



## Safeguarding and Child Protection Policy

### Introduction

**Safeguarding** is the responsibility that an organisation has to ensure that their employees and volunteers, partners, vendors, operations and programmes do no harm to children, young people or vulnerable adults. That they do not expose them to the risk of discrimination, neglect, harm and abuse. Any concerns the organisation has about the safety of vulnerable people within the communities in which they work, are dealt with and reported to the appropriate authorities with full engagement of the Designated Safeguarding Lead. It is also the responsibility that the organisation has for protecting its employees and volunteers when they are vulnerable, for example, when ill or at risk of harm or abuse.

**Child protection** is a central part of but not separate to safeguarding. It is the process of protecting individual children identified as either suffering or at risk of significant harm as a result of abuse or programme of work. It also includes measures and structures designed to prevent and respond to abuse.

**Safeguarding** and **child protection** whilst having the same ambitions, take different forms of action.

**Safeguarding** aims to protect the safety and welfare of the child, driving them towards a positive future. Safeguarding gives every child and young person equal protection from any person causing potential risk for harm.

**Child protection** can be perceived as an element of safeguarding, whilst being a standalone factor. Child protection refers to the individual child, evaluation of risk of significant harm and direct protection of welfare.

Both **Safeguarding** and **Child Protection** aim to keep children away from harm that could impact their lives.

Activities 4 Kids recognises it has an obligation to put in place all reasonable safeguarding measures to ensure, as far as possible, the safety and protection of children, young people and vulnerable adults.

### Purpose

The purpose of this policy and associated procedures is to provide clarity to **ALL** on how they should engage with children, young people and vulnerable adults when working for, on behalf of, or in partnership with Activities 4 Kids. It is also to help us make sure that employees and volunteers are protected.

It is intended to help us to have a common understanding of safeguarding issues, develop good practice across the areas in which we operate and thereby increase accountability in this crucial aspect of our work.

Any breach of this policy will be treated as a disciplinary matter, which may result in immediate termination of employment or contract, withdrawal of volunteer status, and reporting to the police, relevant regulatory authority or other body.

## Definitions

**Child abuse and neglect:** Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

**Emotional abuse:** the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Physical abuse:** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

**Sexual abuse:** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

**Neglect:** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

### **Signs of possible abuse and neglect may include:**

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

### **If abuse is suspected or disclosed:**

When a child makes a disclosure to a member of staff, that member of staff will:

reassure the child that they were not to blame and were right to speak out

listen to the child but not question them

Give reassurance that the staff member will take action

record the incident as soon as possible (see Logging an incident below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the Logging a concern form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Activities 4 Kids is obliged to and the incident will be logged accordingly.

### **Female genital mutilation (FGM):**

- FGM is an illegal, extremely harmful practice and a form of child abuse, and is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.
- If FGM is suspected or disclosed
- We will follow the same procedures as set out above for responding to child abuse.

### **Peer-on-peer abuse:**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy. If peer-on-peer abuse is suspected or disclosed
- We will follow the same procedures as set out above for responding to child abuse.

### **Extremism and radicalisation:**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

### **Signs of radicalisation:**

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online

- possessing or sharing violent extremist material
- If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form and refer the matter to the DSL.

### **Logging a concern:**

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Logging a concern form as soon as possible after the event. The record should include:

- Date of the disclosure, or the incident, or the observation causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, you must use the child's own words
- Name, signature and job title of the person making the record.
- The record will be given to the camp's DSL who will decide on the appropriate course of action.

For concerns about child abuse, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding radicalisation, the DSL will contact Front Door for Families or the Local Authority Co-ordinator. For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

### **Scope**

This policy is mandatory for all Activities 4 Kids employees. For the purposes of this policy, 'employee' is defined as anyone who works for or on behalf of Activities 4 Kids, either in a paid or unpaid capacity. This therefore includes directly employed staff, contractors, employees and volunteers of sub-contractors, agency workers, consultants, volunteers, and all visitors to Activities 4 Kids premises.

This policy demonstrates how Activities 4 Kids will meet its safeguarding obligations and reassures volunteers, employees, and members of the public: On what they can expect Activities 4 Kids to do to protect and safeguard vulnerable people.

- That they can safely voice any concerns through an established procedure.
- That all reports of abuse or potential abuse are dealt with in a serious and effective manner.
- That there is an efficient recording and monitoring system in place.
- That employees, volunteers, sub contracted agencies and partners receive appropriate induction on safeguarding.
- That a robust 'safe' recruitment procedure is in place.

### **Policy Statement**

Activities 4 Kids has zero tolerance against abuse and exploitation of vulnerable people. Activities 4 Kids also recognises that safeguarding is everyone's responsibility and that it has an obligation to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of vulnerable people with whom we work with.

Activities 4 Kids works to the following key principles to protect vulnerable people:

- Everyone has an equal right to protection from abuse and exploitation regardless of age, race, sex, sexual orientation, gender reassignment, language, religion, national, ethnic or social origin, property, disability, birth or other status.
- The best interests of the vulnerable person are paramount and shall be the primary consideration in our decision making.
- Activities 4 Kids will take responsibility to meet our obligations regarding our duty of care towards vulnerable people, and take action where we believe that a child, young person or vulnerable adult is at risk or is actually harmed.
- Activities 4 Kids will ensure that employees and volunteers are inducted in our Safeguarding Standards and procedures as a key part of the recruitment and on training process.
- Activities 4 Kids recognises that an element of risk exists, and while we may never be able to totally remove this, we need to do all we can to reduce it or limit its impact.
- Activities 4 Kids respects confidentiality and has a responsibility to protect sensitive personal data. Information should only be shared and handled on a *need to know basis*, that is, access to the information must be necessary for the conduct of one's official duties. Only individuals who have legitimate reasons to access the information are allowed to receive it.
- Activities 4 Kids commits to monitoring the implementation of the safeguarding policy. This policy will be reviewed every three years and earlier if necessary.
- Cultural sensitivity; Activities 4 Kids seeks always to work in ways which are culturally sensitive and that respect the diverse nature of the people we work with. We recognise that there are many different ways of thinking and taking care of vulnerable people and making sure they are protected. It is acknowledged that protecting these groups of individuals and being culturally sensitive can be a difficult balancing act. As an organisation, we endorse the United Nations Convention on the Rights of the Child general principle, that all the rights guaranteed by it must be available to all children without discrimination; and article 19 which accords equal rights to protection for children from abuse. Every child matters everywhere in the world. Culture must not be used as an excuse to abuse children, young people or vulnerable adults.

## Responsibilities

### All

All employees, volunteers, consultants, agency staff, sub-contractors, partner organisations and visitors are obliged to follow this policy and maintain an environment that prevents exploitation and abuse and which encourages reporting of breaches of this policy using the appropriate procedures.

### All people working with Activities 4 Kids will:

- Strive to promote a zero tolerance approach to discrimination, sexual harassment and abuse in all working environments
- Place the safety and welfare of children and vulnerable people above all other considerations
- Report any concerns they may have about the welfare of a child or vulnerable person

- Report any concerns they may have about the behaviour of an Activities 4 Kids representative in relation to safeguarding
- In a one-to-one situation with a child or young person, where privacy and confidentiality are important, try to make sure that another adult knows the contact is taking place and why. If possible ensure another adult is in sight and that the child or young person knows another adult is around

**All people working with Activities 4 Kids will not:**

- Sexually harass, assault or abuse another person
- Physically harass, assault or abuse another person
- Emotionally abuse another person, such as engaging in behaviour intended to shame, humiliate, belittle or degrade
- Condone, or participate in behaviour which is abusive, discriminatory, illegal, or unsafe
- Develop, encourage or fail to take action of relationships with children or other vulnerable people which could in any way be deemed sexual, exploitative or abusive
- Act in ways that may be violent, inappropriate or sexually provocative
- Agree with a child to keep a secret which has implications for their safety or the safety of other young people.

**Managers**

Managers at all levels are responsible for ensuring employees, volunteers, visitors and partner organisations are aware of the policy and are supported to implement and work in accordance with it, as well as creating a management culture that encourages a focus on safeguarding. They must ensure that they are responsive, acting immediately if they become aware of any safeguarding concerns, and supportive towards employees or volunteers who complain about breaches in this policy.

**Designated Safeguarding Officers**

Designated safeguarding officers are responsible for handling reports or concerns, about the protection of vulnerable people, appropriately and in accordance with the procedures that underpin this policy.

Briony Jacobs will act as your designated safeguarding officer. The lead designated safeguarding officer is responsible for:

- ▮ monitoring and recording safeguarding concerns
- ▮ ensuring referrals to the relevant authorities happen without delay
- ▮ updating safeguarding training for all staff

- ensuring this policy is reviewed every 3 years or earlier if necessary
- ensuring it is implemented throughout the organisation and safeguarding training given
- ensuring monitoring and recording procedures are implemented

## Procedure Overview

### Recruitment and Selection:

- Safe recruitment and vetting processes are followed for all volunteers, employees, consultants and partners (For more detailed guidance, refer to the Selection Policy)
- Where an employee, volunteer or partner is engaged in 'regulated activity' (direct work with vulnerable individuals), a criminal background check (DBS) will be undertaken as part of the recruitment process.
- All Activities 4 Kids employees and volunteers must sign and abide by this safeguarding policy and the Code of Conduct. The code sets out the standards of practice we expect of employees and volunteers - in terms professional competence, integrity, acting as a representative and in safeguarding - which support our vision, mission and values. (For more detailed guidance, refer to the Global Code of Conduct).

### Induction and Support:

Advice, support and training on safeguarding will be provided to all employees and volunteers on:

- What they should do in the event of a disclosure
- What to do if they have concerns about the welfare of a child
- How to recognise signs of abuse
- What to do if they have concerns about a Activities 4 Kids employee, volunteer, or employee of a partner organisation
- Where to go for advice and support within the organisation
- Ensure that clear processes for reporting and dealing with safeguarding concerns and incidents are widely communicated, regularly reviewed and consistently applied. Where allegations are made about an employee, careful consideration must take place about the appropriateness of the person continuing to work with Activities 4 Kids.

### Data Protection

Ensure that personal information is kept confidential unless we have the agreement of the individual and/or their parent/guardian, except where it is necessary to pass this to a specialised child welfare or law enforcement agency in relation to a safeguarding incident. Following the Data Protection Act 2018.

### Minimum Standards

Where employees or volunteers are contracted by other employers, or when working with partners, sub contracted agencies, Activities 4 Kids will brief them on our safeguarding policy and ask for information on how the organisation works to protect vulnerable people and ensure that they meet our Safeguarding Standards.

## Social Media

Activities 4 Kids has a policy regarding the media and the use of actual names, images, including photographs and recordings (the 'Social Media Policy'). This should be applied in all situations. Specifically relating to protection of children, young people and vulnerable adults, we will:

- ♣ Never use names with images of children, young people or vulnerable adults and not expose them to further vulnerability (not degrading or showing sexual images of children naked).
- ♣ Reproduce images where parents/carers have not given permission and opt out using our consent form (Appendix 2).
- ♣ Reproduce images and use names of young people and vulnerable adults only where we have not been given permission or that of their parents/guardians and opt out using our consent form.
- ♣ Make clear to vulnerable people and their families that agreement to providing information or images is not a condition of involvement in Activities 4 Kids activities and programmes.
- ♣ Inform employees, volunteers and partners about the Activities 4 Kids policy in relation to the use of technology (the IT Policies), and understand that they must not use this technology for the purpose of accessing, producing or distributing any information or violent or sexual images that are harmful to vulnerable people. This includes adult pornography.

## Raising and responding to concerns

Activities 4 Kids places a *mandatory obligation* on all employees, volunteers, contractors and partners to report concerns, suspicions, allegations and incidents which indicate actual or potential abuse or exploitation vulnerable people or which suggests this policy may have in any other way been breached. It is **not** the responsibility of the employees to decide whether or not abuse has taken place, however, concerns should be raised with an individual's line manager, functional lead or a designated safeguarding officer who will initiate the procedure for dealing with suspected or actual incidents of abuse.

Designated Safeguarding Officers are responsible for ensuring that the reporting procedure is followed so that suspected or actual cases of abuse are responded to appropriately and consistently, and referred to the relevant statutory authority.

To ensure that all such situations are handled appropriately and effectively:

- Reports must be made, and decisions and actions taken (For details, refer to Managing Safeguarding Concerns)
- Activities 4 Kids is not an investigative authority. It is essential that referrals are made to the relevant law enforcement agency to ensure that appropriate protection and support is given to the vulnerable individual, and that any evidence is collected in accordance with the law.
- All sensitive and personal data must be kept confidential (including the names of anyone who makes a report of abuse), and be shared on a strictly '*need to know basis*', that is, access must be necessary for the conduct of one's official duties.



- Where an Activities 4 Kids employee is the subject of an investigation, the lead designated safeguarding officer will lead the case.

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Activities 4 Kids

## Appendix 1: Activities 4 Kids Safeguarding Standards

This standard framework is from the Keeping Children Safe “Child Safeguarding Standards” and Working Together to Safeguard Children, adapted for use for Activities 4 Kids. Each standard can be met in whole, in part or not met.

### Standard

#### Potential evidence of standard being met

- The organisation has a clear safeguarding policy that seeks to prevent harm to children, young people and vulnerable adults
- Policies are publicised to staff and wider communities
- The organisation places clear responsibilities and expectations on its staff and associates and supports them to understand and act in line with these. Clear responsibilities for a Designated Safeguarding Officer at appropriate level.
- Staff are designated at different levels with clearly defined roles and responsibilities.
- There are written guidelines for appropriate and inappropriate behaviour
- Safeguarding risks and mitigation strategies are incorporated into existing risk assessment processes at all levels.
- Organisations carry out local mapping exercises which provide information on the legal, social welfare and child protection arrangements.
- Safeguarding issues are integrated into programme design, delivery and evaluation
- There are procedures for responding to safeguarding concerns arise
- Implementation of safeguarding policies and procedures is monitored
- Learning from issues captured and informed future policy and procedure reviews
- Policies and procedures reviewed at least every three years
- There are appropriate learning opportunities to develop and maintain the necessary attitudes, skills and knowledge to keep vulnerable people safe.

## Appendix 2

### Sample Parental Consent for Photographic/Film Use of Children :



HOLIDAY CAMP THE PARTY THE JUNIOR MEDIC SWIM SCHOOL TESTIMONIALS OUR FRIENDS

Advanced (Stage 7+) - can swim over 50 metres

Non Swimmer

Beginner

Advanced Beginner

This policy was adopted by: Activities 4 Kids

Date: 01/02/2023

To be reviewed: 01/02/2028

Signed: Briony Jacobs

