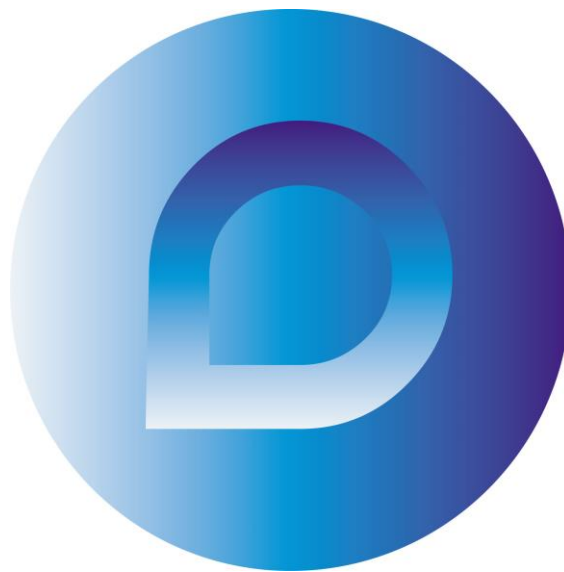


# Safeguarding Policy & Procedures

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**Revised: 14th January, 2019      Next Scheduled Revision: By 13th January, 2020**

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## 1. Introduction

It is widely accepted that it is the responsibility of every adult to protect children from abuse. Child abuse and particularly child sexual abuse can arouse strong emotions in those facing such a situation and it is important to understand these feelings and not allow them to interfere with your judgement about any action to be taken.

Abuse can occur within many situations including the home, school and sporting environment. It can happen to your children. Some individuals will actively seek employment or voluntary work with children in order to harm them. Everyone working in education and sport, either in a paid or voluntary capacity, together with those working in affiliated organisations has a role to play in safeguarding the welfare of children and can be a very important link in identifying cases where a child needs protection.

When establishing guidelines concerning the protection of young people, it is important to recognise that the By Design Group and all associated companies have both a moral and a legal obligation to ensure that when it is given responsibility for children, it provides them with the highest possible standard of care.

The company recognise that they have a responsibility:

- To safeguard and promote the interests and well-being of young people with whom they are working.
- To take all reasonable practical steps to protect young people from harm, discrimination, or degrading treatment.
- To respect their rights, wishes and feelings.
- To identify and support vulnerable individuals who are being targeted and recruited to the cause of violent extremism.

Our safeguarding policy will:

- Offer safeguards to the children with whom we work and to our staff.
- Help to ensure good practice in dealing with child protection issues.

It is recognised that any procedure is only as effective as the ability and skill of those who operate it. As a company we are committed therefore to sound recruitment, provision of support, and appropriate training for all of our staff. This will enable them to work together with schools, teachers and other organisations to ensure that the needs and the welfare of children remain paramount.

This document is designed to provide a manual for staff and to inform them of the process and procedures necessary to ensure the welfare and protection of children.

Safeguarding children is the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. In this document a child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and

- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

## 2. Policy Statement

It is the policy and intention of the By Design Group Limited (and all associated companies) that all of its operations are conducted and managed in a way that will endeavour to ensure the highest standards of Safeguarding and Child Protection.

This statement recognises the company's responsibility towards children both in their care and under their supervision, and to comply with, as a minimum requirement, all Statutory Regulations.

The Directors of the By Design Group are charged with fully complying with the principles of the company and are responsible for implementing this Safeguarding Policy.

Each employee will be given such information, instruction and training as necessary, (by the relevant company), to enable them to carry out their work, with children, in a safe manner, and comply with this Company Policy and the Statutory requirements.

The successful implementation of this policy requires a commitment from everyone and all employees are actively encouraged to become involved in the development of the safeguarding culture.

This Safeguarding Policy will, in addition to an annual review, be updated and revised to meet changes in legislation or particular methods of work as required. A log of these reviews and any other amendments are kept on file by the company.

The following policy and procedures have been adopted by the By Design Group for three main reasons:

- To ensure the safety of children and good practice of all By Design Group operations.
- To protect the interests of all staff.
- To comply with the requirements of The Children Act (1989) and The Protection of Children Act (1999) and the guidance document Working Together to Safeguard Children (July 2018).
- To protect young people who may be vulnerable to being drawn into violent extremist activity (Preventing Violent Extremism and particularly Objective 3 of the Prevent Strategy).

Whilst recognising the following factors:

- The child's welfare is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and /or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All children have the right to safety and to be treated with dignity and respect.
- Anyone under the age of 18 years should be considered as a child for the purposes of this document.
- Those adults under the age of 25 with additional needs will be afforded the same protections as those under the age of 18.
- The company commits to providing support and training to all staff involved in working with children.
- The company recognise the positive contribution it can make towards Objective 3 of the PREVENT Strategy: 'Supporting Vulnerable Individuals who are being targeted and recruited to the cause of violent extremism'. The company will continue to empower young people to create communities that are more resilient to extremism and protecting the well-being of particular young people or groups who may be vulnerable to being drawn into violent extremism and criminal activity. It will

continue to promote and reinforce shared values: to create space for free and open debate as well as providing support for young people who may be at risk, where possible.

### **3. Review of Policy and Procedures**

The By Design Group Safeguarding Policy and Procedures will be reviewed at least annually and more regularly if there are any significant changes to Child Protection Legislation and Guidance.

### **4. Designated Person**

The Designated Person is the member of the By Design Group Ltd management team who has specific responsibilities for ensuring effective safeguarding and protection procedures. The Designated Person will have received basic level training in Safeguarding. For all By Design and associated company programmes the Designated Person is Paul Jones, Managing Director.

The role of the Designated Person is to:

- Receive and record information from staff, volunteers, children or parents/carers who have protection concerns
- Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary
- Consult initially (or via a delegated project manager or member of staff) with the statutory child protection agency without delay

### **5. Key Contact Details**

The following are the key internal and external staff contact details referred to

#### **Paul Jones – By Design Group Designated Officer and Director**

Office: 01827 316297  
Mobile: 07976 440068  
Email: pauljones@bydesign-group.co.uk

#### **Geoff Parsons – By Design Group Chairman**

Office: 01827 316297  
Mobile: 07770 452161  
Email: geoffparsons@bydesign-group.co.uk

#### **Robbie Ridler – NCS Contract Manager**

Office: 01827 316297  
Mobile: 07471 351668  
Email: robbieridler@bydesign-group.co.uk

#### **Louise Curd – Director of Programmes**

Office: 01827 316297  
Mobile: 07471 351183  
Email: loussecurd@bydesign-group.co.uk

**Staffordshire - Local Authority Designated Officer (LADO) for Safeguarding:**

Telephone: 01785 278958 or 01785 278997

**Staffordshire County Council's First Response Service:**

Telephone: 0800 1313 126

Open: Monday - Thursday 8:30am - 5:00pm

Friday 8:30am - 4:30pm

E-mail: [first@staffordshire.gov.uk](mailto:first@staffordshire.gov.uk)

**Emergency Duty Service:**

(Out of Hours Service)

Telephone: 0345 6042886

**Local Children's Social Care**

Tamworth Area Office

Marmion House

Lichfield Street

Tamworth

B79 7BZ

**Tel:** 0300 111 8010

**Fax:** 01827 475515

**Sensory Phone** (Hearing Impairments): 07976 191448

**Minicom:** 01827 475510

**E-mail:** [tamworth.socialservices@staffordshire.gov.uk](mailto:tamworth.socialservices@staffordshire.gov.uk)

**Opening Hours**

**Monday:** 8.30am - 5.00pm

**Tuesday:** 8.30am - 5.00pm

**Wednesday:** 8.30am - 5.00pm

**Thursday:** 8.30am - 5.00pm

**Friday:** 8.30am - 4.30pm

**Saturday:** Closed

**Sunday:** Closed

**Out of Hours contact:** Emergency Duty Service 07815 492613

Alternatively, in an emergency you can contact Staffordshire Police Central Referral Unit on 101 or dial 999

## 6. Code of Conduct

All By Design Group and associated company staff must:

- Treat all children and vulnerable adults with respect
- Provide an example of good conduct for others to follow
- Ensure that whenever possible, when they are with children or vulnerable adults, that there is always more than one adult present – or that they are within sight or hearing of others
- Remember that someone else might misinterpret their actions, no matter how well intentioned
- Be aware that physical contact with a child may be misinterpreted
- Operate within specific programme or project procedures
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse
- Wear event passes with their names visible at all times

Staff must not:

- Have inappropriate physical or verbal contact with children or vulnerable adults
- Allow themselves to be drawn into inappropriate attention-seeking behaviour
- Make suggestive or derogatory remarks or gestures in front of children
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Rely on their good name or that of the organisation to protect them
- Take a chance when common sense, policy or practice suggest another, more prudent approach

## 7. The Main Types Of Abuse

Abuse is a powerful and emotive term. Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by those that they know and trust. The staff member often holds this trust and may be at risk of misusing his/her power over the child.

The main types of abuse are:

- **Physical abuse** - Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.
- **Neglect** - Neglect is the ongoing failure to meet a child's basic needs. It's dangerous and children can suffer serious and long-term harm.
- **Emotional abuse** - Children who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children serious harm.
- **Sexual abuse** - A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online.

Other recognized forms of secondary abuse include:

- **Domestic abuse** - Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.
- **Online abuse** - Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.

- **Child sexual exploitation** - Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.
- **Female genital mutilation (FGM)** - Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. ***There is a mandatory requirement to report any disclosures that girls under 18 years have had FGM carried out on them to the police. The lead Designated Safeguarding Officer (DSO) would undertake this in line with our reporting procedures.***
- **Bullying and cyberbullying** - Bullying can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.
- **Child trafficking** - Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.
- **Grooming** - Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.
- **Peer on Peer abuse or Harmful sexual behaviour** - Children and young people who develop harmful sexual behaviour harm themselves and others.

It is widely recognised that there are four main areas of abuse of which staff should be aware. There may, however, be an increased risk within many activities for abuse to occur which does not necessarily fit into these categories as listed above.

The main types of abuse are:

### 7.1 Emotional or Mental Abuse

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 a child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyber 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.

**In a coaching or school environment,** emotional abuse may occur when staff

- provide repeated negative feedback
- repeatedly ignore a child's efforts to progress
- repeatedly demand performance levels above those of which the child is capable
- over emphasise the winning ethic
- show favouritism, violate confidences or behave inconsistently
- fail to protect children from bullying by other children and / or parents / carers

### 7.2 Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the



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, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**In a coaching or school environment,** neglect may occur when

- children are left alone without proper supervision
- a child is exposed to unnecessary heat or cold without fluids or protection
- a child is exposed to an unacceptable risk of injury

### **7.3 Physical Abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**In a coaching / school environment,** physical abuse may occur when

- staff expose children to activities which disregard their physical capacity
- staff communicators expose children to injury due to fatigue
- children are exposed to alcohol, or given the opportunity to drink alcohol below the legal age.
- children are exposed to performance enhancing drugs and recommend that they take them.
- staff fail to protect children from bullying by other players.

### **7.4 Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The staff member can be a significant person to a child and should be aware of how easily / readily they exert influence. A child may also become emotionally confused and misguided if adults they look up to breach their expectations.

### **7.5 Radicalisation**

The risk of radicalisation to support terrorism and violent extremism is identified as a vulnerability in Chapter 11 of 'Working Together to Safeguard Children'.

A more detailed definition of radicalisation is: ***the process by which people come to support terrorism and violent extremism and, in some cases, then to participate in terrorist groups. There is no obvious profile of a person likely to become involved in extremism, or a single indicator of when a person might move to adopt violence in support of extremist ideology.***

Potential diagnostic indicators identified include:

- Use of inappropriate language
- Possession of violent extremist literature
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

Staff who observe any behaviour or who hear or are told anything significant by a child/young person or others, **must** report their concerns to the designated team leader / senior staff member.

If the company has any significant concerns about a young person beginning to support terrorism and/or violent extremism, it is **required** to discuss them with the nominated local police officer so they can be part of potential further work to address the issues.

Parents will normally be consulted and their consent obtained before any referral is made about their child to any other agency. However, even if asked to do so, staff cannot guarantee to consult parents first, or to keep the young person's concerns confidential, if referral must be made to the appropriate agencies (Police or Social Services) in order to safeguard the young person's welfare and protect them from significant harm or to protect public safety.

The Social Services and Police have the primary responsibility in the field of child protection and preventing violent extremism respectively. Local authorities have a duty to take steps to protect children and young people in appropriate circumstances and give certain powers to the police so that they can take action to protect them.

**By Design have a Preventing Radicalisation Policy to help with this issue that is also reviewed on an annual basis and is issued to staff.**

## 8. Recognising Abuse

Abuse in all its forms can affect a child at any age. The effects can be so damaging that, if not treated, they may follow an individual into adulthood. There have been a number of studies suggesting disabled young people face an increased risk of abuse through various factors such as stereo-typing, prejudice, isolation, or an inability to communicate. Children from ethnic minorities, who may be experiencing racial discrimination may be similarly powerless.

Dealing with child abuse is rarely straightforward. In some cases a child's disturbed behaviour, or an injury, may suggest that the child has been abused. In many situations, however, the signs will not be clear cut and decisions about what actions to take can be difficult. The signs and indicators in the following list are not exhaustive, and the presence of one or more indicators is not proof that abuse is actually taking place.

## 9. Signs And Indicators For Staff To Be Aware Of

- An injury for which the explanation seems inconsistent with normal activities, of an unusual type or on a part of the body not normally prone to such injuries.
- The child describes what appears to be an abusive act involving him / her.

- Someone else, a child or adult, expresses concern about the welfare of another child.
- Unexplained changes in behaviour, for example becoming very quiet, withdrawn or displaying sudden uncharacteristic outbursts of temper.
- Inappropriate sexual awareness, sexually explicit behaviour and/or use of sexually explicit language inappropriate to the age of the child.
- The child is distrustful of adults, particularly those with whom a close relationship will normally be expected.
- Has difficulty making friends and becomes socially isolated.
- Inconsistent or unreasonable explanations of injury by a child, parent or carer.
- Inconsistent or unreasonable behaviour such as sexually suggestive remarks or actions, mood swings, uncharacteristic quietness/aggression, or severe tantrums.
- Self-inflicting injury
- Excessively nervous behaviour, such as rocking or twisting hair.
- Low self-esteem
- Recurring abdominal pain
- Reluctance to go home
- Recurring headaches
- Flinching when approached
- Is prevented from socialising with other children
- Displays variations in eating patterns including over eating, loss of appetite
- Loses or gains weight for no apparent reason
- Becomes increasingly dirty or unkempt

**NB** It is not the responsibility of those working with children to decide that abuse is occurring but it is their responsibility to act on any concern. The statutory responsibility for the welfare of children is that of the relevant Social Services Department.

## **10. Promoting Good Practice Within The Working Environment**

All children have a right to be safe and to be treated with dignity and respect. The By Design Group (and all associated companies) can reduce situations for the abuse of children and help to protect staff by promoting good practice.

Staff should be sensitive to any concerns about abuse, and act on them at an early stage. They should also offer appropriate support to those who report concerns.

## **11. Recruitment and Selection Of Staff Members**

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children.

The By Design Group has adopted the following minimum procedures for recruitment of staff:

- Details (minimum of a Curriculum Vitae) of all staff are to be held on file by the By Design Group Ltd.
- Their CV should contain a minimum of the following information:
  - Full Name
  - Address
  - Age
  - Occupation
  - Past and Present Employment

- Previous Experience of Working with Children
- 2 x Referees

- Staff to be considered for employment are to be interviewed.
- All staff who are responsible for the care or supervision of children will be Disclosure and Barring Service (DBS) checked (to the enhanced Disclosure level).
- All information held on file by the By Design Group will be held in the strictest confidence.
- Every employee will receive a copy of the company's Safeguarding Policy and Procedures.

## **12. Complaints**

The By Design Group will ensure that there is a well established complaints procedure in operation – please see our Safeguarding Procedures later in this document.

## **13. Incident Recording**

The By Design Group will ensure that there are procedures and forms available to record all incidents that occur, whether these are related to child protection issues or other incidents that take place within the working environment – please see our Safeguarding Procedures later in this document.

## **14. Guidelines for Good Practice**

- Always be publicly open when working with children. Avoid situations where you and an individual child are completely unobserved.
- Situations will sometimes occur when, in order to teach or coach certain techniques, it is necessary to make contact with a child. If this is the case, tell the child beforehand and ask them if they have any objections.
- If groups are to be supervised in changing rooms, always ensure that adults work in pairs, and that gender is appropriate.
- All staff must respect the rights and dignity and worth of all and treat everyone with equality.
- Staff must place the well-being and safety of the child above the development of the skill or performance.
- Staff should:
  - Never allow children to participate when injured.
  - Ensure the equipment and facilities are safe and appropriate to the age and ability of the children.
- Staff must ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the children.
- Staff should always promote the positive aspects of their sport (e.g. fair play), and never condone law violations or use of prohibited substances.
- Staff must consistently display high standards of personal behaviour and appearance.

- j) Staff should never overtly criticise children or use language or actions which may cause the child to lose self esteem or confidence.

**Everyone should be aware that, as a general rule, the following should be avoided:**

- Spending amounts of time alone with children away from others.
- Taking children alone on car journeys, however short the journey.
- Taking children to your home.

If it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of someone in charge in the school / scheme and / or a person with parental responsibility for the child.

If you accidentally hurt a child, or cause distress in any manner, or the child appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, report the incident to a colleague, supported by a brief written report of the incident as soon as possible. The school / parents / carers should also be informed of the occurrence.

**YOU SHOULD NEVER:**

- Engage in inappropriate physical contact, including horseplay.
- Share a room with a child
- Be in a state of undress while working with children
- Permit any form of inappropriate touching
- Attempt to restrain a child, except for their own safety
- Permit children to use unacceptable or explicit language unchallenged
- Make sexually aggressive comments to a child, even in fun
- Purposely embarrass a child
- Agree to meet a child on your own, outside the context of the normal teaching or coaching process
- Show favouritism to a child – treat all children equally
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that a child can do for themselves. It may be necessary for a staff member to do things of a personal nature for some children particularly if they are very young or disabled. Such tasks should only be carried out with the full understanding and consent of the child / parent / carer. There is also a need in these instances to be responsive to the child's reactions – if a child is fully dependent upon you, talk with him / her about what you are doing and give choices where possible.

## Procedures for Tackling Abuse

### 1. Abuse Taking Place within The Work / Activity Environment

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and within other settings, for example, sport or other social activities. Recent research indicates that abuse which takes place within a public setting is rarely a one-off event. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action pursued. This would include anyone working with children in a paid or voluntary capacity. For example, staff, communicators, coaches, volunteers, etc.

The Person in Charge may be informed of situations where the reporter is unsure about whether the allegation constitutes abuse or not, and is therefore unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult with their Supervisor or Director of the By Design Group (or associated company), who will then seek advice from the School, Social Services, or the NSPCC where appropriate and where there is any doubt. There may be occasion where the occurrence is one of a series of other instances which taken together cause concern. It is acknowledged that feelings generated by the discovery that a member of staff is, or may be, abusing a child, will raise concerns among other staff, including the difficulties inherent in reporting such matters. However, it is important that any concerns for the welfare of the child arising from abuse or harassment by a member of staff should be reported immediately.

The Directors of the By Design Group (or associated company) want to assure all staff that they will fully support and protect anyone who, in good faith, reports his or her own concerns that a colleague is or may be abusing a child.

### 2. Allegations Of Abuse Against Staff

Where there is a complaint of abuse against a member of staff there may be any one or all three types of investigation:

1. An internal disciplinary or misconduct investigation
2. A child protection investigation by Social Services
3. A criminal investigation

The results of any Police and Social Services investigation may well influence the disciplinary investigation.

The company recognises that children are taught and coached in a variety of environments and by a variety of our staff. Thus the term 'Person in Charge' will refer to the senior member of the By Design Group staff responsible for the particular working environment.

- If, following consideration the allegation is clearly about poor practice then the Person in Charge will deal with it as an internal company issue.
- If the allegation is about poor practice by the person in charge, or where the matter has been handled inadequately and concerns remain, then this should be referred to one of the Directors of the By Design Group, contact details overleaf:

- |    |                   |                      |                      |
|----|-------------------|----------------------|----------------------|
| 1. | Mr. Paul Jones    | Office: 01827 316297 | Mobile: 07976 440068 |
| 2. | Mr. Geoff Parsons | Office: 01827 316297 | Mobile: 07770 452161 |

Who will need to decide how this will be dealt with and whether or not to initiate a formal course of action.

- Any suspicion that a child has been abused by a member of staff must be reported to the Person in Charge who will take steps as he or she considers necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Person in Charge will refer the allegation to the School or Social Services Department who may involve the Police. They will also consult with the Directors of the By Design Group at the same time.
- The parents or carers of the child will be contacted as soon as possible following the advice from the School or Social Services Department.
- If the Person in Charge is the subject of the suspicion / allegation, the report must be made to the Directors of the By Design Group who will then be responsible for taking the action outlined above.
- The Directors of the By Design Group will make an immediate decision as to whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services inquiries.
- Irrespective of the findings of the Social Services or Police Authorities, the Directors of the By Design Group will assess all individual cases under the appropriate disciplinary / misconduct procedure, to decide whether a staff member can be reinstated and how this can be sensitively handled.
- Consideration should be given to what support may be appropriate to children, their parents and members of staff.
- Where allegations are unfounded, the company will work in a professional manner to ensure that the person concerned is given appropriate support to continue his or her work with the company.

### **3. Abuse Taking Place outside The Work / Activity Environment**

You may be aware of abuse in a number of ways:

- A child may tell you
- A third party may have reported an incident, or may have strong suspicion
- You may have the suspicion

#### 4. How to Respond To Indicators or Disclosures of Child Abuse

It is understandable that people who are well motivated, loving and caring individuals, with a deep commitment to their work and sport are reluctant to believe that children may be suffering harm in the work / sporting environment or at home.

It may be difficult to accept that children could be at risk because of the way the organisation is being run and the attitude of those involved.

Levels of awareness need to be raised without creating an atmosphere of anxiety or suspicion. However, a basic principle should be that *if you become aware of anything which causes you to feel uncomfortable you should talk to someone else about it, ideally the Person in Charge, initially*. This means being aware of the *attitudes* of our staff, and of the *interactions* between them and the children and with each other.

You should be alert to any unusual *incidents* or activities which take place where you feel that staff are putting themselves in a vulnerable position.

The decision to react to allegations of, or suspicions about, abuse can be a very difficult one.

**Remember – a member of staff is not responsible for determining whether or not abuse has taken place but is responsible for protecting the child. Referral to appropriate agencies is vital so that they can make inquiries and take the appropriate action.**

Reporting such matters should never be delayed. All information about your concerns must be made immediately and directly to the person in charge. In their absence, contact the Directors of the By Design Group as below:

Mr. Paul Jones	Office: 01827 316297	Mobile: 07976 440068
Mr. Geoff Parsons	Office: 01827 316297	Mobile: 07770 452161

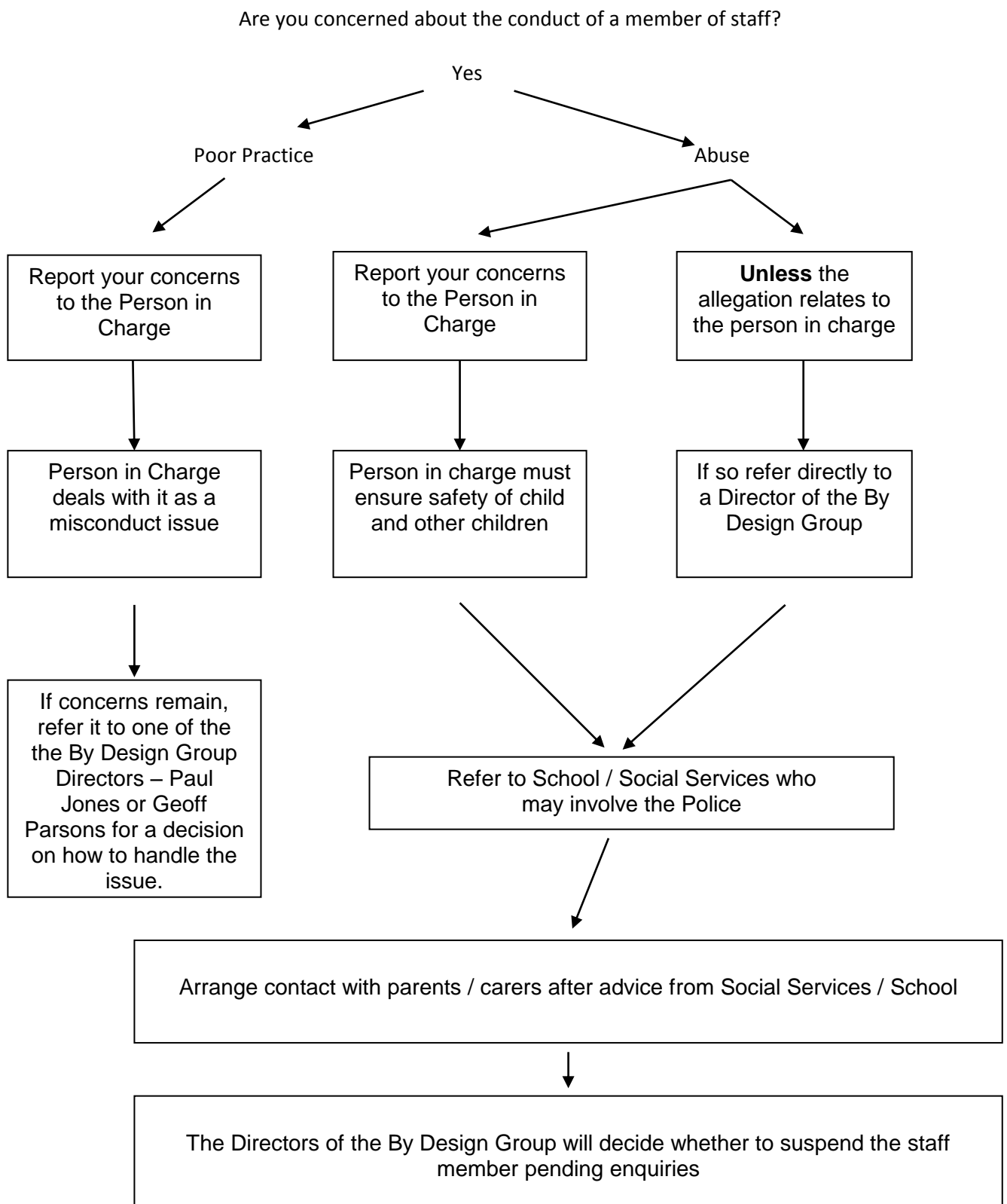
#### Other Useful Telephone Numbers:

Childline UK:	0800 1111	(24 hour FREEPHONE)
NSPCC:	0808 800 5000	(24 hour FREEPHONE)

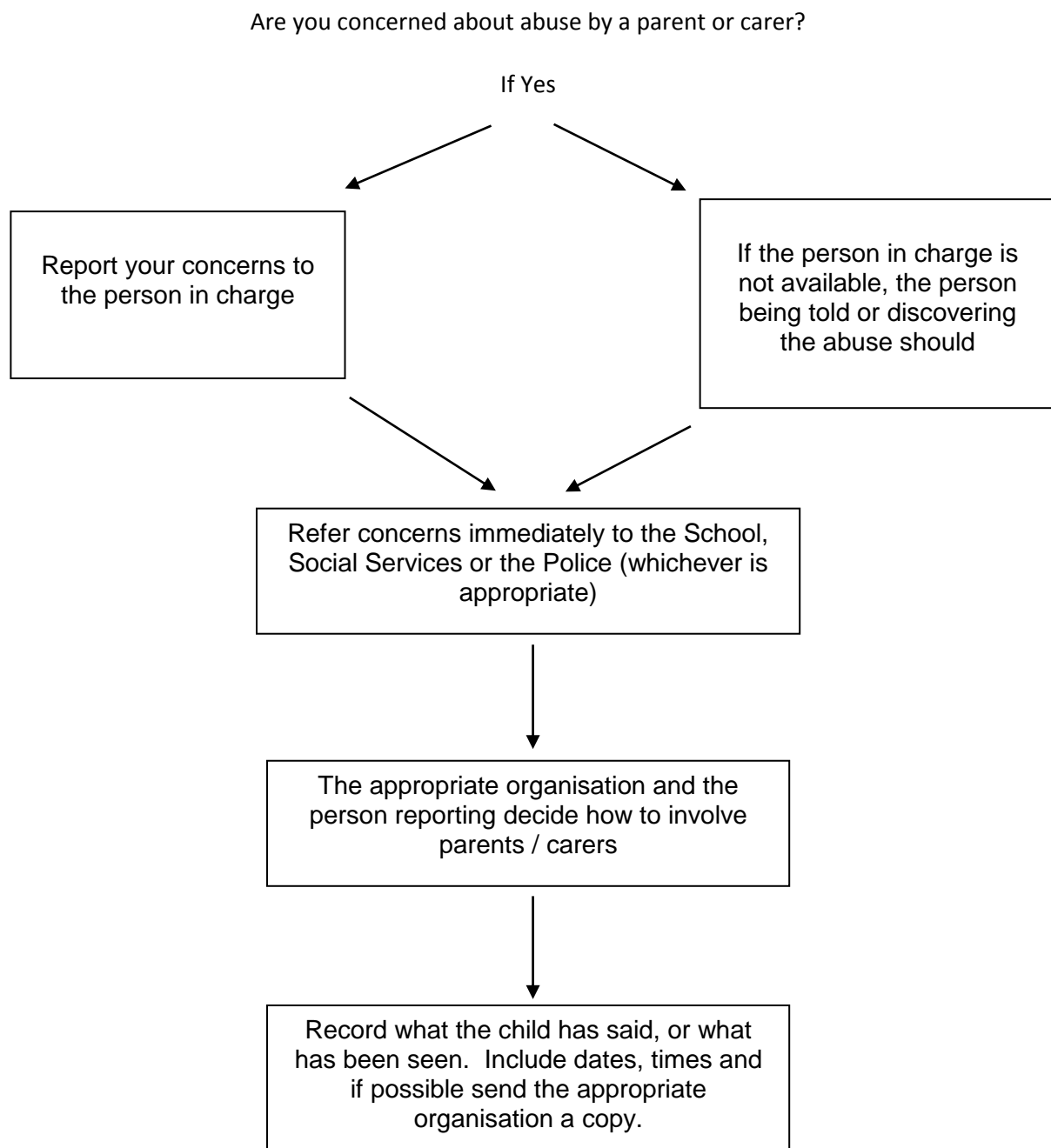
**ALL INFORMATION SHOULD BE TREATED CONFIDENTIALLY**



## 5. What To Do If You Are Concerned About the Conduct of a Member of Staff



## 6. What To Do If You Are Concerned About Abuse by a Parent or Carer



## 7. Listening to the Child

The first responses to child abuse are crucial, regardless of how knowledge of the abuse arises.

Often a child will be frightened, confused and feeling vulnerable.

Listen carefully to the child. He / she should be assured in a calm manner that they are safe, and have done the right thing by telling.

### DO...

- Keep calm, reassure the child that they are not to blame and that you know how difficult it must be to confide.
- Listen carefully to any disclosures.
- Emphasise that claims are being taken seriously.
- Say that it will be necessary to involve someone else to ensure that abuse stops.
- Ensure that only one adult speaks with the child, as any discrepancies in statements may lead to contamination of evidence in legal proceedings.
- Take accurate, factual notes (names, times, dates and places, details of any visible injuries and a description of the allegation). If possible use the form enclosed with these Procedures.
- Report to the person in charge in your organisation OR to one of the organisations listed on earlier in these procedures.

### DON'T...

- Panic
- Make judgements
- Approach the alleged abuser
- Interrogate the child
- **Make promises you can't keep – explain that you will have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.**
- Prompt the child, the law is very strict and child abuse cases have been dismissed if it appears that the child has been led or words and ideas have been suggested.
- Ignore what has been disclosed
- Challenge a parent / guardian about your concerns.
- Make the child repeat the story unnecessarily
- Delay the reporting procedure

**RECORDING ALLEGATIONS OF SUSPICIOUS BEHAVIOUR**

**No judgements or interpretations should be made since this  
might undermine the value of the notes in any future legal action**

**PLEASE REPORT THE FACTS – DO NOT INTERPRET THEM**

**SECTION 1**

Name of Child: \_\_\_\_\_

Age of Child: \_\_\_\_\_

Parent / Carers Details:

Name(s) \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the report the result of:

a) Your own concerns [ ] (Please tick)

b) Concerns of a third party [ ]

If (b), please provide the following details of this person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2** (When completing this section, include dates, times and if applicable specific incidents)**a) What has prompted the concerns?**

Behavioural signs:

Indirect signs:

**b) Has the child been spoken to?**

Yes ☐ No ☐ (Please tick)

If yes, record what was said: (attach separate sheets if necessary)

**c) Have the parents / carers been contacted?**

Yes ☐ No ☐ (Please tick)

**d) Has anybody been alleged to be the abuser?**

Yes ☐ No ☐ (Please tick)

If yes, record details:

**e) Has anyone else been consulted?**

Yes ☐ No ☐ (Please tick)

If yes, record details:

**SECTION 3**

Have you reported the allegations to? (tick all that apply)

The Person in Charge            ☐      Date: \_\_\_\_\_

Social Services Department    ☐      Date: \_\_\_\_\_

Police                                ☐      Date: \_\_\_\_\_

School                                ☐      Date: \_\_\_\_\_

Anyone else                        ☐      Please State: \_\_\_\_\_      Date: \_\_\_\_\_

**Please keep a copy of this form**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_