



COMMUNITY YOUTH LONDON

## Safeguarding Policy 2013 Edition

## SAFEGUARDING POLICY

CYL's approach to safeguarding is based on the principles recognized within UK legislation and Government guidance. The following has been taken into consideration:

The Children Act 1989, the Protection of children act 1999, working together to safeguard Children and Young People 1999 and The Human Rights Act 1998. Safeguarding Policy recognizes that in the organization's work with children, the safety and protection of those children is paramount and has priority over all other interests. This Safeguarding Policy is informed by the 'Safe From Harm' code of practice (Home Office 1993). We seek to ensure that children are protected and kept safe from harm while they are with staff and volunteers within the organization.

### Implementation

In order to implement the Policy statement, CYL must ensure that:

- All staff (full/part time or working in sessions) and volunteers having access to/working with children have criminal record checks.
- All staff and volunteers having access to/working with children are required to supply references.
- All staff and volunteers having access to/working with children receive training in safeguarding issues.
- All volunteers are instructed to report the disclosure or discovery of abuse direct to paid staff.
- All staff and volunteers are given both supervision and support in their work with children.
- All project premises that children may visit provide a safe environment.

Projects should commit to review policy and good practice at regular intervals. Any questions or concerns should be addressed to Corey Johnson who has responsibility for implementing this policy within each project.

### Responsibilities

CYL will accept the moral and legal responsibility to implement procedures to provide a duty of care for children and young people, safeguard their wellbeing and protect them from abuse respect and promote the rights, wishes and feeling of young people, to recruit, train and supervise its employees and volunteers so as to adopt best practice to safeguard and protect young people from abuse and themselves against false allegations require staff and volunteers to adopt and abide by the Safeguarding Policy and to respond to any allegation appropriately.

The guidance given in the procedures is based on the following: This policy recognizes and builds on the legal and statutory definition of a child; The distinction between ages of consent, civil and criminal liability are recognized, a young person is recognized as being under the age of 18 years (Children's Act 1989 definition); An adult has a moral and statutory duty for the care, custody and control of any child under the age of 18 under their supervision; The child's welfare is paramount; all young people, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse; All incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately; Confidentiality should be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000. Working in partnership with young people, their parents and other agencies is essential for the protection of young people.

### Important:

Please note that term "parents" is used throughout this document as a generic term to represent parents, carers and guardians. Please note that the term "young person" also refers to a person with disabilities and vulnerable adults. Anyone may have the potential to abuse young people, therefore all reasonable steps must be taken to ensure unsuitable people are prevented from working with them. It is essential that some procedures be used consistently for all posts whether staffs are paid, mentoring, full or part time.

Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing CYL are treated as employees whether working in a paid, manatee or voluntary capacity.

A formal interview is always required for positions involving working with young people. The interview should be carried out according to acceptable protocol and recommendations. All those with significant access to young people will be required to complete a Criminal Records Bureau (CRB) Disclosure. All those with occasional access to young people, i.e. all club volunteers are employees who have not been required to complete a CRB Disclosure will be required to complete a self disclosure form. The CRB disclosure and the self disclosure form must be completed once every three years. The successful applicant will only be allowed to take his/her duties once their CRB check has been cleared by CYL.

### **Training**

Checks are only part of the process to protect young people from possible abuse. Appropriate training will enable individuals to recognize their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

There will be a full range of Safeguarding training opportunities within the organization, details of which will be communicated throughout the game and updated periodically.

### **Promoting good practice with young people**

Child abuse, particularly sexual abuse, can generate strong emotion in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, teacher, official or volunteer may have a regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a young person enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the young person's self esteem. In such instances the club must work with appropriate agencies to ensure the young person receives the required support. All personnel should be encouraged to demonstrate exemplary behavior in order to protect themselves from false allegations.

### **The following are common sense examples of how to create a positive culture and climate:**

Good practice means always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets); Treating all young people equally, and with respect and dignity; Always putting welfare of each young person equally, and with respect and dignity; Always putting the welfare of each young person first, maintaining a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a young person or to share a room with them) and building balanced relationships based on mutual trust which empowers young people to share in the decision making process.

### **Recognition of poor practice, abuse and bullying**

Child abuse can and does occur outside the family setting. Even for those experienced in working with child abuse, it is not always easy to recognize a situation where abuse may occur or has already taken place. The staff/tutors/mentors at CYL are not experts at such recognition. However, we do have a responsibility to act if we have any concerns the behaviors of someone (an adult or another young person) towards a young person and to follow the procedures in this document.

### **Abuse**

Abuse can happen wherever there are young people of any age. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a young person in the future.

### **Disabled people**

There have been a number of studies, which suggest young people (or adults) with disabilities, are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and powerlessness to protect themselves, or adequately communicate that abuse has occurred.

### **Race and Racism**

Young people from ethnic minority groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organizations working with young people, including those operating where ethnic minority communities are numerically small, should address institutional racism.

### **Abuse and Neglect**

Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

### **Neglect**

Where adults fail to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment) It may also include refusal to give young people love, affection and attention.

### **Physical abuse**

Where adults physically hurt or injure young people by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating drowning or another causing physical harm to a young person.

### **Sexual abuse**

Where girls and boys are abused by adults (both male and female) who use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling, showing young people pornographic material (books, videos, pictures) or talking to young people in a sexually explicit manner is also a form of sexual abuse.

### **Emotional abuse**

Is the persistent emotional ill treatment of a young person to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. It may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a young person. Emotional abuse may occur if young people are subjected to constant criticism, name calling and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

### **Indicators of Abuse**

Indications that a young person may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- An injury for which the explanation seems inconsistent;
- The young person describes what appears to be an abusive act involving him/her;
- Someone else (a young person or adult) express concern about the welfare of another young person;
- Unexplained changes in behaviors (e.g. becoming very quiet, withdrawn or displaying sudden outburst of temper) ;
- Inappropriate sexual awareness;
- Engaging in sexually explicit behaviors;
- Distrust of adults, particularly those with whom a close relationship would normally be expected;
- Has difficulty in making friends;
- Is prevented from socializing with other young people;

- Displays variations in eating patterns including overeating or loss of appetite;
- Loses weight for no apparent reason;
- Becomes increasingly dirty or unkempt.

It should be recognized that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parents will help to identify any concerns that a young person may be experiencing e.g. family bereavement.

It is not the responsibility of those working at CYL to decide that child abuse is occurring but it is their responsibility to act on any concerns.

### **Bullying**

It is important to recognize that in some cases of abuses, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying.

Bullying may be seen as deliberately hurtful behaviors, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture. Girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools research shows it can and does occur anywhere from the classroom to the playground and changing rooms.

Bullies come from all walks of life they bully for a variety of different reasons and may even have been abused. Typically bullies can have low self esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

### **Bullying can include;**

**Physical:** e.g. hitting, kicking and theft.

**Verbal:** e.g. name calling, constant teasing, and sarcasm, racist or homophobic taunts, threats, graffiti and gestures;

**Emotional:** e.g. tormenting ridiculing, humiliating and ignoring sexual; e.g. unwanted physical contact or abusive comments.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to people, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self harm).

There are a number of signs that may indicate that a young person or disabled adult is being bullied; Behavioral changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club; A drop off in performance at school or standard of play; physical signs such as stomachaches, headaches, difficulty in sleeping, bedwetting, scratching and bruising, damaged clothes, and bingeing for example on food, cigarettes or alcohol; a shortage of money or frequent loss of possession become criminals.

### **How to Respond to a Disclosure from a Young Person**

If a young person informs you directly that he/she, or another young person, is concerned about someone's behavior towards them (this is termed a 'disclosure'), the person receiving information should;

- React calmly so as not to frighten or deter the young person;
- Tell the young person he/she is not to blame and that he/she was right to tell;
- Take what the person says seriously, recognizing the difficulties inherent in interpreting what is said by a young person who has a speech disability and/or differences in language;
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said;

- Reassure the young person but do not make promises of confidentiality which might not be feasible in the light of subsequent developments;
- Seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Child line on 0800 1111.

### Action to Avoid

The person receiving disclosure should not:

- Panic;
- Allow their shock or distaste to show;
- Do not ask questions other than to clarify that you have enough information to act;
- Speculate or make assumptions;
- Make negative comments about the alleged abuser;
- Approach the alleged abuser;
- Make promises or agree to keep secrets.

You must REACT IMMEDIATELY.

### Possible Abuse Situation

If a young person says or indicates that he/she is being abused or information is obtained or observations are made which gives concern that a young person is being abused you must REACT IMMEDIATELY. To ensure the safety of the young person if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of concerns and ensure they are aware it is a safeguarding issue. If available contact the safeguarding Officer immediately who will follow the reporting procedures detailed below. If the Safeguarding Officer cannot be contacted or is the subject of the allegation, then the person that has the concerns about the young person's welfare should follow the reporting procedures:

### Reporting Procedures

Seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 1111

### Possible Outcomes

Where there is a complaint of abuse against a member of staff or volunteer, investigations may include:

- Police enquiry;
- Criminal & Civil Proceedings;
- Referral back to Safeguarding ;
- Disciplinary Panel;

Action to take regarding allegations outside Community Youth London:

If a young person informs you directly that he/she is being abused outside the CYL environment (i.e. at home or some other setting outside of CYL) OR through your own observations or through a third party you become aware of possible abuse outside the CYL environment (i.e. at home or some other setting outside of CYL), you must REACT IMMEDIATELY.

Ensure the safety of the young person – if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of concerns and ensure they are aware it is a safeguarding issue. If available, contact the designated Safeguarding Officer immediately who will follow the reporting procedures detailed below. If the designated Safeguarding Officer is unavailable or cannot be contacted, the person that has concerns about a young person's Welfare should follow the reporting procedures:

## Reporting Procedures

Seek advice immediately from the local Social Services or police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Child line on 0800 11 11. Make a full and factual record of events utilizing an Incident Referral Form and forward a copy of the recorded information, as directed by the Social Services and/or Police, and also to the designated Safeguarding Officer. Contact the designated Safeguarding Officer as soon as possible, who should also receive a copy of the recorded information. If the individual being accused is from within the CYL environment, the Safeguarding Officer will consider suspension of the individual concerned following contact with Social Services or the Police. The case will be referred to a Safeguarding Disciplinary Panel following completion of the Police/Social service investigation. It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with the safeguarding Officer.

## Support to Deal with Aftermath

Consideration should be given about what support may be appropriate to young people, parents and members of staff. Use of Help lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counseling Directory may be a useful resource. The British Association of Counseling directory available from The British Association of Counseling, 1 Regent Place, Rugby, CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bac.co.uk. Internet: <http://www.bac.co.uk>

Dealing with concerns, disclosure or allegations outside the CYL setting Immediate action to take if a young person informs you directly that he/she is being abused outside the organization setting (i.e. at home or some other setting outside of CYL) OR through your own observations or through a third party you become aware of possible abuse outside the CYL setting (i.e. at home or some other setting outside of CYL)

Are you concerned about a person outside of the organization setting? (e.g. a parent, carer, relative etc.) Seek advice immediately from the local social services or the Police. The NSPCC on 0800 800 500 or Child line on 0800 1111 Take action as advised by these agencies including advice on contacting parents. Make a factual record of events, utilizing an Incident Referral Form and forward a copy of the information recorded, including any action taken as directed, and to the Safeguarding Officer who will take appropriate action Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse. (detailed below). If the designated Safeguarding Officer is unavailable or cannot be contacted, the person that has concerns about a young person's Welfare should follow the reporting procedures:

## Record and Information

Information passed to the Social Services or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilizing the Incident Referral Form. Information required at the referral stage

### Child

Age/gender/name/disabilities/address/ parental responsibility/ culture/agencies already working with the family/relationship between young person and accused.

### Accused

Name/address/ any other allegations; marital status; age; previous incidents.

### Primary evidence

Core information about the alleged incident, facts from the person making the allegation including dates, times, venue, witness details, records with dates, has anyone else been informed or is anyone else already involved in the investigation.

Reporting the matter to the Police or Social Services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephone to the Social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Social Services member of staff or Police Officer to whom the concerns were passed, together with the time and date of the call, in case nay follow up is needed. A copy of this information should also be sent direct to the Child Protection Officer and copy should be retained by the Safeguarding Officer and stored in a secure place.

The role of Social Services Social Services have a statutory duty under The Children Act 1989, to ensure the welfare of children and work with the local Area Safeguarding Committee (ACPC) to comply with its procedures. When a safeguarding referral is made, the Social Services staff have a legal responsibility to make enquiries where a child who lives or is found in their area is considered to be at risk of, or actually suffering from, significant harm. This may involve talking to the young person and family, and gathering information from other people who know the young person. Enquiries may be carried out jointly with the Police where a crime has been alleged. If action needs to be taken urgently and out of office hours, then the Police will deal with enquiry sensitively and effectively.

### **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a 'need to know basis' only. This includes the following people: the Safeguarding Officer, the parents of the person who is alleged to have been abused (only following advice from social services), the person making the allegation, Social Service/Police, the alleged abuser (and parents if the alleged abuser is a young person) only following advice from Social Services. Information should be stored in a secure place with limited access to designated people, in line with data protection laws e.g. that information is accurate, regularly updated, relevant and secure.

### **Allegations of previous abuse**

Allegations of abuse are sometimes made after the event (e.g. by an adult who was abused as a young person or by a member of staff who is still currently working with children). Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

### **Action if Bullying is suspected**

The same procedure should be followed if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti bullying strategies in place. Action to Help the Victim and Prevent Bullying Take all signs of bullying very seriously; encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment, investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully/s separately, reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else. Keep records of what is said (what happened, by whom, when) and report any concerns to the Safeguarding Officer or the school (wherever the bullying is occurring).

### **Action towards the Bully/s:**

Talk with the bully/s, explain the situation, and try to get the bully/s to understand the consequences of their behaviour. Seek an apology to the victim(s), inform the bully/s parents and insist on the return of borrowed items and that the bully/s compensate the victim. Provide support for the coach of the victim, impose sanctions as necessary; encourage and support the bully/s to change behavior. Hold meetings with families to report on progress. Inform all organisation members of action taken; keep a written record of action taken. It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately.

## National Contacts:

### The NSPCC

**National Centre,  
42 Curtain Road, London EC2A 3NH.  
Website: [www.sportprotects.org.uk](http://www.sportprotects.org.uk)  
Tel: 0207 825 2500  
Free phone: 24 help line: 0808 800 5000**

### Criminal records Bureau

**P. O. Box 91,  
Liverpool,  
L69 2HU  
Tel: 0870 9090811  
Website: [www.crb.gov.uk](http://www.crb.gov.uk)**

### Child line UK

**Free phone 1111, London N1 0BR  
Tel: 0800 1111**

### Capita

**Belgravia House  
115 Rockingham Street  
Sheffield  
S1 4EB**

## Photographs/Video Images

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs/video. Photographs can be used as means of identifying children when they are accompanied with personal information i.e. this is X who likes music' – this information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse. Secondly the content of the photo can be used or adopted for inappropriate use and there is evidence of this adapted material finding its way onto child pornography sites.

### Easy rules to remember are:

If photographs are used, avoid naming the child/ren or young person. Always ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is to be used in good faith. A Parental Permission Form is one way of achieving this. If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about your expectations of them in relation to safeguarding. To provide a clear brief about what is considered appropriate in teams of content and behavior. To issue the photographer with identification this must be worn at all time. To inform children and young people and parents that a photographer will be in attendance at an event and ensure the consent to both the talking and publication of films or photographs; Do not allow unsupervised access to children and young people of one-to-one photo sessions at events; Do not approve/allow photo sessions outside the events or at a child's or young person's home. If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations. Spectators should be asked to register at an event if they wish to use photographic equipment; Parents should be informed that if they have concerns they can report these to the organizer; concerns regarding inappropriate or intrusive photography should be reported and recorded in the same manner as any other safeguarding concern.

### How to deal with someone who is using photographic or filming equipment and has not sought permission.

There will be occasions, from time to time, when someone that you do not recognize will be taking photographs or filming participants and/or spectators at an event. If this situation rises, you should have the confidence and courage to challenge the individual/s to ensure and maintain the safety of the event.

### You should:

Approach the individual and:

1. Challenge the individual as to who they are and why they are using photographic or filming equipment without permission.
2. Make them aware that they should have sought permission from the organizers to use their equipment and advise them of the protocol
3. Make them aware that if they are seen to be doing anything inconvenient, they will be reported to the Police.