

Kirmington & Croxton Parish Council Safeguarding Children Policy and Vulnerable Adults Policy

1. Definitions

- Child - a person under the age of 18 or an adult with a disability or limiting long-term illness up to the age of 25
- Parents - the term parents also refers to carers or guardians, or people with parental responsibilities

2. Background

We recognise that anyone may have the potential to abuse a child in some way. Children are abused regardless of age, racial origin, ability or sexual identity. Everyone has a duty to ensure that children receive the highest standard of care and protection from abuse. It is important we have in place a policy and procedures that will ensure unsuitable people are prevented from working with children. Also that all staff, paid or volunteers, have a basic knowledge and understanding of child protection and how to respond to allegations of abuse.

3. Scope

The North Lincolnshire Safeguarding Children's Board focuses on the processes that are adopted by the statutory agencies when a child protection referral is made. These procedures are dependent on an effective referral system. This document seeks to ensure that everyone working under the auspices of **Kirmington & Croxton Parish Council**, have a clear understanding of their roles and responsibilities with regard to the protection of children and that there is a clear and effective referral system. All members will take appropriate training to support the implementation of these procedures.

4. Policy statement, principles and related documents

4.1 Policy statement

Kirmington Parish Council:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for children, safeguard their well-being and protect them from abuse
- Respect and promote the rights, wishes and feelings of children
- Recruit its employees and volunteers following the North Lincolnshire Council Children's Services Minimum Standards for Safe Recruitment
- Adopt best practice in training and supervising paid staff and volunteers to safeguard children from abuse and themselves against potentially false allegations
- Require paid staff and volunteers to adopt and abide by an appropriate Code of Conduct and Behaviour (see example in appendix 3), and the Safeguarding Children Policy and Implementation Procedures
- Respond to any allegations promptly and appropriately.

4.2 Principles and related documents

The guidance given in the procedures is based on the following principles:

- The welfare of children is paramount
- All children regardless of culture, ability, gender, language, racial origin, religious belief and/or sexual orientation have the right to protection from abuse
- It is the responsibility of Children's Services and the Child Protection Team to determine whether or not abuse has taken place. But it is everyone's duty to report any concerns (see Pathway of Action – appendix 1)

- All reported incidents of poor practice and allegations should be taken seriously and responded to swiftly and appropriately (see Pathway of Action – see appendices)
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998

5. Responsibilities

A person or the committee has the responsibility for approving or amending elements within the policy. The policy will be reviewed every year or as often as is necessary to ensure that it is being applied in practice.

Cllr Marsden has been designated as the Safeguarding Children's Champion for their services and is responsible for:

- Ensuring that all allegations of abuse are taken seriously and treated in accordance with the Safeguarding Board procedures
- Liaising with other stakeholders
- Being well informed in child protection issues
- Making decisions on DBS disclosures that cast doubt on someone's suitability to work with children
- Keeping abreast of new legislation and incorporating this into the policy and implementation procedures
- Instigating or facilitating training for staff and volunteers in response to new legislation or guidance
- Researching examples of good practice in safeguarding children
- Being responsible for the safe keeping of all confidential information
- Updating staff and volunteers on any revised legislation

The Child Protection Coordinator is **Cllr Marsden** and is responsible for:
Contact Phone number – 07778 843540

- Being fully informed on child safeguarding issues
- Liaising with Children's Services or the Police on any allegations or suspicions of abuse and keeping the relevant Child Protection Coordinator fully informed
- Advising and supporting staff and volunteers on all safeguarding issues
- Keeping the Safeguarding Children's Champion fully informed of any child safeguarding incidents and issues

Everyone should be made aware of the Child Protection Coordinator and the Safeguarding Children Champion.

6. Definition of child abuse

"Child abuse consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospects of a safe and healthy development into adulthood."
(*National Commission of Inquiry into the Prevention of Child Abuse 1996*).

7. Main forms of child abuse

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

Physical abuse

- Physically hurting or injuring children (for example, hitting, shaking, squeezing, biting or burning)
- Administering alcohol, drugs or poison

- Suffocation or drowning
- Inappropriate use or lack of use of medication
- Inappropriate physical restraint
- Inappropriate handling

In leisure settings where the nature and intensity of the activity exceeds the capacity of the child's body or the child is forced to take part in any activity against their will.

Emotional abuse

- Persistent lack of love and affection
- There is constant over protection
- Where the child is constantly being shouted at, taunted or threatened
- Bullying
- Constant criticism
- Racial abuse
- There is neglect, physical or sexual abuse

For example, where a child is subjected to unrealistic pressure, where a child's self esteem is undermined, where a child's right to privacy is ignored, or denial of or access to facilities.

Neglect

- Where a child's basic needs like food or clothes are not met
- The use of unsafe equipment or equipment that is inappropriate to the child's maturity of or ability
- Where a child is left alone and unsupervised
- Being deprived of love, affection or attention

For example, where a child's personal needs are ignored, where a child is left alone in a dangerous situation, or where a child's basic needs are withdrawn as a form of punishment.

Situations, in which adults are in a position of trust, for example a sports coach, can create an environment where this trust can be misused.

Sexual abuse

- Where a child is used by others to meet their own sexual needs including full sexual intercourse, masturbation, oral sex, anal sex and fondling
- Showing pornographic books, photographs or videos, or taking pictures for pornographic purposes
- Inappropriate physical contact

For example, where a child requires intimate or personal care that might be open to abuse, inappropriate videoing, or photography etc.

Bullying

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Bullies come from all walks of life; they bully for a variety of reasons and may even have been bullied themselves. It is important to recognise that it may not be an adult; the abuser may be another child. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

The competitive nature of sport and performance makes it an ideal environment for the bully. The bully in sport can be:

- A parent who pushes too hard
- A sports coach who adopts a win at all costs philosophy

- A player who intimidates inappropriately
- An official who places unfair pressure on a person

Bullying can include:

- Physical (hitting, kicking and theft)
- Verbal (name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures)
- Emotional tormenting, ridiculing, humiliating and ignoring)
- Sexual unwanted physical contact or abusive comments)

As with any form of abuse the damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self harm). There are a number of signs that may indicate that a child is being bullied:

- Although anyone can be the target of bullying, victims typically are shy, sensitive, anxious or insecure. Sometimes they are singled out for physical reasons, for example, being overweight or small
- Behaviour changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, a reluctance to go to school or socialise
- A drop off in performance at school
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bedwetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions

8. **Effects of child abuse**

Abused children can suffer long term damage that may follow them into adulthood, for example, prostitution, suicide or the abuse of other children (*taken from Safe from Harm: A Code of Practice for Safeguarding The Welfare of Children in Voluntary Organisations in England and Wales. Published by the Home Office London 1993*).

9. **Particularly vulnerable children**

There is some evidence to suggest that children with disabilities are at an increased risk of abuse. Children from ethnic minorities who may also be experiencing racial discrimination may be doubly powerless. Also children whose first language isn't English.

10. **Recognising child abuse**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Indications that a child is being abused include:

- Unexplained or suspicious injuries such as bruising or cuts of different ages in the same place
- An injury for which the explanation seems inconsistent
- A child describes what appears to be an abusive act involving him or her
- 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 outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Is distrustful of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns, including overeating or loss of appetite
- Weight loss for no apparent reason
- Increasingly dirty or unkempt

11. **Responding to allegations or suspicions of child abuse.**

It is not the responsibility of anyone working under the auspices of the parish council to investigate or decide if abuse has taken place. However, it is everyone's duty to act upon any concerns they may have.

Children's Services have a statutory duty under Section 47 of The Children Act 2004, to ensure the welfare of children and to work with the North Lincolnshire Local Safeguarding Children's Board to comply with its guidelines and procedures. If action needs to be taken urgently out of office hours, then the Police should be contacted.

All Police forces have a dedicated child protection team to investigate allegations of child abuse within the family, and allegations of child abuse against people who are acting in 'loco-parentis'. Children's Services has a responsibility to investigate when they are informed of a situation where a child is suffering, or may be at risk of suffering, abuse and to comply with the Safeguarding Children's Board's procedures.

False allegations do occur, however if a child tells you that they are being abused, or you have suspicions, or receive allegations concerning abuse you must act immediately and take the allegation seriously. The child's safety is paramount. To delay reporting a suspicion of harm could be fatal – never hold back for fear of the consequences of making a mistake.

Safeguarding children is everyone's duty – no matter what position you hold it is vital that you report any suspicions or disclosures.

Always:

- React calmly so as not to frighten the child
- Reassure the child that they are not to blame and that they were right to tell
- Listen to what the child says and show that you take them seriously
- Recognise the difficulties of interpreting what is said by a child who has a speech impairment or where English is not their first language
- Keep questions to a minimum. Use open ended questions, for example, those that require more than a 'yes' or 'no' response. (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)
- Ensure that you clearly understand and record what the child has said so that you can record and communicate information accurately. An incident report form has been produced for this purpose (see appendices)

Never:

- Panic or allow your shock to be evident
- Promise the child that what they have said can be kept a secret and that you have a responsibility to tell someone else
- Make the child repeat the story unnecessarily
- Delay reporting an allegation or suspicion of abuse
- Speculate or make assumptions
- Approach the abuser
- Make comments about the alleged abuser

Sharing concerns with parents

If you have noticed a significant change in a child's behaviour, firstly, if you have the opportunity, talk to the parents. There may be a legitimate reason for the change, for example, bereavement, divorce or other occurrence.

When it is not appropriate to share concerns with parents

If you suspect a parent may be the abuser, or they are not able to respond to the situation appropriately, speaking to them may place the child at greater risk. In these circumstances contact the designated Child Protection Coordinator and report your concerns. Advice and guidance should be sought from Children's Services with respect to consulting with parents.

When a child requires urgent medical attention and there is suspicion of abuse

The welfare of the child is paramount. Arrangements should be made for the child to be taken to a hospital's accident and emergency department immediately. Children's Services or the Police should be informed immediately of the referral to hospital. Record your observations and notify the Child Protection Coordinator.

12. Where there is an allegation against a member of staff or a volunteer

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may have been; abusing a child will raise concerns amongst other staff or volunteers. This includes the difficulties inherent in reporting this.

Where there is a complaint of abuse against a member of staff or volunteer, the following issues will be considered:

- Personnel or disciplinary issues
- The welfare issues of the employee or volunteer
- Whether there are any child protection concerns about further offences being committed.

Actions to take if there are concerns:

Poor practice

Poor practice includes any behaviour that contravenes the Code of Conduct and Behaviour.

Action to take:

- Record your concerns on the incident report form (appendix 2)
- Notify peers or those in charge internally within the club
- Those in charge will notify the Child Protection Coordinator

Suspected abuse

Action to take:

- Record your observations on the incident report form (see appendices)
- Notify the relevant line manager / supervisor or child protection coordinator
- The Child Protection Coordinator will notify the committee.
- The committee or child protection coordinator will refer the allegation to Children's Services
- If possible, the parents of the child should be notified by the Child Protection Coordinator as soon as possible following advice from Children's Services
- If the Child Protection Coordinator is the subject of the suspicion and/or allegation the report should be made directly to the committee members who are then responsible for taking the action outlined above

Internal inquiries and suspension

Kirmington & Croxton Parish Council believes that the *welfare of the child is paramount*. If a member of staff or volunteer is accused of behaviour that may cause harm to a child appropriate action will be taken to safeguard children pending the outcome of enquiries in accordance with the **Kirmington & Croxton Parish Council** policies and procedures. All enquiries will be carried out following the advice and procedures of, Children's Services and the Police.

Confidentiality

Information should be handled and disseminated on a need to know basis and stored in secure accommodation with limited access to designated people.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (for example by an adult who was abused as a child by a member of staff who is still working with children). Where such an allegation is made report the matter to the committee, who will record your concerns on an incident report form (see appendices). This is because other children, either within or outside of the service, may be at risk from this person.

Where bullying is suspected

Staff and volunteers should ensure that the Code of Conduct and Behaviour is followed at all times.

If a member of staff or volunteer is suspected of bullying, follow the action as in 'Poor Practice'.

Action to be taken to help the victim

- Take all signs of bullying very seriously
- Encourage all children to speak out and share their concerns
- Create an open environment and help the victim to speak out and tell someone in charge
- Investigate all allegations and take action to ensure that the victim is safe
- Speak to both the victim and the bully or bullies separately
- Re-assure the victim that you can be trusted and will help them, although you cannot promise not to tell anyone about the bullying

Action to be taken towards the Bully or Bullies

- Talk to the bully or bullies, explain the situation, try to get them to understand the consequences of their behaviour
- Seek an apology
- If the perpetrator is a child the parents should be informed
- Provide support for the staff member or volunteer dealing with the situation
- Impose sanctions as necessary
- Encourage and support the bully or bullies to change their behaviour
- If possible hold meetings with the families to report on progress

Confidentiality and information

Every effort should be made to ensure that confidentiality is maintained at all times. All documents should be stored in a secure place with access limited to designated staff.

Whenever an allegation of child abuse, poor practice or bullying is made information should be disseminated on a 'need to know' basis to:

- The designated person in charge of the setting or having responsibility for safeguarding children, for example
 - School – the Head Teacher or child protection officer
 - Sports Hall or Leisure Centre – the Facility Manager
 - Affiliated Sports Club – the designated Child Protection Officer
- Children's Services
- The parents of the child being abused or making the allegation (unless the parent/s are suspected)
- The person making the allegation
- The Child Protection Coordinator
- The Safeguarding Children's Champion
- The Local Authority Designated Officer

- Designated officers within the governing body of sport, for example, legal adviser, or lead child welfare officer
- In the case of bullying the alleged bully or parent if the alleged bully is a child

Always seek Children's Services advice on who should approach the alleged abuser.

A Pathway of Action has been produced as a step-by-step guide to reporting suspicions or allegations of poor practice, abuse or bullying (see appendices).

13. Recruitment, selection and induction of paid staff and volunteers

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children.

Applications

It is the responsibility of the Child Protection Coordinator in conjunction with the committee to decide which **other** staff (whether paid, unpaid, full or part-time), who are not working directly with children but who are working in the vicinity of children and who may have access to them, should be **DBS checked**.

14. Staff knowledge and understanding

All staff working full, part-time or on a voluntary basis must be made aware of the policy and implementation procedures. At induction, training must be provided to ensure that, as a minimum, staff and volunteers have knowledge and understanding of the following:

- Definition of harm
- Main forms of abuse, including bullying
- Recognising abuse and harm
- How to make a referral when abuse is suspected
- Selection and recruitment of staff working with children
- Code of conduct and behaviour (see example at rear)

15. Good Practice

It is important to minimise the situations in which abuse may occur and help protect staff and volunteers from false allegations of child abuse. The following are examples of good practice and should be adhered to at all times:

- Never engage in rough, physical or sexually provocative games, including horseplay
- Never spend excessive amounts of time alone with a child away from others
- Never take a child alone in a car no matter how short the journey
- Never take a child to your home
- Never allow or engage in inappropriate touching of any form
- Never swear at a child
- Never share a room with a child
- Never allow inappropriate language, such as sexually or discriminatory remarks concerning gender, race, or impairment to remain unchallenged
- Never let allegations of abuse that are made by a child go unrecorded or not acted upon
- Never do things of a personal nature for a disabled child unless you are the individual appointed specifically for that task, and have the written permission of the parent
- Never deny daily basic needs, for example, food, liquid or rest
- Always work where you can be observed by others, avoid working with a child in private
- Where it is necessary to supervise children changing always supervise in pairs
- Only use practices and drills that can be supported by the fundamental principles of the sport or activity
- Never use practice as a form of punishment

16. Appraisal and feedback

It is important that regular supervision and appraisal is undertaken.

At regular intervals (or following a specific programme) all staff and volunteers should be given the opportunity to receive formal appraisal and feedback to identify ongoing training needs and set new goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns or complaints

17. Photography, mobile phones, websites

There is evidence that some people have used leisure events as an opportunity to take inappropriate photographs or film footage of children in vulnerable situations. Anyone wishing to take photographs or film footage must adhere to the guidelines in appendix 5.

18. Complaints procedure

Kirmington & Croxton Parish Council complaints procedure should be followed whenever a complaint is made. All paid staff and volunteers should be made aware of the complaints procedure. Guidance about the complaints procedure should be given to people upon request.

Kirmington & Croxton Parish Council complaints procedures will be followed if complaints against a member of staff or volunteer are made.

19. Monitoring

Monitoring the implementation of the policy and procedures is crucial to the process. The committee is responsible for agreeing a framework to monitor and evaluate the child protection policy and procedures.

20. Review

The policy will be reviewed every year or as legislation dictates.

The next review date is May 2019.

Adopted by **Kirmington & Croxton Parish Council** on 4th April 2017
Policy re-adopted at AGM on 01.05.2018

Signed: *Terry Marsden 01.05.2018*

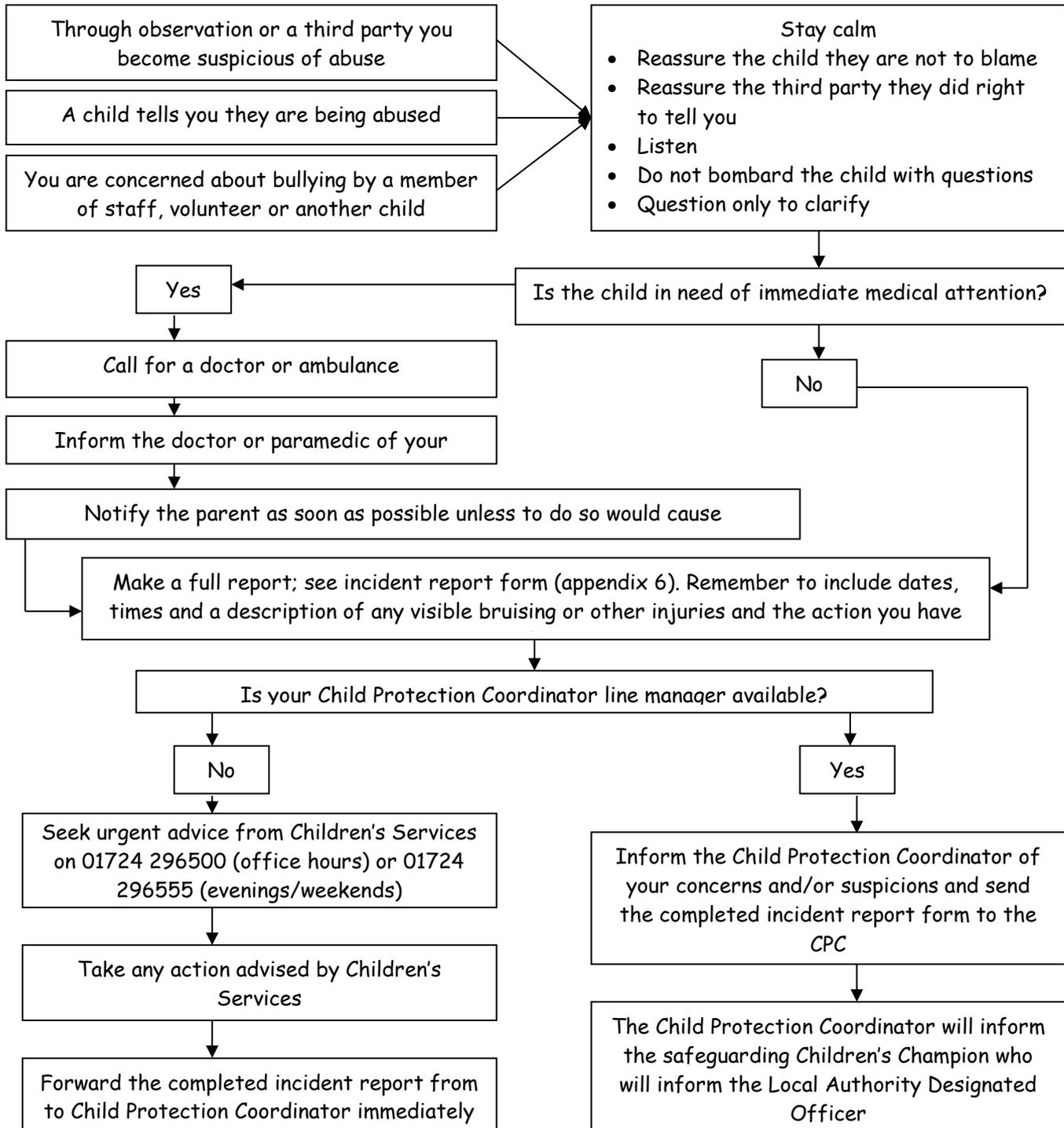
Name: T Marsden

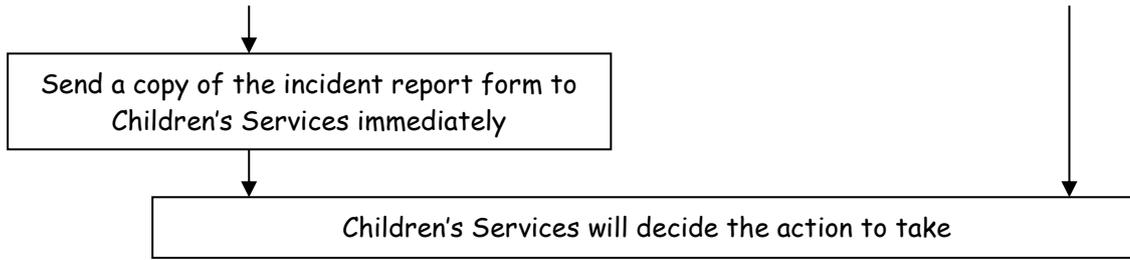
Position in organisation: Chairman

Appendix 1

Safeguarding Appendices

1. Pathway of action when child abuse is suspected or alleged





Appendix 2. Child protection incident record form

Activity:
Your name:
Your position:
Child's name:
Child's address:
Parents names and address:
Child's date of birth:
Child's ethnic origin:
Does the child have any disability or special educational needs:
Date and time of incident:
Your observations:

Exactly what the child said and what you said:

(Remember, do not lead the child - record actual details. Continue on separate sheet if necessary.)

Action taken so far:

External agencies contacted: (date & time)

Police

Yes/No

If yes - which:

Name and contact number:

Details of advice received:

Children's Services

Yes/No

If yes - which:

Name and contact number:

Details of advice received:

NGB

Yes/No

If yes - which:

Name and contact number:

Details of advice received:

Local council

Yes/No

If yes - which:

Name and contact number:

Details of advice received:

Other (eg NSPCC)

Which:

Name and contact number:

Details of advice received:

Signature:	
Print name:	
Date:	

Appendix 3. Guidelines on use of photographic and filming equipment

(Adapted and reproduced with the kind permission of the ASA 2002)

Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club/educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

Accreditation procedure: a system should be adopted whereby a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

Public Information: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

The recommended wording is:

In line with the recommendation in the organisation's Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

If you have concerns: if you are concerned about any photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

Videoring as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

Appendix 4. Useful contacts

National contacts

NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 020 7825 2500 Helpline: 0808 800 5000 Deaf user text service: 0800 560 0566
Childline UK	FREEPOST 1111 London N1 0BR	Tel: 0800 1111
Sports Coach UK	114 Cardigan Road Headingley Leeds LS6 3BJ	Tel: 0113 274 4802
Child Protection Safety in Sport	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	Tel: 0116 234 7273

Local contacts

Local Safeguarding Children Board (daytime)	Tel: 01724 296500
Local Safeguarding Children Board (out of hours)	Tel: 01724 296555
Local Police Family Protection Team	Tel: 01724 271269
Terry Marsden - Parish Council Chairperson (In an emergency dial 999)	Tel: 07778 843540

Re-Adopted by *Kirmington & Croxton Parish council on 1st May 2018.*
Signed;

Name: **Terry Marsden**

Position in organisation: **Chairman**