

Child Protection Policy and Procedures

No. 004

Sep 2023

Fair Shares was the first Time Bank in the UK, established in 1998. We use a reciprocal process, working with local people in building communities. We work collaboratively with individuals, in one-to-one or group activities, along with organisations and partners to promote positive and enduring relationships. Together we find out what communities want and how we can all achieve this by supporting each other. These skills foster new projects as well as maintaining and strengthening existing work.

Fair Shares is committed to ensuring the safety and well-being of all our participants at our community Time banks based in Gloucester and Stroud.

The purpose of this policy statement is:

- To protect children and young people involved in Fair Shares work safe from harm. This includes the children of adults who use our services.
- To provide staff and volunteers, as well as children, young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Fair Shares, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Access to information

If you require this information in any other accessible format please contact:

Fair Shares
Chequers Bridge Centre
Painswick Road
Gloucester GL4 6PR

Email: Time@fairshares.org.uk
Phone: 01452 415900
Safeguarding Lead: 07811318498

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [NSPCC](#)

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents. Please see below:

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Named leads assigned to review: CEO (Katie Adkins) and Trustee (Alison Cathles)

Date of next review: 09/25

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Statement

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We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to operate in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/for-organisations]
- Supporting children, young people and their families where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents,

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families and carers appropriately

- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that partner organisations and individuals have effective and robust safeguarding practices and procedures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect, and are comfortable about sharing concerns.

Contact details

- **Designated Safeguarding Adults at Risk lead(s) (DSL)**

Name: Katie Adkins

Phone/email: 07811318498 /01452 415900/ katie@fairshares.org.uk

- **Deputy Safeguarding Adults at Risk lead(s) Gloucester (DDSL)**

Name: Reyaz Limalia

Phone/email: 07733757513 /01452 415900 gloucester@fairshares.org.uk

- **Deputy Safeguarding Adults at Risk lead(s) Stroud (DDSL)**

Name: Chris Moore

Phone/email: 07902 100968 stroud@fairshares.org.uk

- **Trustee/Senior Lead for safeguarding adults at risk**

Name: Alison Cathles

Phone/email: 07826 558153 alison@fairshares.org.uk

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External Contacts

- Children and Families Helpdesk to report concerns (Office hours)

Phone: 01452 426565

www.gloshomesdirectory.org.uk/kb5/gloucs/gloshomes/service.page?id=Cfll40-yhY

- Out of office hours- If the issue cannot safely wait until the next working day, please contact the Emergency Duty Team on 01452 614758 and provide us with as much information as possible.

All other requests for service should be submitted on a Multi-Agency Request Form (MARF) via our on-line portal. <https://children.gloucestershire.gov.uk/web/portal/pages/home>. If this is not possible, please email a completed MARF to childrenshelpdesk@gloucestershire.gov.uk.

- NSPCC Helpline

0800 800 5000

We are committed to reviewing and reflecting our policy and good practice annually as part of our annual safeguarding report and submit the policy to review by the board biennially.

Review dates

This policy was last reviewed, and approved by the board of trustees and minuted on: 24.07.23

Named management and trustee member assigned to review: CEO and Lead Safeguarding Trustee

Date of next board review:

Last updated July 2023

Next review due July 2025

WHAT IS CHILD ABUSE?

All staff will, as part of their training and induction, be asked to confirm that they are aware of the many types of abuse and possible signs that abuse may be occurring. The four types of abuse are based on those from Working Together to Safeguard Children (Department of Health, Home Office, Department for Education and Employment 1999).

- Physical abuse. This may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse, as well as being a result of an act of commission can also be

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caused by omission or the failure to act to protect.

- Emotional abuse. Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.
- Neglect. Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failure to ensure adequate supervision (including the use of inadequate care givers) or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- Female Genital Mutilation (FGM). If you suspect a child may be at risk of FGM you must report immediately to the DSL or their Deputy. The following link provides comprehensive guidance and advice.

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/legislation-policy-and-guidance/>

- Radicalisation: Fair Shares follows Government guidelines through the Prevent Duty to identify vulnerable children who may be at risk of radicalisation, and know what to do when they are identified.

See, attached Government publication, Prevent Duty and

<https://www.gov.uk/government/publications/preventing-extremism-in-schools-and-childrens-services/preventing-extremism-in-the-education-and-childrens-services-sectors>

'Extremism' is defined in Prevent as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and

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beliefs. We have a duty to assess the risk of children and young people being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. We also need to be aware of the increased risk of online radicalisation, see also *E-Safety Policy*.

For further advice and guidance Email: counter.extremism@education.gsi.gov.uk or Telephone 020 7340 7264

- Peer-on-peer abuse: Peer-on-peer (often referred to as child on child) abuse is a safeguarding issue. Such abuse is most likely to include, but is not limited to:
 - abuse in intimate personal relationships between peers,
 - bullying (including cyberbullying),
 - physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm,
 - sexual violence, such as rape and sexual assault,
 - sexual harassment, such as sexual comments, remarks and jokes either in person or online,
 - 'sexting' (also known as sharing self-generated indecent images),
 - initiation/hazing-type violence and rituals,
 - upskirting,
 - criminal and sexual exploitation.

Managing allegations made against a child: When a child or young person behaves inappropriately towards another child, a decision needs to be made about whether there may be a child protection concern. If you have a concern, please report to the DSL, who will make this decision in consultation with:

- the volunteer or staff member who is responsible for the supervision/pastoral care of the children

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involved

- the senior manager or trustee responsible for safeguarding
- any other agencies you know are working with the child
- the local child protection services if necessary.

An allegation becomes a child protection concern when:

- the behaviour involves sexual assault or physical assault
- the child who has experienced the abusive behaviour has suffered significant harm
- the behaviour forms part of a pattern of concerning behaviour by the child or young person who is being abusive
- the child carrying out the abuse is displaying harmful sexual behaviour
- you are concerned that the child carrying out the abuse may be doing so because they have experienced abuse or other upsetting experiences themselves.

It is also a child protection concern when there is a significant difference of power between the child who is displaying abusive behaviour and the person being abused, for example when:

- there's an age difference of more than two years
- there's a significant difference in terms of size or level of ability
- the child displaying abusive behaviour holds a position of power (such as being a helper, volunteer or informal leader)
- the child being abused is significantly more vulnerable than the other child or young person.
- Contact the Fair Shares DSL, or NSPCC Helpline on 0808 800 5000/email help@nspcc.org.uk to discuss if you are not sure. The DSL should also contact local authority child protection services.

Mental health problems: Mental health problems and suicidal thoughts can affect anyone, of any age and of any background. Mental health problems are common among children and young people, but it can be difficult to identify as they often keep it to themselves. This can also be true with other forms of safeguarding issues. It is important that you and your staff know the signs and symptoms of mental health problems.

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These will differ from child to child, but some common signs include:

- becoming withdrawn from friends and family
- persistent low mood and unhappiness
- tearfulness and irritability
- sudden outbursts of anger
- loss of interest in activities they once enjoyed
- problems eating or sleeping

Children who are suffering from mental health problems may also be more vulnerable to harms such as exploitation, grooming and radicalisation. Mental health problems may also be indicators of, or seen in conjunction with, other forms of harm – such as abuse and neglect, peer-on-peer abuse, exploitation, grooming, or radicalisation. If you are worried that a child who attends your setting may be suffering from a mental health problem, discuss with the FS DSL. The NSPCC gives guidance on children's [mental health](#) and on [preventing self-harm](#). The FS DSL will give consideration to making a referral to local authority children's social care.

Signs that abuse may be taking place.

A child may be experiencing abuse if he or she is:

- frequently dirty, hungry or inadequately dressed
- left in unsafe situations or without medical attention
- constantly "put down", insulted, sworn at or humiliated
- seems afraid of parents or carers
- severely bruised or injured
- displays sexual behaviour which doesn't seem appropriate for their age
- growing up in a home where there is domestic violence
- living with parents or carers involved in serious drug or alcohol abuse

Remember, this list does not cover every possibility. You may have seen other things in the child's behaviour or circumstances that worry you. If in doubt, contact the NSPCC Helpline and talk to one of their counsellors, who are all trained child protection officers. They can give you expert advice

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and will take action to protect the child if necessary.

ABUSE IS ALWAYS WRONG AND IT IS NEVER THE YOUNG PERSON'S FAULT.

How to respond to disclosure of abuse

- If there is a crime taking place or someone is at risk of danger, Call 999
- Treat any allegations seriously and act at all times towards the child that you believe what they are saying.
- Tell the child that they are right to tell you.
- Reassure them they are not to blame.
- Be honest about your own position, who you have to tell and why.
- Tell the child what you are doing and when.
- Report to your designated person immediately, no matter how small you think your concern might be. It is not your responsibility to have to prove a case of abuse. It is your responsibility to share any concerns with others who have the responsibility and experience to ensure children are safe. They will know how to follow this up.
- See the Incident Report Form on the last page of this document, which should be completed immediately. If the designated person is available you can complete the form with them. They will then use the appropriate reporting systems for the situation.
- In the very unlikely event the DSL and Deputy DSL are not available, write down everything said and what was done. Use the Incident report form (pg 14) at the end of this document, or make notes on a plain piece of paper if you do not have access to it. You may need to contact the NSPCC Child Protection Helpline to seek advice. If it is thought that returning the child home would put the child in immediate danger, advice should be sought from **Children and Families Helpdesk to report concerns** - Phone: 01452 426565 (Monday to Friday 9am to 5pm).

Out of office hours- If the issue cannot safely wait until the next working day, please contact the Emergency Duty Team on 01452 614758 and provide us with as much information as possible.

- Informing the DSL/Deputy DSL, making notes, filling in the incident report form and reporting the

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incident needs to happen within 24 hours of the incident taking place.

- Don't make promises you cannot keep.
- Don't interrogate the child, it is not your job, this will be up to police and social services.
- Don't cast doubt on what the child has told you, don't interrupt or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.

Allegations against other workers or volunteers

We take any concerns raised about staff or volunteers seriously, regardless of who the person is, how long they've been involved with FS, or whether they are directly employed by us. Staff and volunteers should feel confident about challenging the behaviour of others and voicing concerns.

If an allegation is made that a staff member or volunteer has:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved in a way that indicates they may not be suitable to work with children, we will report this immediately.

If a member of staff has any concerns, they should ask to speak to DSL Katie Adkins or **Deputy DSL Reyaz Limalia or Chris Moore**, or Lead Trustee on Safeguarding Alison Cathles see contacts page. They will contact the relevant agencies, [NSPCC helpline](#) on 0808 800 5000, our local child protection services or the police.

If someone feels unable to report an incident within Fair Shares to any of our team, you can make a report to the police or local child protection services, or by contacting NSPCC's Free and Confidential

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Whistleblowing Advice Line:

Telephone: 08000280285

Email: help@nspcc.org.uk

Website: <https://learning.nspcc.org.uk/safeguarding-child-protection/managing-allegations-of-abuse>

Please see our *Whistleblowing policy*.

Children's records, retention and storage

We ask parents/ guardians to complete enrolment forms when signing up to Fair Shares. This ensures we have up to date contact information, medical information to ensure children are safe and 2 emergency contact numbers. We do not share this data with anyone. Parents and guardians are aware of the need for this information.

Young person application form with parent/guardian signature.

Recording Concerns.

If anyone at Fair Shares has concerns about a child or young person's welfare or safety, it's vital all relevant details are recorded. This must be done regardless of whether the concerns are shared with the police or children's social care. See the Incident Reporting form and guidance on pg 14.

Storage of records

We follow NSPCC good practice guidance on the storage of records related to children. Electronic files are password protected and only allowed access to relevant delivery staff.

Recording concerns about adult behaviour

Sometimes concerns might be raised about an adult who works or volunteers with children. This could be because they have:

- behaved in a way that has harmed, or may have harmed, a child
- committed a criminal offence against, or related to, a child
- behaved in a way that indicated they are unsuitable to work with young people.

We will keep clear and comprehensive records of all allegations made against adults working or

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volunteering with children, including:

- what the allegations were
- how the allegations were followed up
- how things were resolved
- any action taken
- decisions reached about the person's suitability to work with children.

Keeping these records will enable Fair Shares to give accurate information if it is ever asked for it. For example:

- in response to future requests for a reference
- if a future employer asks for clarification about information disclosed as part of a vetting and barring check
- if allegations resurface after a period of time.

Storing records relating to adults

Records relating to concerns about an adult's behaviour should be kept in the person's confidential personnel file (not in a central 'concerns log') and a copy should be given to the individual.

Retention periods: concerns about adults

If concerns have been raised about an adult's behaviour around children, Fair Shares will keep the records in their personnel file either until they reach the age of 65 or for 10 years – whichever is longer (IRMS, 2016; Department for Education (DfE), 2020). This applies to volunteers and paid staff.

Further information

NCVO provides further guidance on data protection for the voluntary sector: [ncvo.org.uk/practical-support/information/data-protection](https://www.ncvo.org.uk/practical-support/information/data-protection)

Key legislation affecting the retention and storage of child protection records includes:

UK: The Information Commissioner's Office provides a guide to the GDPR to help organisations comply

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with its requirements: ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr

Code of Conduct:

The role of staff and volunteers

In your role at Fair Shares you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility: You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code, no matter how small, and within 24 hours to DSL/ Deputy DSL
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
- this includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights: You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to

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the group/organisation

- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships: You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ensure that where possible, there is more than one adult present during activities with children and young people
- if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
- If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- only provide personal care in an emergency and make sure there is more than one adult present if possible unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Respect: You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible.
- if you need to break confidentiality in order to follow child protection procedures, it is important to

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explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour: When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive including having any form of sexual contact with a child or young person
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour:

- You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.
- If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Fair Shares. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.
- If you become aware of any breaches of this code, you must report them to DSL/Deputy DSL. If necessary you should follow our whistleblowing procedure and safeguarding and child protection procedures.

Filming and Photography

We recognise that

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise

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awareness of our organisation.

- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- always asking for consent from a child and their parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored.
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- only using images of children in appropriate clothing
- using images that positively reflect young people's involvement in the activity
- developing a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored in perpetuity for use in our archival records,

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or for the period of time stated in the relevant permission documents and signed release forms, if different.

Safer Recruitment Procedures

- All workers and volunteers who have unsupervised access to children are Disclosure and Barring Service (DBS) checked prior to employment
- Staff and volunteers in roles working with children are required to complete a written application form and are interviewed.
- All applicants are asked on the application form about past convictions, cautions, reprimands, pending cases and final warnings. We will ask all applicants if there have ever been complaints of abuse against them.
- Written references are always taken up, at least two.
- We ask for proof of identification.
- All staff have induction and training.
- Our code of behaviour is part of the induction
- We follow guidance from:

<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

Online Safety - See *E-safety Policy*

Anti-bullying

We recognise that:

- bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a

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stop to bullying.

We will seek to prevent bullying by:

- developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
- holding regular discussions with staff, volunteers, children, young people and families who use our organisation about bullying and how to prevent it. These discussions will focus on:
 - group members' responsibilities to look after one another and uphold the behaviour code
 - practising skills such as listening to each other
 - respecting the fact that we are all different
 - making sure that no one is without friends
 - dealing with problems in a positive way
 - checking that our anti-bullying measures are working well
- providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying
- putting clear and robust anti-bullying procedures in place
- making sure our response to incidents of bullying takes into account:
 - the needs of the person being bullied
 - the needs of the person displaying bullying behaviour
 - needs of any bystanders
 - our organisation as a whole.
- reviewing the plan developed to address any incidents of bullying at regular intervals, in order

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to ensure that the problem has been resolved in the long term.

We recognise that bullying is closely related to how we respect and recognise the value of diversity.

We will be proactive about:

- seeking opportunities to learn about and celebrate difference
- increasing diversity within our staff, volunteers, children and young people
- welcoming new members to our organisation.

More information about responding effectively to bullying is available: <https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying>

<https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse>

<https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>

Managing Complaints - See *Complaints Policy and Procedure*

Whistleblowing - See *Whistleblowing Policy*

Health and Safety

All Fair Shares workshops are planned with appropriate risk assessments of premises, equipment and activities to ensure

- that all equipment and toys are in good safe condition, is age appropriate for use by the participating age group
- that participants understand how to use equipment and materials in a safe way
- that the premises are suitable for running the activity safely and are organised in an appropriate

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way to minimise risk

- First Aid cover is available at all events working with children/young people
- Everyone is aware of fire safety procedures
- Risk assessments and reconnaissance visits are completed prior to visits and events
- We have adequate insurance for our activities
- We always use recommended adult to child ratios at our workshops where children are in our care

When children take part in workshops/activities/events with their own parent/carer, we assume that they are being supervised and cared for by their parent/carer and are not in the care of Fair Shares.

See also *Health and safety policy*

Training of staff

- All staff are made aware of child protection issues as part of their induction and training annually refreshed.
- They are asked to confirm that they understand our child protection procedures, whistleblowing policy and that they will report any concerns to the nominated Designated Safeguarding Lead or

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deputy and understand how to report concerns directly where appropriate.

- Enhanced training is given to staff/volunteers working with children and young people.

INCIDENT REPORTING FORM

(Continue on separate sheet as necessary)

Safeguarding Children - Incident Report Form

(Continue on separate sheet as necessary)

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<i>DETAILS OF CHILD/PARENTS/CARERS</i>		
Name of child		
Gender	Age	Date of Birth
Ethnic Identity	Religion	Disabilities
Any SEN information:		
Name(s) parents/carers		
Child's home address and address(es) of parents (if different from child's)		
<i>YOUR DETAILS</i>		
Date and time report is being completed:		
Name	Position	Date and time of incident
Where the incident took place and who was present		
Are you reporting your own concerns or responding to concerns raised by someone else?		
Reporting own concerns.	Reporting concerns raised by someone else.	
If you are responding to concerns raised by someone else, please provide their name and position within the organisation.		

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Please provide details of the incident or concerns you have including; nature of the concern, description of any injuries, physical signs and/or behavioural indicators, whether information is first hand or the accounts of others, including any other relevant details (If adding your opinion, if this is relevant and useful - please make it clear when something is your opinion and/or when it is fact):

The child's account/ perspective (If adding your opinion, if this is relevant and useful - please make it clear when something is your opinion and/or when it is fact):

Please provide details about what you observed about the child if they were telling you directly, details about your response to the child and their response, and what was said to the child about confidentiality and their response (If adding your opinion, if this is relevant and useful - please make it clear when something is your opinion and/or when it is fact):

Please provide any relevant observations about the child in the past, e.g. has their behaviour changed? (If adding your opinion, if this is relevant and useful - please make it clear when something is your opinion and/or when it is fact):

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Please provide details of anyone who has witnessed the incident or who shares the concerns.

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Please note: Concerns should be discussed with the family unless:

- The view is that a family member might be responsible for abusing the child
- Someone may be put in danger by the parents being informed
- Informing the family might interfere with a criminal investigation

If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.

Have you spoken to the child's parents/carers? If so, please provide details of what was said. If not please state the reason for this.

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support? If so, please provide details.

Summary of discussion with designated person.

Has the situation been discussed with the designated person for child protection? Yes / No

If so, please summarise discussion:

After discussion with the designated person, do you still have child protection concerns?

Yes / No

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<p>Have you informed the statutory child protection authorities?</p> <p>Police: Yes / No Date: Time:</p> <p>Name and telephone number of person spoken to:</p> <p>Local Authority children's social care Yes ? No Date: Time:</p> <p>Name and telephone number of person spoken to:</p> <p>Action agreed with child protection authorities:</p>		
<p>What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates.</p>		
<p>If the concerns are not about child protection, details of any further steps taken to provide support to children and family and any other agency(ies) involved.</p>		
Signed	Date and time	Name and position

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