RECORDING INFORMATION

10.1 If a child or young person **discloses** to you that they are being harmed, you should complete the Safeguarding Incident Reporting Form as soon as possible and certainly within 24 hours. The Disclosure Form should be completed fully using the words of the child as much as possible. It is important that all details are recorded. If the DCP has been involved in the completion of the Record, they will retain the document and follow up the disclosure. If they have not been involved, the document should be immediately forwarded to them.

10.2 If you have a **concern** that a child or young person may be being harmed, or that a member of staff or other adult is behaving inappropriately, or if you have another child or young person protection concern you should consult with the Director of Services or the DCP and complete the Child Safeguarding Incident Reporting Form (Appendix A, which is saved on the shared drive (S:)) as soon as possible. The form should be completed fully with as much relevant detail, as

possible. After completion, the document will be retained by, or should be immediately forwarded to the DCPD and a copy saved to the young person's case file. **Keep the blank master on the shared drive so it** can be used by any member of staff as required. If you have not received Safeguarding Training, please consult a Manager for support/guidance but you can still report an issue without this.

- 10.3 Standard Data Protection guidelines for holding sensitive information should be observed when recording information. See BACKUP's GDPR General Data Protection Regulation Policy and Procedures. All recorded information should be handled sensitively and all conventions of confidentiality must be adhered to at all times.
- 10.4 Consent forms are attached at Appendix B and C and are to be signed by young people when attending or engaging in activities or trips on and off site. The activity organiser needs to compile these.

11. REFERRING INFORMATION WITHIN BACKUP AND TO RELEVANT EXTERNAL AGENCIES.

- 11.1 No information should be referred to an external agency by any staff member other than by a Director or DCPD. However, if an incident occurs outside of normal office hours:
The On Call Manager should be contacted and she/he will contact a Senior Manager.
- 11.2 On receiving information relating to a concern about a child or young person, the Director or DCPD will undertake consultation in order to be able to make a decision as to appropriate action.
- 11.3 Three decisions may be made:
- **No further action required** – concerns have been allayed but written documentation regarding the concern and the reasons for no further action being taken will be kept.
 - **Continued monitoring of the situation** – concerns have not been fully allayed but a formal referral to Social Work is not required at that time. Involved parties will continue to listen, observe, record, consult and report.
 - **Formal referral** – referral will be made to Social Work Services for further investigation.

12. CONFIDENTIALITY

- 12.1 In any safeguarding matter, the welfare of the child or young person is paramount and as such, only a restricted number of people within the organisation will have access to information that involves such issues. Information will be shared on a "need to know" basis in accordance with current legislation and Codes of Practice.

13. KEEPING CHILDREN AND YOUNG PEOPLE INFORMED AND INVOLVED

- 13.1 The views of the child or young person should be taken into account throughout the process of dealing with a safeguarding matter. (Where a baby is the subject of the alleged abuse, the local authority social care department will take that role). The DCP or Director of Services will keep the person informed while the matter is within the jurisdiction of the BACKUP and will provide support as required. Young people will be provided with information on BACKUP Safeguarding procedures in appropriate handbook, newsletters and posters.

14. ALLEGATIONS AGAINST STAFF

- 14.1 A young person may make an allegation against a member of staff. If an allegation is made, the member of staff to whom the allegation is disclosed should immediately inform their Line Manager, the Director of their Service and DCP. Whenever an allegation against any member of staff is received, it will immediately be referred to the CEO. Reports of alleged staff misconduct to young people could cover a wide variety of behaviours and therefore, BACKUP will consider each case on its unique merits as to whether misconduct has or has not occurred.
- 14.2 BACKUP may make an immediate decision to temporarily suspend an individual accused of harming a child or adult at risk pending further inquiries in line with Staff Disciplinary Procedures. If the allegation is against the DCP the matter should be reported directly to the Chair of the Board of Trustees. The LADO and Commissioners will also need to be informed.

15. CODE OF CONDUCT FOR STAFF

- 15.1 BACKUP acknowledges that it is not practicable to provide definitive instructions that would apply to all situations at all times where staff come into contact with children and young people. However, below are standards of conduct that staff is required to meet in fulfilling their roles and duty of care within the organisation.
- 15.2 This Code aims to assist in the safeguarding and promotion of the welfare of children and young people and in the protection of children, adults at risk and members of staff.

The Code also applies to volunteers and supported lodging providers.

- 15.3 All staff and others working for BACKUP are required to implement both Safeguarding Policy and Procedures (for Children and Adults) at all times and should routinely act to promote the welfare of children and young people at risk, prevent harm; and report any harm that is discovered or suspected.
- 15.4 Staff are expected to consistently display high standards of personal behaviour and appearance in line with their professional role being undertaken at BACKUP. This high standard includes:
- Ensuring that language used is never inappropriate, offensive or abusive.
 - Carry out their role in a manner that respects diversity and promotes and ensures quality.

- Wherever possible, avoid situations where they will be completely unobserved with individual young people, for example, during interviews. An attempt should always be made to arrange for individual contact to take place where the young people and staff member can be clearly observed by others e.g. in a room with a glass door or in a room with the door open, if appropriate.
- Ensure that any overly enthusiastic personal feelings that are expressed to a member of staff by a young person is immediately reported to the staff member's Line Manager, the Director of their Service and/or the DCP.
- Report immediately to their line-manager and/or the DCP an incident in which they accidentally hurt a young person, or cause distress in any manner, or a young person appears to be upset by their actions, or misunderstands, or misinterprets something they have done.
- Obtain prior permission from the young person to use cameras or video recording equipment to record images of the Young Person (see Appendix B).

15.5 Everyone should also be aware that staff shall not:

- Spend time alone with a young person away from others and outside the normal professional situation. This includes spending time alone with someone in a virtual or on-line environment.
- Become friends with a young person within social networking environments unless the interaction is within a professional capacity.
- Develop friendships with young people outside of their professional remit.
- Overtly criticise young people or use sarcasm where it may cause a young person to lose self-esteem or confidence. **Be cautious with humour.** Do not excuse offensive or rude comments with the excuse that you were joking.
- Physically restrain a young person unless the restraint is to prevent physical injury of the individual or another person. In all circumstances, physical restraint must be appropriate and reasonable.
- Take a young person to their own (staff member's) home.

15.6 Further, staff shall never:

- Engage in rough physical or sexually provocative games, including horseplay with young people.
- Allow or engage in any form of inappropriate touching.
- Permit a Young Person to use inappropriate language unchallenged.
- Make sexually suggestive comments to, or within earshot of a young person, even in fun.
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that a young person can do for themselves.
- Agree to meet a young person on their own outside of work.

15.7 Staff should be aware that colleagues may be impacted or triggered by a disclosure of abuse by a young person and may disclose that they themselves have been abused or are currently being abused. In this situation, reference should be made, objectively and professionally, to the required actions outlined in the Safeguarding Adults Policy and Procedure.

15.8 ***A disclosure from a colleague, volunteer, bank worker or member of the Board of Trustees is to be treated as seriously as if it were to be made by a young person.***

All such disclosures must be notified to a Senior Manager.

15.9 In addition, where a member of staff describes a situation to colleagues that they do not appear to appreciate meets the definition of coercive control or risk of abuse, this should be discussed by their colleague with the appropriate line manager.

16. EMPLOYMENT OF STAFF

16.1 BACKUP carries out a vetting and barring process intended to safeguard children and young people by keeping people who would harm them out of job roles within the charity. *(It is an offence for an organisation to permit a person who is barred from working or volunteering with vulnerable groups to undertake such work.)*

16.2 Through a fair and consistent recruitment and selection process BACKUP ensures that people who have demonstrated - through past behaviour - that they pose an unacceptable risk, do not gain access to children or young people through the workplace or through volunteering.

17. REFERRALS TO THE DISCLOSURE AND BARRING SERVICE

17.1 BACKUP will ensure that all members of its staff, and those undertaking work activities such as work experience placements, are suitably vetted through the Disclosure and Barring Service (DBS) prior to commencing employment and at regular intervals during the course of their employment. This allows us to make safe recruitment decisions and to continue to protect our staff and young people.

17.2 The Disclosure and Barring Service (DBS) makes decisions about barring people from working with vulnerable people / children if they could harm or have harmed children and adults at risk. We have a legal duty to notify the DBS if we consider a member of staff (paid or unpaid), has harmed or demonstrated a risk of harm.

17.3 This includes those who have left prior to being dismissed or removed. The CEO must be notified who will then make the decision about referral to the DBS.

- 17.4 The organisation will deal sensitively but promptly with any person who becomes unsuitable in the course of their employment – including notifying the DBS should a safeguarding concern be investigated, disciplinary hearings prove allegations and / or employment be terminated

18. PHOTOGRAPHY AND CHILD ABUSE IMAGERY

- 18.1 There is increasing evidence that some people have used children and young people's activities and events, as an opportunity to take inappropriate photographs or video footage of children and young people. Trustees, core staff, Bank staff, staff on placement or temporary contracts and volunteers should be vigilant at all times. Any person using cameras or videos within BACKUP services and at events or activities which involve children and young people should be approached and asked to complete a Consent Form for the use of Cameras and other Image Recorders. See Appendix B.
- 18.2 When commissioning professional photographers or inviting the press to cover events and activities it must be ensured that expectations are clear in relation to child protection.
- The credentials of any photographers and organisations used will be checked.
 - Ensure identification is worn at all times, if they do not have their own – provide it.
 - Do not allow unsupervised access to children or young people or one to one photographic session.
 - Do not allow photographic sessions outside of the activities or services, or at a child or young person's home.
 - Young people must be informed that photographs of them may be taken during BACKUP, activities or events, and in agreeing to take part in these activities etc. they will have to sign a consent form. This must include information about the reason and use for the photographs/images. Appendix C.
 - It is recommended that the names of children or young people should not be used in photographs or video footage.

Appendices:

- A. Child and Under 18s Safeguarding Incident Reporting Form
- B. Consent Form for the use of Cameras and any other Image and Sound Recording
- C. Consent Form for photography/filming
- D. Consent Form for participation in activities, events, etc.

Note: Blank versions of the forms given as appendices are available on the shared drive (<S:\Forms\Safeguarding>). Keep the blank master on the system and use a copy. Do not save the confidential completed form to S drive but save the relevant confidential files.

<p>BACKUP Policy, Procedure, Strategy this document relates to:</p>	<ul style="list-style-type: none"> • BACKUP Application Form for Employment • DBS and Management of Ex-Offenders Policy and Procedure • Disciplinary and Grievance Policy and Procedures. • GDPR General Data Protection Regulation Policy and Procedures. • Health and Safety Policy and Procedures. • Lone Working Policy. • Media Policy. • Notification of a Serious Event • Public interest Disclosure (Whistleblowing) Policy. • Recruitment and Selection Policy • Safeguarding Adults • Staff Code of Conduct (in BACKUP's Staff Handbook). • Staff Handbook
<p>Ofsted Regulation Standards this document relates to:</p>	<ul style="list-style-type: none"> • Regulation 4 – Leadership and management standard • Regulation 5 – Protection Standard • Regulation 10 – Workforce Plan • Regulation 17 – Fitness of staff • Regulation 18 – Employment of staff • Regulation 20 – Safeguarding • Regulation 21 – Missing Child Policy • Regulation 27 – Notification of a serious event • Regulation 29 – Notification of offences

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This policy is due for renewal on the
1st July 2026

BACKUP NORTH WEST

Bridgeman House, 77 Bridgeman Street. Bolton. BL36BY
www.backup-charity.org.uk
Registered Charity Number 1064698.
Company Number 3399617.

Appendix A

Children (under 18s) Safeguarding Incident Reporting Form

All Information will be treated in strict confidence Boxes
will expand if needed

CONFIDENTIAL

Boxes will expand if needed

Date

Time

Venue

Name of child/young person

Age

Date of birth

Address

Postcode:

Telephone Number

Name of next of kin

Address (if different from above)

Postcode:

Are you reporting your own concerns, or passing on those of someone else ? Mine

Someone else

Give details:

Brief description of what has prompted concerns (include dates, times, etc. of any specific incidents):

Have you spoken to the child ? If so, what was said ?

Have you spoken to the child's parent(s)/Guardian ? If so, what was said ?

Has anyone been alleged to be the abuser ? If so, give details

Your name

Position

To whom reported

Date reported

Signature

Date

This form should be confidentially delivered (hard copy or email) to the Designated Child Protection Person

Appendix B

Consent Form for the use of Cameras and other Image or Sound Recordings

CONFIDENTIAL

Boxes will expand if needed

Name and address of photographer (if not a BACKUP employee):

Venue:

Description of photography equipment:

Telephone Number:

Mobile Number:

Fax Number:

Email address:

Relationship of the photographer to subject(s):

Reason for taking photographs/images/recording:

I declare that the information provided is true and correct and that the images will only be used for the purposes stated:

I grant full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the aims of BACKUP North West. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

Signature

Date

Authorised by:

Position held

Date

Consent Form for photography / filming

I consent to BACKUP North West using photographs and/or video recordings including images of me both internally and externally to promote the charity. These images could be used in print and digital media formats including print publications, websites, e-marketing, posters banners, advertising, film, social media, teaching and research purposes, e.g.:

• Facebook	• Instagram	• LinkedIn
• Twitter	• Threads	• TikTok, etc.

I understand that images on websites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of individuals as EU/UK legislation provides.

I understand that some images or recordings may be kept permanently once they are published and be kept as an archive of the work of BACKUP.

I have read and understand the conditions and consent to my images being used as described.

Signature

Name

Date

BACKUP North West is committed to processing information in accordance with the General Data Protection Regulation (GDPR). The personal data collected on this form will be held securely and will only be used for administrative purposes.

Your rights

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You can ask BACKUP to stop using your images at any time, in which case it will not be used in future publications but may continue to appear in publications already in circulation.

You have the right to lodge a complaint against BACKUP regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

Contact details

If you have any questions relating to this consent form or the way we are planning to use your information please contact:

Business Support Team

BACKUP North West

Bridgeman House

77 Bridgeman Street

Bolton BL3 6BY

Email: businesssupport@backup-charity.org.uk

If you have any questions relating to data protection please contact BACKUP's Data Protection Officer, Paulette Campbell, telephone: 01204 520183, email paulette@backup-charity.org.uk

Appendix D

Consent Form to participate in activities, events, etc.

Event/activity (full description):

Date(s) the event/activity is being held:

Full name of young person

Age

Date of birth

Address

Postcode:

Contact number(s)

Do you have any medical conditions ?

Yes

No

If yes, please list them all below (asthma, allergies, diabetes, anxiety, etc.)

- I confirm that I am well enough you to participate in the above event/activity.
- I give consent to participate in the above event/activity.
- I consent to any emergency treatment necessary during the course of the event/activity.
- I give/do not consent to be photographed during the course if the above event/activity and I consent to the photographs being used by BACKUP for bona fide promotional purposes. This also includes the use on the World Wide Web (internet) **[Delete as necessary]**

Signature

Date