



Safeguarding Children and Young People Policy

The guiding principles in applying the safeguarding children and young people policy are:

- **Empowerment:** Presumption of person-led decisions and informed consent
- **Protection:** Support and representation for those in greatest need
- **Prevention:** It is better to take action before harm occurs
- **Proportionality:** Proportionate and least intrusive response appropriate to the risk presented
- **Accountability:** Accountability and transparency in delivering safeguarding
- **Partnership:** Local solutions through services working in their communities. Communities have a part to play in prevention, detection and reporting of neglect and abuse

Safeguarding Contact Information

1. Integrated Access and Referral Team (i-ART).	0300 1237047
2. Emergency Duty Team (Out of Hours)	01244 977277
3. Cheshire Police: (999 in an Emergency)	0845 458 0000
4. LADO (local authority designated officer) - Allegations management	0151 337 4570
5. Trustee Responsible for Safeguarding – Sue Glover	07716 986552
6. Deputy Trustee Responsible for Safeguarding – Su Chester	07814 353696

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Chester Schools Christian Work CIO

Child Protection Policy Statement

The Chester Schools Christian Work Trust is made up of paid and volunteer staff. The Trustees believe that all human beings are equal worth in the sight of God and aim to follow Biblical principles in all that is done in the name of the Trust.

Therefore:

- We commit ourselves to the nurture, protection and safeguarding of all, especially children and young people.
- It is the responsibility of each one of us to protect children and young people from physical, sexual and emotional abuse, or neglect and to report any abuse suspected or discovered.
- In order to achieve this, we are committed to supporting, resourcing and finding appropriate training for all those who work with children and young people. We will ensure that appropriate supervision is provided when necessary.

The Trustees will ensure that all staff and volunteers, who work under the name of the Trust, receive a copy of this policy, procedures and standards which relate to the protection and care of children and young people.

Code of Conduct

A useful summary of the CSCW Code of Conduct is found in Appendix A – A Code of Practice for all those working in schools with CSCW.

1. Context

Staff working in education settings have a crucial role to play in shaping the lives of young people. They have a unique opportunity to interact with children and young people in ways that are both affirming and inspiring. This guidance has been produced to help adults establish the safest possible learning and working environments which safeguard children and young people and reduce the risk of adults working with them being falsely accused of improper or unprofessional conduct.

This means that these guidelines:

- *apply to **all** CSCW staff and volunteers whatever their position, role, or responsibilities*
- *may provide guidance where an individual's suitability to work with children and young people has been called into question.*

2. 'Unsuitability'

The guidance contained in this document is an attempt to identify what behaviours are expected of adults who work with children and young people. Adults whose practice deviates from this guidance and/or their professional or employment-related code of conduct may bring into question their suitability to work with children and young people in any capacity.

This means that CSCW staff and volunteers should:

- *have a clear understanding about the nature and content of this document*
- *discuss any uncertainties or confusion with their line manager*
- *understand what behaviours may call into question their suitability to continue to work with children and young people.*

3. Duty of Care

CSCW staff and volunteers are accountable for the way in which they exercise authority; manage risk; use resources; and protect children and young people from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical and emotional harm. Children have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children and young people. Failure to do so may be regarded as professional neglect.

The duty of care is, in part, exercised through the development of respectful, caring and professional relationships between CSCW staff and volunteers and children and young people. The duty of care is demonstrated

This means that CSCW staff and volunteers should:

- *understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached*
- *always act, and be seen to act, in the child's best interests*
- *avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- *take responsibility for their own actions and behaviour*

through behaviour by CSCW staff and volunteers that shows integrity, maturity and good judgement.

The public, local authorities, employers and parents have legitimate expectations about the nature of professional involvement in the lives of children and young people. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

Employers have a duty of care towards their employees under the Health and Safety at Work Act 1974¹ which requires them to provide a safe working environment for staff and guidance about safe working practices. Thus, employers have a duty of care for the well-being of employees and to ensure that employees are treated fairly and reasonably in all circumstances. CSCW staff and volunteers who are subject to an allegation should therefore be supported and the principles of natural justice applied

The Health and Safety Act 1974 also imposes a duty on employees² to take care of themselves and anyone else who may be affected by their actions or failings. An employer's duty of care and the staff duty of care towards children should not conflict. This 'duty' can be demonstrated through the use and implementation of these guidelines.

This means that employers should:

- *foster a culture of openness and support*
- *ensure that systems are in place for concerns to be raised*
- *ensure that there is in place effective recording systems which confirm discussions, decisions and the outcomes of any actions taken.*
- *ensure that CSCW staff and volunteers are not placed in situations which render them particularly vulnerable*
- *ensure that all CSCW staff and volunteers are aware of expectations, policies and procedures*

4. Confidentiality

CSCW staff and volunteers may have access to confidential information about children and young people in order to undertake their everyday responsibilities. In some circumstances CSCW staff and volunteers may be given highly sensitive or private information. They should never use confidential or personal information about a child, young person or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other schools/services). Information must never be used to intimidate, humiliate, or embarrass.

Confidential information about a child or young person should never be used casually in conversation or shared with

This means that CSCW staff and volunteers:

- *Should be clear about when information can be shared and in what circumstances it is appropriate to do so*
- *are expected to treat information they receive about children and young people in a discreet and confidential manner*
- *should seek advice from a senior member of staff if they are in any doubt about*

¹ Health and Safety at Work Act 1974 Part I, Section. 2 (1) and (2)

² Health and Safety at Work Act 1974 Part I, Section.7

any person other than on a need-to-know basis. In circumstances where the child or young person's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which CSCW staff and volunteers may be expected to share information about a child or young person, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If a CSCW staff member or volunteer is in any doubt about whether to share information or keep it confidential he or she should seek guidance from their line manager or project leader. Any media or legal enquiries about such issues should be passed to senior management.

The storing and processing of personal information about children and young people is governed by the Data Protection Act 1998. Employers should provide clear advice to staff about their responsibilities under this legislation.

5. Making a Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not appropriate behaviour for CSCW staff and volunteers in all circumstances. There may be occasions and circumstances in which individuals have to make decisions or take action in the best interests of the child or young person which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children and young people in their charge. Such judgements should always be recorded and shared with their line manager or the trustee with responsibility for safeguarding, and with the parent or carer where appropriate. In undertaking these actions individuals will be seen to be acting reasonably.

CSCW staff and volunteers should always consider whether their actions are warranted, proportionate, safe and applied equitably.

6. Power and Positions of Trust

As a result of their knowledge, position and/or the authority invested in their role, all CSCW staff and volunteers are in

sharing information they hold or which has been requested of them

- *need to know to whom any concerns or allegations should be reported*

This means that where no specific guidance exists CSCW staff and volunteers should:

- *discuss the circumstances that informed their action, or their proposed action, with their line manager or trustee with responsibility for safeguarding and the parent/carer.*
- *report any actions which could be misinterpreted to their line manager or project leader*
- *always discuss any misunderstanding, accidents or threats with their line manager or project leader*
- *record any areas of disagreement about course of action taken and if necessary referred to a higher authority*
- *ensure they have copies of records which confirm decisions, discussions and reasons why actions were taken.*

This means that CSCW staff and volunteers

positions of trust in relation to the young people in their care. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.³

A relationship between an adult and a child or young person is not a relationship between equals. There is potential for exploitation and harm of vulnerable young people. CSCW staff and volunteers therefore have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

CSCW staff and volunteers should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

7. Propriety and Behaviour

All CSCW staff and volunteers working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, children and young people and all those with whom they work.

There may be times, for example, when an adult's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their position in their workplace or indicate an unsuitability to work with children and young people. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

CSCW staff and volunteers in contact with children and young people should therefore understand and be aware, that safe practice also involves using judgement and integrity about behaviours in places other than the work setting.

should not:

- *use their position to gain access to information for their own or others' advantage*
- *use their position to intimidate, bully, humiliate, threaten, coerce or undermine children and young people*
- *use their status and standing to form or promote relationships which are of a sexual nature, or which may become so*

This means that CSCW staff and volunteers should not:

- *behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.*
- *make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such*

This means that CSCW staff and volunteers should:

- *be aware that behaviour in their personal lives may impact upon their work with children and young people*

³ Caring for Young People and the Vulnerable. Guidance for Preventing Abuse of Trust Home Office

The behaviour of an adult's partner or other family members may raise similar concerns and require careful consideration by an employer as to whether there may be a potential risk to children and young people in the workplace.

- *follow any codes of conduct deemed appropriate by CSCW*
- *understand that the behaviour and actions of their partner (or other family members) may raise questions about their suitability to work with children and young people*

8. Dress and Appearance

A person's dress and appearance are matters of personal choice and self-expression. However CSCW staff and volunteers should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work. In most settings, CSCW staff will wear their team uniform, although we recognise there will be some situations where this may not be practical – see Appendix A for examples

CSCW staff and volunteers who work with children and young people should ensure they are dressed appropriately for the tasks and the work they undertake.

Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.

This means that CSCW staff and volunteers should wear clothing which:

- *is appropriate to their role*
- *is not likely to be viewed as offensive, revealing, or sexually provocative*
- *does not distract, cause embarrassment or give rise to misunderstanding*
- *is absent of any political or otherwise contentious slogans*
- *is not considered to be discriminatory and is culturally sensitive*

9. The Use of Personal Living Space

No child or young person should be in or invited into, the home of a CSCW staff and volunteers who works with them, unless the reason for this has been firmly established and agreed with parents/ carers and their line manager in advance.

It is not appropriate for anyone to expect or request that private living space be used for work with children and young people.

Under no circumstances should children and young people assist with chores or tasks in the home of a CSCW staff member or volunteer. Neither should they be asked to do so by friends or family of that person.

This means that CSCW staff and volunteers should:

- *be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations*
- *challenge any request for their accommodation to be used as an additional resource*
- *be mindful of the need to maintain professional boundaries*
- *refrain from asking children and young people to undertake personal jobs or errands*

10. Gifts, Rewards and Favouritism

In some situations the giving of gifts or rewards to children and young people may be acceptable practice. It is acknowledged that there may specific occasions when

This means that CSCW staff and volunteers should:

CSCW staff and volunteers working with a child or young person may consider it appropriate to give a child or young person a small personal gift of insignificant value. For example a token gift for volunteering in an assembly or lesson. Any gifts should be given openly and not be based on favouritism. CSCW staff and volunteers need to be aware however, that the giving of gifts could be misinterpreted by others as a gesture either to bribe or 'groom' a child or young person.

CSCW staff and volunteers should exercise care when selecting children and young people for teams, productions, trips and/or specific work tasks in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when children and young people are excluded from an activity.

Care should also be taken to ensure that CSCW staff and volunteers do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when children, young people, parents or other agencies wish to pass small tokens of appreciation to CSCW staff and volunteers e.g. on special occasions or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

- *ensure that gifts received or given in situations which may be misconstrued are declared*
- *generally, only give gifts to an individual young person as part of a planned activity*
- *where giving gifts other than as above, ensure that these are of insignificant value*
- *ensure that all selection processes which concern children and young people are fair*

11. Infatuations

Occasionally, a child or young person may develop an infatuation with a CSCW staff member or volunteer who works with them. CSCW staff and volunteers should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

This means that CSCW staff and volunteers should:

- *report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation*
- *always acknowledge and maintain professional boundaries*

CSCW staff and volunteers, who become aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with their line manager or project leader and parent/carers so appropriate action can be taken to avoid any hurt, distress or embarrassment.

12. Social Contact

CSCW staff and volunteers should not establish or seek to establish social contact with children and young people for the purpose of securing a friendship or to pursue or strengthen a relationship. If a child, young person or parent seeks to establish social contact, or if this occurs coincidentally, the member of CSCW staff or volunteer should exercise her/his professional judgement in making a response. There will be occasions when there are social contacts between children and young people and CSCW staff and volunteers, where for example the parent and CSCW staff member and volunteer are part of the same social circle. These contacts however, will be easily recognised and openly acknowledged.

Nevertheless, there must be awareness on the part of those working with children and young people that some social contacts, especially where these are not common knowledge can be misconstrued as being part a grooming process. This can also apply to social contacts made through outside interests or through the CSCW staff and volunteers own family.

It is recognised that CSCW staff and volunteers can support a parent who may be in particular difficulty. Care needs to be exercised in those situations where the parent comes to depend upon the CSCW staff member or volunteer for support outside their professional role. This situation should be discussed with line management and where necessary referrals made to the appropriate support agency.

This means that CSCW staff and volunteers should:

- *have no secret social contact with children and young people or their parents*
- *consider the appropriateness of the social contact according to their role and nature of their work*
- *advise line management of any social contact they have with a child or a parent with who whom they work, which may give rise to concern*
- *report and record any situation, which may place a child at risk or which may compromise CSCW or their own professional standing*
- *understand that some communications may be called into question and need to be justified.*

13. Sexual Contact

All CSCW staff and volunteers should clearly understand the need to maintain appropriate boundaries in their contacts with children and young people. Intimate or sexual relationships between children/young people and the adults who work with them will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

Any sexual activity between CSCW staff and volunteers and the child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action. All children and young people are protected by specific legal provisions in this respect regardless of whether the child or young person consents or not. The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material. 'Working Together to Safeguard Children'⁴, defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening".

There are occasions when people embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. CSCW staff and volunteers should be aware that consistently conferring inappropriate special attention and favour upon a child or young person might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour.

This means that CSCW staff and volunteers should not:

- have sexual relationships with children and young people
- have any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact
- make sexual remarks to, or about, a child/young person
- discuss their own sexual relationships with or in the presence of children and young people

This means that CSCW staff and volunteers should:

- ensure that their relationships with children and young people clearly take place within the boundaries of a respectful professional relationship
- take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when dealing with adolescent boys and girls.

14. Physical Contact

There are occasions when it is entirely appropriate and proper for CSCW staff and volunteers to have physical contact with children and young people, but it is crucial that they only do so in ways appropriate to their professional role.

⁴ Working Together to Safeguard Children .A guide to interagency working to safeguard and promote the welfare of children HM Government 2018

A 'no touch' approach is impractical for most CSCW staff and volunteers and will in some circumstances be inappropriate. When physical contact is made with children and young people this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one person in one set of circumstances may be inappropriate in another, or with a different person. CSCW staff and volunteers should therefore, use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the CSCW staff and volunteer, or represent a misuse of authority. If a member of CSCW staff or volunteer believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible.

Physical contact, which occurs regularly with an individual child or young person, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to children and young people with SEN or physical disabilities). Any such contact should be the subject of an agreed and open policy and subject to review. Where feasible, CSCW staff and volunteers should seek the child or young person's permission before initiating contact. CSCW staff and volunteers should listen, observe and take note of the child or young person's reaction or feelings and – so far as is possible - use a level of contact and/or form of communication which is acceptable to the child or young person for the minimum time necessary.

The general culture of 'limited touch' should be adapted, where appropriate, to the individual requirements of each child or young person. Children and young people with special needs may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the child and young person's needs, consistently applied and open to scrutiny.

It is recognised that some children and young people may seek inappropriate physical contact. CSCW staff and volunteers should be particularly aware of this especially if it is known that a child or young person has suffered previous abuse or neglect. In the child or young person's

This means that CSCW staff and volunteers should:

- *be aware that even well intentioned physical contact may be misconstrued by a child or young person, an observer, or by anyone to whom this action is described*
- *never touch a child or young person in a way which may be considered indecent*
- *always be prepared to report and explain actions and accept that all physical contact be open to scrutiny*
- *not indulge in horseplay*
- *always encourage children and young people, where possible, to undertake self-care tasks independently*
- *work within Health and Safety regulations*
- *be aware of cultural or religious views about touching and always be sensitive to issues of gender*
- *understand that physical contact in some circumstances can be easily misinterpreted*

This means that CSCW should:

- *ensure they have a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by senior management*
- *make CSCW staff and volunteers aware of relevant professional guidance in respect of physical contact with children and young people when meeting medical needs*
- *be explicit about what physical contact is appropriate for CSCW staff and volunteers working for CSCW*
- *provide CSCW staff and volunteers on a "need to know" basis, with relevant information about vulnerable children and young people in their care*
- *make staff aware of most recent government guidance in respect of physical contact with children and young people*

view, physical contact might be associated with such experiences and lead to some actions being misinterpreted. In all circumstances where a child or young person initiates inappropriate physical contact, it is the responsibility of the CSCW staff and volunteers to sensitively deter the child or young person and help them understand the importance of personal boundaries. Such circumstances must always be reported and discussed with a line manager and the parent/carers (where appropriate).

15. Other Activities that require Physical Contact

Some CSCW staff and volunteers who work in certain settings, for example sports, drama or outdoor activities or teach specific subjects such as PE or music, will have to initiate some physical contact with children or young people, for example to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child or young person so they can perform an activity safely or prevent injury. Such activities should be carried out in accordance with existing codes of conduct, regulations and best practice.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. The extent of the contact should be undertaken with the permission of the child or young person. Contact should be relevant to their age or understanding and CSCW staff and volunteers should remain sensitive to any discomfort expressed verbally or non-verbally by the child or young person.

Guidance and protocols around safe and appropriate physical contact are provided by national bodies, for example sports governing bodies or major arts service, and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the line management.

This means that CSCW staff and volunteers should:

- *treat children and young people with dignity and respect and avoid contact with intimate parts of the body*
- *always explain to a child or young person the reason why contact is necessary and what form that contact will take*
- *consider alternatives, where it is anticipated that an individual might misinterpret any such contact,*
- *be familiar with and follow recommended guidance and protocols*
- *conduct activities where they can be seen by others*
- *be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact*

16. Behaviour Management

All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

CSCW staff and volunteers should not use any form of degrading treatment to punish a child or young person. The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation.

The use of corporal punishment is not acceptable and is unlawful in schools. Whilst there may be a legal defence for parents who physically chastise their children, this does not extend, in any circumstances, to CSCW staff and volunteers.

Where children or young people display difficult or challenging behaviour, CSCW staff and volunteers must use strategies appropriate to the circumstance and situation. The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed.

This means that CSCW staff and volunteers should:

- *not use force as a form of punishment*
- *try to defuse situations before they escalate*
- *be mindful of factors which may impact upon a child or young person's behaviour e.g. bullying, abuse and where necessary take appropriate action*

17. Children and Young People in Distress

There may be occasions when a distressed child or young person needs comfort and reassurance and this may involve physical contact. Young children, in particular, may need immediate physical comfort, for example after a fall, separation from parent etc. CSCW staff and volunteers should use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries.

Where a CSCW staff or volunteer has a particular concern about the need to provide this type of care and reassurance, or is concerned that an action may be misinterpreted, this should be reported and discussed with their line manager.

This means the CSCW staff and volunteers should:

- *consider the way in which they offer comfort and reassurance to a distressed child or young person and do it in an age-appropriate way*
- *be circumspect in offering reassurance in one to one situations, but always record such actions in these circumstances*
- *follow professional guidance or code of practice*
- *never touch a child or young person in a way which may be considered indecent*
- *record and report situations which may give rise to concern from either party*
- *not assume that all children or young people seek physical comfort if they are distressed*

18. One to One Situations

It is not realistic to state that one to one situations should never take place. It is however, appropriate to state that where there is a need, agreed with a line manager and/or parents/carers, for a CSCW staff member or volunteer to be alone with a child or young person, certain procedures and explicit safeguards must be in place. CSCW staff and volunteers should be offered training and guidance in the use of any areas of the workplace which may place themselves or children in vulnerable situations.

One to one situations have the potential to make children and young people more vulnerable to harm by those who seek to exploit their position of trust. CSCW staff and volunteers working in one to one settings with children and young people may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when one to one situations are unavoidable, reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of children and young people and the CSCW staff and volunteers who work with them.

There are occasions where managers will need to undertake a risk assessment in relation to the specific nature and implications of one to one work. These assessments should take into account the individual needs of the child or young person and the individual worker and any arrangements should be reviewed on a regular basis.

Pre-arranged meetings with children and young people should not be permitted unless approval is obtained from their parent and the CSCW management.

This means that CSCW staff and volunteers should:

- ensure that when lone working is an integral part of their role, full and appropriate risk assessments have been conducted and agreed.
- avoid meetings with a child or young person in remote, secluded areas,
- always inform other colleagues and/or parents/carers about the contact(s) beforehand, assessing the need to have them present or close by
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a child or young person becomes distressed or angry to a senior colleague
- carefully consider the needs and circumstances of the child or young person when in one to one situations

19. Transporting Children and Young People

In certain situations CSCW staff and volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise. Written consent must be obtained from the parent/carer of the child/young person.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The child/young person will be asked to sit in the back seats and not the passenger seat.

There will be occasions when CSCW staff and volunteers are expected or asked to transport children as part of their duties. CSCW staff and volunteers, who are expected to use

This means that CSCW staff and volunteers should:

- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive
- be aware that the safety and welfare of the child or young person is their responsibility until they are safely passed over to a parent/carer
- record details of the journey in accordance with agreed procedures
- ensure that their behaviour is appropriate at all times
- ensure that any music played in the car is appropriate at all times
- ensure that there are proper arrangements

their own vehicles for transporting children and young people should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the CSCW staff and volunteers to ensure that this requirement is met. CSCW staff and volunteers should also be aware of current legislation and adhere to the use of car seats for younger children. Where CSCW staff and volunteers transport children in a vehicle which requires a specialist license/insurance e.g. PCV or LGV - CSCW staff and volunteers should ensure that they have an appropriate licence and insurance to drive such a vehicle.

It is inappropriate for CSCW staff and volunteers to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child or young person at risk. Such circumstances must always be recorded and reported to the CSCW staff member or volunteer's line manager and parents/carers.

20. Photography and Videos

Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and wellbeing of children and young people. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the Internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

in place to ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven

- *ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned*

This means that CSCW staff and volunteers should:

- *be clear about the purpose of the activity and about what will happen to the images when the activity is concluded*
- *be able to justify images of children and young people in their possession*
- *avoid making images in one to one situations or which show a single child or young person with no surrounding context*
- *ensure the child or young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed.*
- *report any concerns about any inappropriate or intrusive photographs found*

CSCW staff and volunteers need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for CSCW staff and volunteers to take photographs of children or young people for their personal use.

- *always ensure they have parental permission to take and/or display photographs*

This means that CSCW staff and volunteers should not:

- *display or distribute images of children and young people unless they have consent to do so from parents/carers*
- *use images which may cause distress*
- *take images 'in secret', or taking images in situations that may be construed as being secretive.*

21. Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied, ie drama

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, emotionally challenging or otherwise sensitive nature. Responding to children and young people's questions can require careful judgement and CSCW staff and volunteers may wish to take guidance in these circumstances from their line manager or project leader.

Care should also be taken to abide by the governing body's required policy on sex and relationships education, other school guidelines and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum)

This means that CSCW staff and volunteers should:

- *have clear written lesson plans*
- *take care when encouraging children and young people to use self-expression, not to overstep personal and professional boundaries*
- *be able to justify all curriculum materials and relate these to clearly identifiable lessons plans.*

This means that CSCW staff and volunteers should not:

- *enter into or encourage inappropriate discussions about sexual activity or any behaviours which may offend or harm others*

Working with other organizations

Regular Projects

Alongside the school environment CSCW regularly works alongside other organisations such as local churches. The below points are to help CSCW staff and volunteers clarify their responsibilities when working with other projects

- In all projects it should be clarified who has responsibility for safeguarding.
- If any CSCW staff member or volunteer is worried about the quality of their partner's Safeguarding Policy then they must talk immediately to their line manager who will clarify the situation.
- If an organisation appears to not have a suitable policy in place then CSCW safeguarding policy will always be used.
- CSCW code of conduct should always be followed by its staff and volunteers even when working under another organisation that may have a more relaxed code of conduct.
- Special note should be made of who is the safeguarding responsible person (child protection lead or equivalent) when working under another organisation's safeguarding policy

The use of technology

It is understood that this is a developing area of work, changes in technology can happen very quickly and this could impact the way we work very suddenly. This section of the policy looks to outline some basic principles and then apply them to some specific situations.

1. The use of technology with children and young people should usually be initiated by the children and young people.
2. If technology is used CSCW workers or volunteers should set up accountability systems so that co-workers can observe all online activities with children and young people.
3. CSCW staff and volunteers should communicate with children and young people using technology **between 8am and 8pm**
4. Everything said online must be something the CSCW staff and volunteers would be happy to say to the children and young people face to face. If you wouldn't say it in real life do not say it online.
5. CSCW staff and volunteers should avoid giving pastoral care online - If children and young people seek pastoral care or advice of a delicate manner directly, or through technology, CSCW staff and volunteers must inform their line manager as soon as possible.

Examples to illustrate the above points;

1. *In Social networks (such as Facebook) to be transparent it is best practice to ensure all interaction happens in a public setting. On Facebook this means posting on walls, and in threaded comments. The private message option should not be used as it is not a transparent method of communication. Equally instant message services either inside a social network or independent (such as messenger/skype/snapchat) should not be used.*
2. *CSCW staff and volunteers should not usually ask for children and young people's email or mobile number unless it is necessary i.e. It's Your Move. However, the child/young person may ask for your email so that they can stay in contact or pass on information to you. Work emails (and mobile if possible) should be used instead of your personal contact information.*
3. *If a CSCW staff member or volunteer agrees with their line management that they will use a work digital account for communicating with children and young people then they must give the password to their line manager and minimum of 1 co-worker to allow them to regularly log in and check through the on-line activity.*
4. *CSCW staff and volunteers should not send children or young people texts, emails, leave comments or send messages when not working; being especially mindful not to communicate with individuals late at night.*
5. *When offering support to someone online always say the sentence out loud and ask yourself would you be happy for your co-workers to hear what you are saying. If in doubt don't type it and seek advice.*

The Role of the Trustee Responsible for Safeguarding

CSCW's Trustee Responsible for Safeguarding is to act as:

- A support and monitor of the safety and protection of children and young people with whom CSCW work.
- A resource for CSCW staff and volunteers to ask advice about any allegations or suspicions of neglect or abuse.
- The person with responsibility to decide if a safeguarding disclosure or concern should be referred to other agencies
- The standard contact point during a safeguarding situation between CSCW and social services, parents or other agencies.

If you are unable to contact the Trustee responsible for Safeguarding then the next step is to try and contact the deputy. See page 28 for contact details. If they are both unavailable, then follow the action plan; this may mean that you need to contact other agencies directly. Do not delay this in order to speak to others, if it is a significant and immediate risk report it.

Definitions of Abuse

Below you will find CSCW's working definitions of the main recognised types of abuse taken from the government publication "No Secrets" and the CDEC publication "Child Protection- A Training handbook". Common to all types of abuse is an abuse of trust.

Physical abuse

including hitting, slapping, pushing, kicking, misuse of medication, restraint, inappropriate sanctions, shaking, throwing, poisoning, burning or scalding, drowning, suffocation, or otherwise causing physical harm to a child;

Sexual abuse

including but not limited to rape and sexual assault or sexual acts to which the person has not consented, or could not consent or was pressured into consenting, it may involve forcing or enticing a person to take part in sexual activities, whether or not the person is aware of what is happening. The activities may involve physical contact, including penetrative or non- penetrative acts. They may involve non-contact activities, such as involving a person in looking at pornographic material or watching sexual activities, or encouraging a person to behave in sexually inappropriate ways.

Psychological or emotional abuse

the persistent ill-treatment of a person such as to cause severe and persistent adverse effects on the person's emotional development. It may involve conveying to a person that they are worthless or unloved, inadequate, or valued insofar as they meet the needs of another person. It may include threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, frequently feeling frightened or in danger, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks, witnessing domestic violence is recognised as causing abuse to a person;

Neglect and acts of omission

the persistent failure to meet a child's basic physical and psychological needs, including but not limited to ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;

Financial or material abuse

including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

Discriminatory abuse

Including that based on a person's ethnicity, religion, gender, sexuality, disability, and other forms of harassment, slurs or similar treatment.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance. They may be carried out by adults known to the individual, adults unknown to the individual (through grooming) or by another child.

Recognising Signs of Abuse

Sometimes a person will disclose information that starts a safeguarding incident response (see incident action plans below). However, it is the duty of all staff and volunteers to be observant for signs of abuse and report their concerns if they are noticed. Some behavioural signs may indicate the abuse has or is taking place. A single behavioural sign is unlikely to mean abuse has taken place and should not be taken in isolation. When you have a number of behavioural signs being displayed in an individual, especially if they are recent behavioural changes, then concerns should always be raised.

What you might see?

- Any injuries (Bruises, bites, burns, fractures etc) not consistent with the explanation signs for them, when the explanation changes or have an accidental explanation
- Injuries which occur to the body in places which are not normally exposed to falls or rough games
- Persistent tiredness
- Injuries which have not received medical attention
- Unusual cutting, slashing or solvent abuse that damages the skin
- Delay in physical and emotional development
- Neurotic behaviour, i.e. leg rocking, hair twisting, thumb sucking (inconsistent with age)

What you might notice?

- Refusal to discuss injuries
- Instances where children are kept away from the group inappropriately
- Reluctance to change for/or participate in games or swimming
- Withdrawal from physical contact
- Running away
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour or who regularly engages in age inappropriate sexual play
- Phobias or panic attacks
- Sexual activity through words, play or drawing
- Tendency to cry easily
- Child who is sexually provocative or seductive to adults
- Apparent secrecy
- Distrust of familiar adult
- Unexplained pregnancy
- Severe sleep disturbances with fear, phobias, vivid dreams or nightmares, something with overt or veiled sexual connotations.
- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clingy
- Depression / aggression
- Nervousness/frozen watchfulness
- Over-reaction to mistakes
- Sudden under-achievement or lack of concentration
- Fearful of change in situations
- Inappropriate relationship with peers and/or adults
- Sudden speech disorders
- Attention-seeking behaviour

What you are told?

- Explanations of injuries that are not consistent with the injuries.
- Any allegations made by a child concerning sexual abuse
- Inappropriate bed-sharing arrangements at home
- Complaints of genital itching/pains, chronic illness, i.e. STI's
- Worries and fears about parents being contacted
- Thoughts of suicide
- Running away/stealing/lying

Notes on Self Harm, Suicide and Eating Disorders

The role of safeguarding is to protect people from “risks of significant harm” in some cases the source of this potential harm may be themselves. The source of harm does not affect our initial response. Signs or disclosures of self-harm, eating disorders or suicidal thoughts or attempts must be recorded as a safeguarding incident and reported through the standard procedures. The response from the project lead and safeguarding responsible people will be appropriate to the sources of risk. Below are some examples of potential warning signs, this is not an exhaustive list and if you have any concerns always speak to your project leader

Examples of warnings signs

Self-harm

- *Visible scars and fresh injuries*
- *Wearing clothes that cover all skin even in very hot environments*
- *Signs they have been pulling out their hair*

Eating disorders

- *Unusually high focus on body image*
- *Diet/exercise obsession*
- *Refusal to join in any activity involving food*
- *Extreme weight loss*

Suicide

- *Giving away possessions*
- *Loss of interest in hobbies and general life*
- *Reckless behaviour*
- *Extreme behaviour changes*
- *Impulsivity*
- *Suicidal thoughts such as “I just can’t take it any more” “I wish I were dead” “Everyone will be better off without me” “no one can do anything to help me now”*

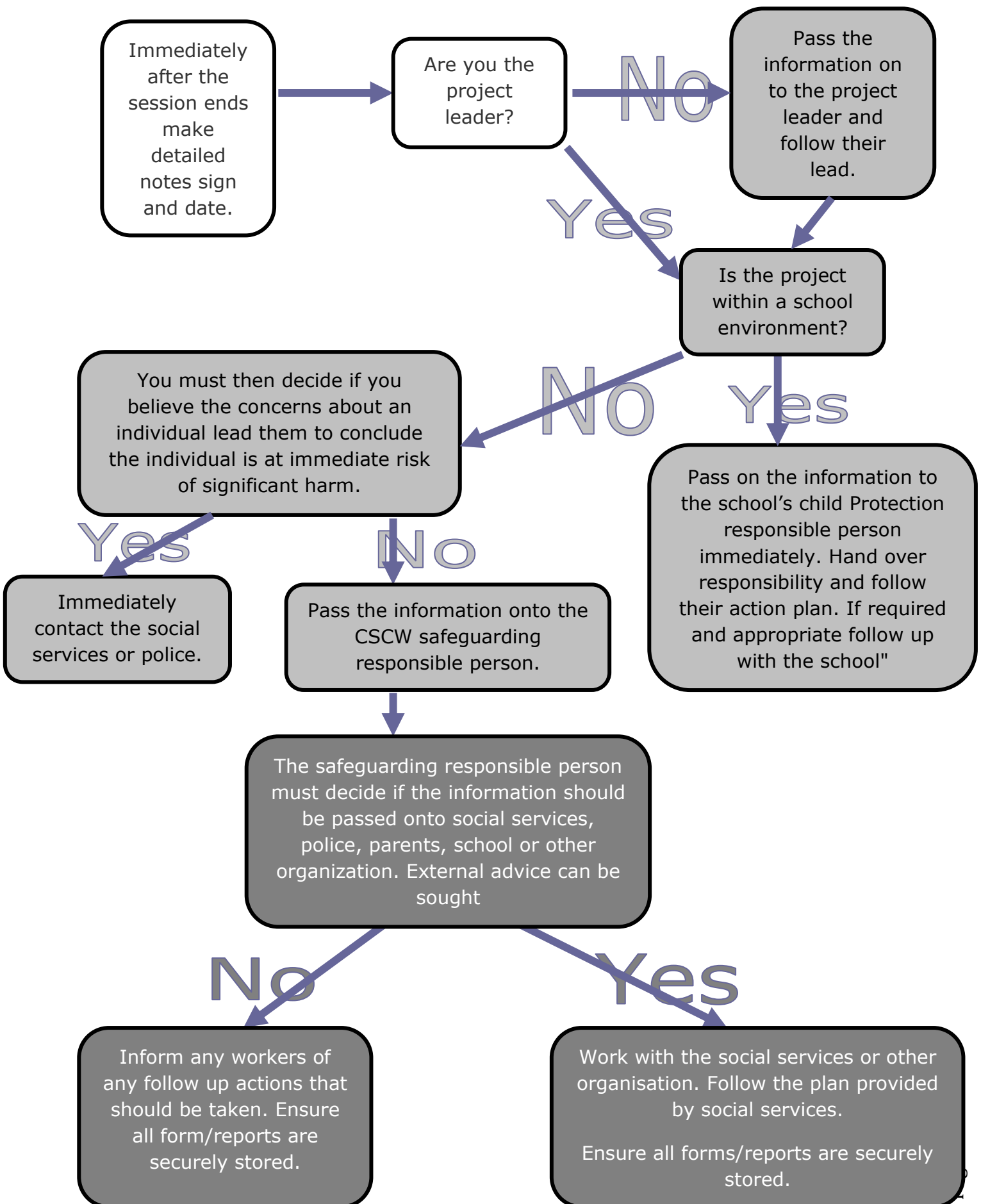
Incident Action Plans

The Code of Conduct and Code of Practice explain how CSCW is active in safeguarding children and young people from harm during normal projects and activities. The following Incident Action Plans exist to help CSCW staff and volunteers deal with safeguarding incidents in a prompt and effective way. We have three main Incident Action Plans, What to do if you suspect abuse? What to do if someone discloses abuse? And what to do if a staff member or volunteer is accused or suspected of abuse?

In all the Incident Action Plans we operate a standard pathway for information to pass in any safeguarding incident, which follows the basic principle of information travelling up, not out.

Safeguarding Incident Action Plan

Basic Flow Chart of Information



If you suspect abuse

Highlighted above are a large number of behavioural changes that could indicate that a child or young person is suffering some kind of abuse. If you notice these signs in an individual and are concerned about the safety of the individual then you must always report your concern.

It is important to remember that even if you are not certain of your concern or if you think you only have a small amount of information it must be reported.

It has been historically documented, many times, that cases of abuse can be identified and dealt with early if every individual that had a concern passed it on. Your small piece of information may well be the final piece of a puzzle that allows the authorities to take necessary steps to protect an individual. If you are not sure something is important/relevant report it any way.

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> • Listen to and acknowledge what is being said. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you / the DPS will contact them again. • Take action – don't ignore the situation. • Be supportive. • Tell them that: <ul style="list-style-type: none"> They were right to tell you; You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, with their permission; • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise. 	<ul style="list-style-type: none"> • Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions, or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know; not even for prayer ministry.

The Process

All CSCW Staff and volunteers

- As soon as you are aware of a concern write down the facts immediately. (on anything you can keep personal)
- Immediately after the session ends inform your project leader or line manager that you need time to fill out a Safeguarding Report Form (Appendix B). Then fill out and complete the form and speak to your line manager or project leader. Explain your concern and pass the Safeguarding Report Form to the project leader.
- Volunteers have now completed their responsibility. However, they should ensure they do not talk about their concern with others and stay vigilant for any further signs of abuse they might observe in the individual. It is also possible that you may be given you a more detailed action plan.

CSCW Staff and Project leaders

- If you have filled out the form yourself complete the following steps. If you are receiving the form from a volunteer, first make sure you reassure the volunteer that they have done the right thing and then remind them that they should not talk about their concerns with others.
- Within the school environment the project leader should attempt to contact the school Safeguarding Responsible Person and inform them of the situation. If the safeguarding responsible person cannot be reached and the project leader believes the young person is at immediate risk of significant harm they must contact the social services themselves. Once in contact with social services follow their plan.
- If we report to a school a concern about a young person and we feel the school does not respond appropriately or the school doesn't appear to fully understand the nature of the concern CSCW will follow up the issue. Firstly we will speak to the school again but if needed we will also contact outside agencies. All decisions will be made in the light of protecting children and young people not protecting institutions or individual reputations.

If a CSCW Staff member or volunteer is accused or suspected of abuse

- If a CSCW Staff member or volunteer is accused or suspected of abuse the project leader must take it seriously and respond promptly. All concerns about a worker must be passed on to the Trustee Responsible for Safeguarding.
- The CSCW Staff member or volunteer will be immediately suspended from all contact work awaiting an investigation into the circumstances involved. If the suspicion of abuse involves another member of CSCW Team, then the trustees may consider it appropriate to suspend the person from all work whilst the investigation proceeds. At this point we will contact LADO, see appendix 1 for full details.
- Other workers will be informed of the suspension but the details of the investigation will be treated confidentially and wherever possible the suspended person's rights will be respected
- The Trustee Responsible for Safeguarding will follow the action plan as in any other incident.
- Following investigation and the outcome of the incident, CSCW Trustees will need to consider whether any further action needs to be taken regarding the CSCW Staff member or volunteer with reference to the disciplinary procedure and regulations around dismissal. The Trustees of CSCW will review the situation and decide the best course of action. This might include options such as: training, changing practice, moving the worker to another project.

Safeguarding Roles & Contact Information

Trustee Responsible for Safeguarding – Sue Glover	07716 986552
Deputy Trustee Responsible for Safeguarding – Su Chester	07814 353696
Integrated Access and Referral Team (i-ART).	0300 1237047
Emergency Duty Team (Out of Hours)	01244 977277
Cheshire Police: (999 in an Emergency)	0845 458 0000
LADO (local authority designated officer) - Allegations management	0151 337 4570

Source Policy Documents: References

- **Working Together to Safeguard Children. A guide to interagency working to safeguard and promote the welfare of children** HM Government 2018
- **Guidance for Safer Working Practice for Adults who Work with Children and Young People** LSCB - DCSF May 2019
- **Caring for Young People and the Vulnerable. Guidance for Preventing Abuse of Trust** Home Office
- **The Cotswold School Safeguarding Children Code of Conduct for Adults Working in Schools** The Cotswold School 2018
- **Safeguarding Children and Young people policy** The Light Project November 2012
- **Ofsted safeguarding policy and procedures** Ofsted March 2018
- **'Safe to grow, Baptist Union Safeguarding policy**
- **'No Secrets': Guidance of Developing and Implementing Multi-Agency Policies and Procedures to Protect Vulnerable Adults from Abuse'** Department of Health: January 2015.
- **Cheshire West and Chester Local Safeguarding Adults Board Safeguarding Adults Procedures** April 2021
- **Cheshire West and Chester Local Safeguarding Children's Board procedure for managing cases of allegations against adults who work with children** Cheshire West and Chester Council LSCB June 2015