



# **INSPIRE YOUTH ZONE SAFEGUARDING POLICY**

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## 1. PURPOSE

All children, young people and vulnerable adults have the right to be protected. At Inspire Youth Zone, we need to ensure that all members are safeguarded and protected from harm, whatever their specific needs and circumstances. This policy applies to all staff, including senior managers, the board of trustees, paid employees, freelance and agency workers, volunteers, placement students, parents/carers and support workers or anyone working on behalf of Inspire Youth Zone.

Inspire Youth Zone works with children and young people from the age of 8 to 19 years (up to the age of 25 years for young people with disabilities) and believes that all children, young people and adults have the right to be protected. At Inspire, we need to ensure that everyone associated with the Charity are safeguarded and protected from harm, whatever their specific needs and circumstances. Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

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

Inspire Youth Zone recognises that we all have a legal responsibility to take all reasonable endeavours to ensure that the risk of harm to children's welfare is minimised and a duty of care is exercised towards them at all times. The document '*Working Together to Safeguard Children (March 2015)*<sup>1</sup>' sets out the arrangements for how all organisations must work together to safeguard and promote the welfare of children.

The purpose of this policy is to ensure that all staff and volunteers are aware of their legal and personal responsibilities to ensure the safeguarding and welfare of children and young people at Inspire and to ensure that staff know what to do should they have a concern. Inspire strives to create a culture in which children are valued, heard and that their right to be safe is upheld; this policy aims to support Inspire staff in achieving this.

We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

### **Inspire's Commitment to Safeguarding**

Inspire Youth Zone makes sure that employees, volunteers and trustees are equipped to embed safeguarding within their day to day professional practice. The principles and practices of safeguarding are given a high priority.

All employees and volunteers have a responsibility to safeguard and promote the well-being of children, young people, and adults at risk by being responsible for the quality, efficiency, and effectiveness of their work. They must read and understand the full suite of safeguarding

policies and procedures and be aware of their safeguarding duties. They will be supported in this through training detailed in the procedure.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults at risk by implementing:

- Safeguarding procedures including additional safeguards to protect disabled children
- Safer recruitment and vetting of staff and volunteer's policy
- A code of conduct
- Support for staff and volunteers
- Supervision
- Training
- Safeguarding expectations for external agencies and partners delivering in behalf of Inspire Youth Zone.

## **1.1 Principles**

Inspire Youth Zone takes its responsibility to protect and safeguard the welfare of the children, young people and vulnerable adults entrusted to its care, seriously.

As part of the ethos of Inspire Youth Zone the staff and Board are committed to:

- Encouraging and supporting parents/carers alongside working together in partnership with them.
- Listening to, relating effectively with, and valuing each individual child, young person or vulnerable adult in our care.
- Ensuring that all staff are appropriately trained and supported.

We recognise that some children, young people and vulnerable adults today are the victims of neglect and/or abuse and that Inspire Youth Zone staff and volunteers, by their knowledge and day-to-day contact with these individuals, are well placed to identify such abuse and to offer support to those in need.

## **1.2 Legal Framework**

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015

- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

Other policies and procedures which should be read and be used in conjunction with this policy are:

- Anti-harassment and Bullying Policy
- Behaviour Management Policy
- Data Protection Policy
- Drugs, alcohol and substance abuse policy
- Equality and Diversity Policy
- Health and Safety Policy
- Medication Policy
- Offsite activities and emergency procedure
- Performance Management and Appraisals Policy
- Probation and Trial Periods Policy
- Recruitment and Selection Policy
- Risk Management Policy
- Social Media Policy
- Supervision and Performance Policy
- Training and Development Policy
- Whistle Blowing Policy
- Lone Working Policy
- Young Leaders Policy
- Mentoring Guidance

## **Response to Covid19**

Inspire Youth Zone has a robust effective safeguarding policy in place reflecting Inspire's operations as usual. However, the current policy does not accurately reflect all the new arrangements in response to COVID-19. Therefore, Inspire Youth Zone will constantly review and revise their safeguarding policy and keep it under review as circumstances continue to evolve. Currently, A COVID-19 annex that summaries any key COVID-19 related changes and guidance has been included in the policy.

## **2. SAFEGUARDING PROCEDURE**

### **2.1 About abuse**

**Recognising abuse:** Recognising the signs and indicators of abuse poses challenges for most professionals, especially those who are not required to respond to safeguarding concerns on a day to day basis.

### **2.2 Definitions of abuse**

Abuse can be understood under the categories of: physical, sexual, neglect and emotional abuse. (Appendix 2)

## 2.3 Our response

**Responding to concerns, allegations or suspicions of abuse:** If any person associated with Inspire Youth Zone becomes aware of the signs and indicators of abuse, suspects, or is told that a child or young person is being, has been, or is likely to be abused or neglected, they must take action as set out in this procedure.

**The spectrum of concerns:** Concerns about abuse covers a broad spectrum, from the immediate risk of serious harm (where a referral to police or other agencies would be required) to 'lower level' indicators, that may require action such as a plan for further monitoring or referral to Early Help services. It is important to understand that these indicators could form part of a wider picture and may need to be shared with other agencies. Lower level concerns can also become more significant if they occur frequently over a period of time. It is therefore important to make an informed, professional judgement when taking action. This should be done in consultation with managers, other agencies and children and young people themselves.

**Responding to the child or young person when abuse is alleged, or signs and indicators are seen or heard:** When responding to a disclosure of abuse from a child or young person, employees and volunteers should:

- Listen carefully to what is said and allow the child or young person to talk at their own pace.
- Be careful not to compromise potential evidence.
- Stay calm and find an appropriate opportunity in the discussion to explain the likelihood that information will need to be shared with other responsible people. Do not promise to keep secrets.
- Call the police if you believe the child or young person is at risk of immediate significant harm.
- Only ask questions for clarification and do not ask leading questions (leading questions may elicit answers, which could compromise evidence).
- Reassure the child or young person that they have done the right thing in telling you. Tell them what you will do next and who you will inform.
- As soon as possible after the discussions, make notes as a written record of what you have heard or seen. Discuss your concerns with your manager.

Where the concerns or allegations are about an adult in a position of trust within Inspire Youth Zone, this must be reported directly to their line manager, or the Office and Administration Manager (as appropriate), and with immediate effect.

All actions will be taken in line with the Lancashire Safeguarding Children's Board (LSCB) procedures.

## 2.4 Accountability and Designated Persons

The designated person(s) responsible for managing safeguarding concerns at Inspire Youth Zone are;

Safeguarding Lead & Designated Person – Ryan Powell, Head of Youth Work

Tel: 01257 288888 Mobile: 07725120934

Email: [ryan.powell@Inspireyouthzone.org](mailto:ryan.powell@Inspireyouthzone.org)

Deputy Safeguarding Lead – Michael Wilkinson, Senior Club Lead

Tel: 01257 228888

Email: [Michael.wilkinson@inspireyouthzone.org](mailto:Michael.wilkinson@inspireyouthzone.org)

Deputy Safeguarding Lead – Diane Winnard, Junior Club Lead

Tel: 01257 228888

Email: [diane.winnard@inspireyouthzone.org](mailto:diane.winnard@inspireyouthzone.org)

Deputy Safeguarding Lead – Danny Coyle, Sports Coordinator

Tel: 01257 228888

Email: [danny.coyle@inspireyouthzone.org](mailto:danny.coyle@inspireyouthzone.org)

Safeguarding Team – Michelle Graham, Youth Voice Coordinator

Tel: 01257 228888

Email: [michelle.graham@inspireyouthzone.org](mailto:michelle.graham@inspireyouthzone.org)

Safeguarding Team – Gabbi Westhead, Rec & Inclusion Lead

Tel: 01257 228888

Email: [gabbi.westhead@inspireyouthzone.org](mailto:gabbi.westhead@inspireyouthzone.org)

The designated person(s) are key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They are the primary person to whom members of staff and volunteers report concerns, through the Line Management systems of the Youth Zone.

In line with '*Working Together to Safeguard Children*', the Designated Person(s) are required by law to have undertaken the recognised course 'Lead Designated Person for safeguarding Children' and that this is kept up to date with appropriate refreshers every two years, all designated leads and deputies have completed the appropriate training provided by Inspire Safeguarding Children Board.

If the designated lead is not present for any reason, responsibility will be the other names deputies listed above, depending on availability.

## 2.5 Responsibilities of the designated person:

- **Manage Referrals** –respond to all suspected concerns of abuse and contact;
- **Liaise with/report to the Local Authority Designated Officer (details are listed in this document)** - If there are child protection concerns surrounding staff members or volunteers
- **Liaise with/report to Local authority children's social care** – If there are concerns relating to a child
- **Make a report to the Disclosure and Barring Service (DBS)** - Where a person has been dismissed due to risk/harm to a child
- **Inform the Police** - Where a crime may have been committed

- **Inform the CEO and designated trustees** - of issues relating to section 47 of the Children Act 1989

## 2.6 Informing Parents

The Safeguarding Manager/Lead will inform the young person's family/carer that an incident has taken place and/or a referral is being made unless: that would either place the young person at greater risk, place the member of staff or public at risk or impede the investigation. For example, sexual abuse or fabricated illness is suspected, or multiple abuse is suspected. In these cases, (Insert local authority or the Police will decide whether or not to inform the parents. An inability to inform parents should not delay or prevent a referral being made.

## 2.7 Training

The designated person should receive appropriate refresher training every 2 years in order to;

- Understand the assessment process for providing early help and intervention.
- Have a working knowledge of how local authorities should conduct themselves when investigating cases of child abuse.
- Have an understanding of how to report and contribute to child protection case conferences and child protection review conferences and to be able to attend and contribute effectively.
- Ensure all members of staff and volunteers have an understanding of the organisation's safeguarding policies and procedures and other relevant policies, particularly new and part time staff, to support vulnerable young people.
- To provide appropriate induction and refresher training for all staff
- Keep detailed, accurate and secure records relating to concerns and referrals for young people.
- Obtain access to any relevant resources and attend any training that may be beneficial to their role.
- Encourage a culture of listening to children and young people and adopting a child centred approach ensuring their thoughts and feelings are being taken into account before taking any action.

## 2.8 Raising Awareness

The designated person should ensure the Inspire Youth Zone's policies and procedures are known and used appropriately;

- Ensure the organisation's safeguarding policy is reviewed annually (or as required) and any necessary amendments are made and disseminated to the staff team
- Ensure the Safeguarding Policy is available publicly and parents/carers are made aware that Inspire has a responsibility to report and refer any suspected cases of child abuse and Inspire's role in this.
- Link with the Local Safeguarding Children's Board (LSCB) to make sure the organisation is receiving relevant updates on policies and implementation
- Share any relevant information possessed on a young person with relevant agencies, so long as this does not impact ongoing investigations

The DSO is responsible for ensuring the referral of individual cases of suspected abuse to the Children's Social Care. This will involve liaising with the Children's Social Care department as well as other agencies on these and other issues relating to safeguarding. This will be undertaken via the **MASH team (Multi Agency Safeguarding Hub) 0300 123 6720** or out of hours **0300 123 6722 (8pm - 8am)**

The DSO is responsible for updating both the CEO and the Board Safeguarding Lead as outlined in section 5. The Role of The Inspire Youth Zone Board.

The board member with responsibility for safeguarding is Chris Sinnott and can be contacted via 01257 515151 Email: [chris.sinnott@chorley.gov.uk](mailto:chris.sinnott@chorley.gov.uk)

## 2.9 Responding to an immediate risk of harm

If an employee or volunteer believes that a child is at immediate risk of harm or abuse, they must take immediate steps to protect that child. If the law has been, or is being, broken the police must be contacted using the following steps:

- **On Session;** the employee or volunteer must inform the Duty Manager/Session Lead **immediately**, and they will contact the police without delay. The employee or volunteer must then complete an Incident Form (see Appendix 3) or an online cause for concern form within 2 hours of the incident or notification of the incident (with the support of Duty Manager/Session Lead). The Duty Manager/Session lead will then inform the DSO or the CEO as soon as practically possible. (certainly within 24 hours of the incident occurring). The incident form is then either posted in the Safeguarding box or picked up via salesforce and reviewed by the DSO or deputy DSO within 7 days.
- **Out of session,** (and if the Child was known to be a member of Inspire Youth Zone), the employee or volunteer must contact the police themselves, **AND** Duty Manager **or** Session Lead who will complete an Incident Form (see Appendix 3) or an online cause for concern form on their behalf. The notified manager must then consult with the Inspire DSO or Deputy DSO within three hours of the incident who will advise on other steps that may be required. The DSO or CEO must also be notified as soon as it is practical (no later than within 24 hours of the incident occurring).
- **If the allegation concerns an Inspire employee or volunteer, the incident will be immediately notified to the CEO and be subject to Inspire Disciplinary Procedures**

## 2.10 Raising a safeguarding concern:

- **On session:** if an Inspire employee or volunteer identifies concerns that a child is, or may be, at risk of abuse, they will consult with the Duty Manager/Session Lead (or directly with the DSO) immediately and complete an incident form before the end of session. The incident form will form will be reviewed at the end of session and if necessary, contact a deputy DSO or DSO and/or post the form in the confidential safeguarding box. The incident form is then posted in the Safeguarding box and reviewed by the DSO or deputy DSO within 7 days.
- **Out of Session:** (and if the Child was known to be a member of Inspire Youth Zone), if a volunteer or employee of Inspire identifies concerns that a child may be at risk of abuse or neglect, they must take action through the local authority or community/school channels. They must then complete an Incident form (detailing any action taken) on their next available working day and consult with the Duty Manager/Session Lead when on session. The incident form will be reviewed at the end of session and if necessary, session lead will contact a deputy DSO or DSO and/or post the form in the confidential safeguarding box. The incident form is then

posted in the Safeguarding box and reviewed by the DSO or deputy DSO within 7 days.

- **If the allegation concerns an Inspire employee or volunteer, the incident will be immediately notified to the CEO and Board Safeguarding Lead and be subject to Inspire Disciplinary Procedures**

If there are concerns that a child is, or has been, at risk of abuse, a referral to the local authority children's services in the area where the child is living (or is found) must be made by a DSO, with guidance by the manager if required. If a volunteer has identified the concerns, an employee will be delegated to make the referral by a DSO of the service, which must be carried out within one working day.

## **2.11 Making a referral**

A referral must be made to the local authority children's services following the Local Children's Safeguarding Board (LSCB) procedures. This must always be confirmed in writing.

The timing of such referrals must reflect the level of perceived risk of harm but must not be longer than within one working day of identification or disclosure of harm or risk of harm. If concerns arise out of hours, referrals must be made to the local authority out of hours service.

Where practicable, concerns should be discussed with the parent, and agreement should be sought for a referral to the local authority children's social care. This applies unless the seeking of agreement is likely to place the child at risk of significant harm through either delay, or the parent's possible actions or reactions, for example, in circumstances where there has been a serious crime committed such as sexual abuse. Where a decision not to seek parental permission before making a referral to children's social care is made, the decision must be recorded and dated in the child's file with reasons. This should also be confirmed in the referral to children's social care.

Occasionally there may be differences of professional opinion, however, members of staff have a responsibility to challenge when it is believed that colleagues or other agencies are failing to recognise child maltreatment and/or their response leaves children at risk of significant harm. Where such disagreements arise between practitioners in the same agency, they should be reported to the CEO in the first instance as well as the Board Safeguarding Lead. It may also be necessary to contact the LADO for Lancashire.

It is, of course, the right of any individual as a citizen to make direct referrals to the local social services department or the police. However, we strongly advise members of staff to use the guidelines contained in this policy.

## **3. SUPPORTING THOSE INVOLVED**

### **3.1 Supporting Parents/carers**

Being informed that their child has made a disclosure can be very distressing. Support should be provided for the parents/carer (where they are not involved in the allegation) as well as the Child who is the subject of the allegation.

### 3.2 Supporting staff who receive disclosures

Receiving a disclosure or observing signs of abuse can be very distressing. Staff should discuss their feelings with their line manager if they feel affected.

Safeguarding children and young people can entail making difficult professional judgements and decisions. All staff and volunteers have access to advice and support through formal and informal supervision from their peers and managers. Incidents of a child protection nature can affect staff not directly involved and staff affected can access support as above. Members of staff may be asked to attend a Strategy Meeting or Child Protection Case Conference. Staff should seek guidance and advice from the Designated Person on these meetings and further advice can be provided by the Local Safeguarding Children's Board

### 3.3 Staff rights and sources of support when facing an allegation

In the case of an allegation against an Inspire employee or volunteer: -

The member of staff who is the subject of the allegations will be kept informed of the process and will receive appropriate support whilst the case is ongoing. Sources of support and advice for staff going through the Disciplinary Procedure include:

- Line manager or CEO if more appropriate
- Trade union
- Citizens Advice Bureau
- ACAS – This provides help and support for employers and employees, they have a helpline adviser available 8am-8pm, Monday – Friday.

Every effort will be made to maintain confidentiality and guard against publicity whilst the allegation is being investigated and considered.

## 4. CODE OF BEHAVIOUR

### 4.1 Staff Code of Conduct

**The Team will follow the same principles we ask young people to follow:**

- Respect Inspire
- Respect Themselves
- Respect Each Other

Staff and volunteers at Inspire have a commitment to:

- **Be a positive role model for young people**, setting a positive example for young people
- **Be positive about and around young people**, use positive language, develop self-esteem, positive relationships and self-discipline
- **Promote good behaviour, responsibility and honesty**, be consistent in responding to inappropriate behaviour and encourage, reinforce and reward good behaviour and praise as often as possible
- **Treat young people with respect and dignity**, valuing each individual and avoiding negative discrimination.
- **Respect and promote young people's rights to make up their own decisions and choices**, unless the welfare or legitimate interests of themselves or others are seriously threatened.

- **Promote and ensure the welfare and safety of young people**, while permitting them to learn through undertaking challenging educational activities.
- **Contribute towards the promotion of social justice** for young people and in society generally, through encouraging respect for difference and diversity and challenging discrimination
- **Recognise the boundaries between personal and professional life** and be aware of the need to balance a caring and supportive relationship with young people with appropriate professional distance.
- **Recognise the need to be accountable** to young people, their parents or guardians, colleagues, funders, managers and wider society with a relevant interest in the work, and that these accountabilities may be in conflict.
- **Develop and maintain the required skills and competence** to do the job

Staff must:

- Wear ID's, lanyards and uniforms
- Report any safeguarding concerns or causes for concern with the safeguarding leads or session lead

Staff must not:

- Develop physical, sexual or emotional relationships with young people who are, have been or could be associated with their work
- Develop friendships, outside of working time, with young people with whom they are working
- Use language that is inappropriate or could be misconstrued by young people
- Behave physically in a manner which could be misconstrued by young people
- Behave in a manner that is disrespectful of the physical or emotional privacy of young people
- Behave in a manner that is disrespectful of the physical or emotional privacy of young people
- Condone, or participate in, behaviour exhibited by young people that is illegal, unwise from a safety point of view, or which is discriminatory or oppressive to others
- Carry personal mobile phones on sessions without express permission from the session lead

## 4.2 Smoking

- Staff who smoke must do so away from all young people and where they cannot be seen by members
- Staff must not smoke in front of young people and uniform must be covered
- Staff must not promote smoking to young people
- Smoking can only take place in designated breaks and not in work time, the timing of break must not disrupt the flow or delivery of a session or compromise the supervision of young people

## 5. SOCIAL MEDIA

### 5.1 Social media and engaging young people

- Staff are not permitted to, 'friend', 'connect', 'follow' or otherwise link any **personal** social media account to that of any Youth Zone member for any reason.
- Staff must ensure requests are not accepted and members who are successful in connecting with you on social media should be removed or blocked immediately.

Staff who have existing links with

### 5.2 Personal social media accounts:

- members on social media prior to their commencing work at Inspire Youth Zone or the member joining, will be required to remove the member within one week of either occurrence taking place.
- Staff should check privacy settings on personal social media accounts regularly. Personal details such as contact numbers, BBM pins email addresses and photos and should be hidden from public access. For advice on privacy settings, please contact the Communications Coordinator.

### 5.3 Professional social media accounts:

- Staff members with an approved professional Youth Zones social media account are permitted (but not obliged) to issue and accept 'friend', 'connect', 'follow' requests to and from members provided there is a valid work-related reason. Staff are responsible for ensuring that member social media accounts are genuine before accepting requests.
- In this case, each account created must 'friend' 'connect' 'follow' Inspire Youth Zones Official page and must supply all username's and passwords to the communications coordinator for monitoring purposes. Any member of staff that has an official Youth Zones account is not permitted to 'friend', 'connect', 'follow' their own personal account.
- Communication with members should take place in open forums such as the main Inspire Youth Zone Facebook page, groups or group messages. Another member of staff must always be included in these messages as this adds to accountability and creates an open forum, when communicating with young people on line the principle of avoiding loan working when possible applies as much in an online situation as it does in a physical location.
- Communication with young people through social media must always be for a specific purpose such as planning an event or sharing information. Staff should avoid overly social chat and conversation and mindful of the time at which they are communicating.
- The private or direct messaging function in a one to one setting must not be used. If a member contacts you using the private or direct messaging function you should reply in an open forum or by another means of communication.
- Staff are only permitted to post photos of members through approved professional accounts. Staff are responsible for ensuring that the appropriate permissions have been sought.
- Disclosures from young people in an online setting should be dealt with in the same way as offline

We recommend that former staff continue to follow these guidelines after leaving

## **6. RELATIONSHIPS & PROFESSIONAL BOUNDRIES**

All staff and volunteers must ensure the boundaries of a professional caring relationship are clearly understood at all times. It is never appropriate for staff including volunteers to socialise with young people they are working with; if a member of staff or volunteer sees a member, outside of the work environment, they must be careful to retain a professional boundary. This includes socialising over social media (for example it is not appropriate to accept a young person as a 'friend' on Facebook). We do however recognise that, for example through family connections or for our younger volunteers, there may be incidents where a member of staff or volunteer knows the young person in a social capacity. In these circumstances it must be made clear that you are in 'work mode' and that any interaction would be on a professional level. You must also advise your line manager of circumstances where you are working with young people that you know in a social capacity.

### **6.1 Physical contact and touch**

In the majority of cases staff and volunteers should avoid physical contact with young people. We do however recognise that there will be incidences where a policy of non-contact is not practical. To ensure that any action carried out is not seen as inappropriate, or interpreted as sexual contact, all staff and volunteers must consider the following aspects carefully:

- Their relationship with the group
- Their relationship with the individual
- The particular circumstances
- Non-verbal messages (e.g. body language) they are receiving in response to actions
- Whether there are other people present, particularly other staff, or volunteers

Any physical contact that a young person may initiate towards the youth worker will be carefully judged for appropriateness and where needed the young person should be reminded of boundaries.

### **6.2 Young people to young people**

We believe that general physical contact is a normal behaviour pattern amongst groups of young people. Physical contact will therefore be accepted by staff and volunteers as long as it is freely engaged in by both parties and does not carry any aggressive, bullying or derogatory undertones

Staff and volunteers must intervene in these circumstances

No form of sexual contact between young people will be allowed during sessions. Staff and volunteers will be required to use a certain degree of discretion to interpret what constitutes sexual contact based on their knowledge of the individuals and group interactions. If you have any uncertainty over the appropriateness of behaviour you should clarify with colleagues but generally you should err on the side of caution.

## 7. ACCESS AND MEMBERSHIP

### 7.0 Access and membership

Inspire operates a membership system for young people. All members pay £5 a year for membership and 50p each time they attend. To become a member all young people must complete a membership form which includes the following basic information:

- Full Name and home address
- A photo of the young person (stored electronically on Salesforce)
- Basic medical information including any medical conditions
- Parental consent to membership if young person is under 16\*
- Parental consent for young person to leave the session independently (Junior's only)
- That they have understood and agree to Inspire's behaviour agreement
- It is acceptable to ask for young people to prove their age during the membership process if there is a concern that a young person is too young or old for membership.
- On Senior sessions last re-admission is at 8:30 mins before the end of the session or later with the discretion of the Lead Worker who may choose to admit young people for their own or the safety of others.

\*You may choose to consent by phone for a young person first visit, explaining briefly activities are on offer at Inspire, taking emergency contact details and consent for the young person to attend. The young person must be given membership for completed by the next visit. If you feel it is unsafe to turn a young person away and you cannot reach a guardian to gain consent, please discuss with the lead worker who may admit a young person without consent if it is safer to do so.

### 7.1 Young People with additional support needs

Inspire seeks to be a safe place for all young people, please refer to the **Supporting Young People Policy** for details on the induction and support process for members with disabilities and additional needs.

### 7.2 Staff and Supervision

A good level of supervision is in place all times at Inspire

Each session has a clear session lead who will be on site and available at all times during the session, typically this will be the Senior or Junior Youth Work Lead or the Sports Co-ordinator.

We aim to have as has a guide one staff member or volunteer on site for every 10 junior members or 12 senior members, recognising some activities have higher or lower ratios and the behaviour of young people is a key factor. When ratios of young people to staff and volunteers reaches or exceeds this level the lead staff member of site will have to assess the situation for safety and agree a course of action which may include:

- Calling in additional staff and volunteers to support the sessions
- Placing a temporary freeze on young people joining the session
- Adjusting the staff deployment and programme of site to respond to the needs
- There may be times when no action is required, this could be due to an assessment of the young people attending.

A separating risk assessment exists for building capacity and management.

All workers and volunteers understand the behaviour policy and consistently deal with any issues

All rooms in Inspire are staffed when young people have access to them. Young people should not be given free access to unstaffed room without prior agreement from the session lead and should be considered on a case by case basis, for example a group of young people using a room independently for a band rehearsal is a different situation to a group of junior members having unsupervised access to the art room.

## **8. PHOTOGRAPHY AND VIDEOING OF YOUNG PEOPLE**

Photography and video are important methods of recording social contacts and providing a historic record that illustrates and validates important moments in the lives of people. The process is personal and powerful and often supportive in the process of developing an identity and self-esteem.

Photography and video can however be, misused and young people have the right to privacy and to be safeguarded from the inappropriate use of images and video. In line with the safeguarding procedures for Children in Care and those with estranged parents, any image that clearly shows their face cannot be distributed by Inspire, without the explicit consent of their carer AND social worker.

As an agency committed to safeguarding children, we need to ensure that our actions, and those of our staff, are appropriate and cannot be misinterpreted. All staff and volunteers must:

- Seek agreement of their line managers before taking photographs or using video
- Individuals, who are being photographed or videoed, should understand why the activity is taking place and agree to it
- Parents / Carers are asked to give consent for Photography during the membership process.

Staff should also ensure that:

- They take care that their actions in relation to recording events are not misconstrued
- Digital and video cameras, and memory cards, are kept in a secure place.
- They do not use their own digital or video cameras unless specific authorisation has been given by their Line Manager and agreed with the Designated Person. This can be given verbally and is at the line manager's own discretion.
- The only images staff members are allowed to have on personal devices are the ones that have been originally distributed by Inspire, this way all images will have been vetted and allowed into the public domain.
- When sharing images, Inspire maintains a firm policy of not distributing surnames when attached to a picture, this is done to safeguard young people from a range of dis-in genuine people via social media or any other form of communication.

These guidelines and information allow us to still use photographs and video in a positive way, but we must remain aware that it is a powerful medium and can be misused. The above guidelines must be adhered to and updated whenever there is a relevant advance in technology.

## **9. WORKING WITH OTHER AGENCIES**

Inspire Youth Zone recognises that it is an agent of referral and not of investigation. It fully accepts that the investigation of child abuse is the responsibility of the Children's Social Services department and the police and will do everything possible to support and assist them in their task.

We will endeavour to build relationships with other agencies so that understanding, trust and confidence can be built which will help to secure effective co-operation in cases of actual or suspected abuse.

We will request access to information on Disclosure and Barring Service (DBS) checks for all third-party agency and support workers not directly engaged by Inspire Youth Zone. Information will be sent to the agency outlining the standards we expect of workers, and requesting recent DBS information for any staff they send to Inspire Youth Zone, so that only appropriate staff are sent to work with our members. All third-party workers must sign in at reception and wear their ID badge from their agency, as well as a temporary coloured lanyard from Inspire Youth Zone.

If there is a disagreement between agencies, such as differing views about whether certain behaviour constitutes maltreatment, or whether circumstances warrant a child protection response, Inspire Youth Zone will follow LSCB's Escalation Procedure.

## **10. THE ROLE OF INSPIRE YOUTH ZONE BOARD**

Inspire Youth Zone Board will approve changes to safeguarding policies and be kept fully informed of any incidents/cases which require Board intervention, in the interests of protecting members, staff, visitors or Inspire Youth Zone's safety or reputation. The Board, advised by the CEO, will ensure that proper resources and training are made available to ensure that the safeguarding policies and procedures are implemented effectively.

The DSO must establish and ensure a monthly meeting is held with the Board Safeguarding Lead to report on the month's safeguarding matters. The DSO will make the Board Safeguarding Lead aware of any serious disclosures, particularly those involving any adult in a position of responsibility within Inspire, as soon as possible but no later than within 24 hours of them occurring.

The DSO will ensure that safeguarding is a standing item on the agenda within board meetings as well as produce a detailed annual report of safeguarding matters.

## **11. IN THE EVENT OF A BREACH OF THE SAFEGAURDING POLICY**

In the event of a breach under any of the items detailed within the policy this will be dealt with immediately either by the line manager or by the receiving member of staff with the DSO or Senior Manager being notified immediately.

e.g. 1. If the breach relates to a member of staff failing to adhere to the safeguarding policy this should be picked up immediately within the HR policies and processes

e.g. 2. Anonymous complaint would be dealt with within our whistle blowing policy

e.g. 3. Any complaints arraign from people within outside the organisation will be dealt with within our complaints policy.

## **APPENDIX 1 NAMED ROLES AND CONTACT DETAILS**

Named roles:

Board Safeguarding Lead: Chris Sinnott

Chief Executive Officer: Janine Blythe

Designated Safeguarding Officer: Ryan Powell (Youth Work Manager)

Deputy Designated Safeguarding Officer: Michael Wilkinson (Senior Youth Work Coordinator)

Deputy Designated Safeguarding Officer: Dianne Winnard (Junior Youth Work Coordinator)

Deputy Designated Safeguarding Officer: Danny Coyle (Sports Coordinator)

Lancashire's Local Authority Designated Officer (LADO):

Tel: 01772 536694

Secure email: [tim.booth@lancashire.gov.uk](mailto:tim.booth@lancashire.gov.uk) when personal or confidential information including names of individuals) needs to be sent to the Designated Officer Non-secure email: [tium.booth@lancashire.gov.uk](mailto:tium.booth@lancashire.gov.uk) when no confidential information is being sent / general enquiries

Contact Details:

Children's Social Care Referrals (MASH): 0300 123 6720 or (8pm - 8am) Outside of the above hours the Emergency Duty Team (EDT) can be contacted on 0300 123 6722

## **APPENDIX 2**

### **Recognising Abuse**

In relation to child protection there are 4 kinds of abuse defined in “Working Together”, they are:

#### **Physical abuse**

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

It is a concern when a child is not taken for treatment if they are suffering pain, swelling or discolouration over a bone or joint. Although it may not always be possible to know whether a child has a fractured bone, it is difficult for a parent / carer to be unaware that the child has been hurt. It can be difficult to distinguish between a burn and scald that has been caused accidentally or non-accidentally. As with fractures, all burns and scalds should receive medical attention.

#### **Emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur on its own.

#### **Neglect**

The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse or not accessing appropriate antenatal care. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

#### **Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Other types of abuse and safeguarding issues**

### **Child Sexual Exploitation**

The following signs and behaviour are generally seen in children who are already being sexually exploited:

- Missing from home or care
- Becoming especially secretive and disengaging with their usual friends
- Personality and behaviour change (whilst mood swings are common to all adolescents, it is the severity of behaviour change that is most indicative)
- Physical injuries
- Drug or alcohol misuse
- Involvement in offending
- Repeat sexually-transmitted infections, pregnancy and terminations
- Absent from school
- Change in physical appearance
- Evidence of sexual bullying and/or vulnerability through the internet and/or social networking sites
- Estranged from their family
- Receipt of gifts from unknown source (which could include expensive which they couldn't normally afford, such as mobile phones or jewellery)
- Recruiting others into exploitative situations
- Poor mental health
- Self-harm
- Thoughts of or attempts at suicide
- They may receive odd calls and messages on their mobiles or social media pages from unknown, possibly much older associates from outside their normal social network

### **Child Trafficking**

Child trafficking is a very serious issue which can have a devastating and lasting impact on its victims. Children can be trafficked into, within and out of the UK. 'Trafficking of persons means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the

prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.

### **Domestic violence**

The cross-government definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. Staff can also refer to the DfE guidance Domestic violence and abuse.

### **Fabricated or induced illness**

The fabrication or induction of illness in children is a relatively rare form of child abuse. Where concerns exist about fabricated or induced illness, it requires professionals to work together, evaluating all the available evidence, in order to reach an understanding of the reasons for the child's signs and symptoms of illness. Staff can also refer to Safeguarding children in whom illness is fabricated or induced.

### **Faith abuse**

Faith abuse includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or 'leading them astray' (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home. Staff should refer to Child abuse linked to faith or belief.

## **Female genital mutilation (FGM)**

Comprises all procedures involving the partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons. FGM is also sometimes known as 'female genital cutting' or 'female circumcision'. However, circumcision is not an appropriate term. Communities tend to use local names for referring to this practice including 'sunna'. FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child's right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child. If you have concerns relating to young people possibly affected by FGM, this should be referred using the Child Protection procedures.

## **Forced marriage**

Forced Marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family). Financial abuse can also be a factor.

## **Child Criminal Exploitation: County Lines**

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity, drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

### **Like other forms of abuse and exploitation, county lines exploitation:**

- Can affect any child or young person (male or female) under the age of 18 years;
- Can affect any vulnerable adult over the age of 18 years;
- Can still be exploitation even if the activity appears consensual;
- Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- Can be perpetrated by individuals or groups, males or females, and young people or adults; and
- Is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

## **Crime Exploitation/Organised Crime**

Crime Exploitation/Organised Crime is becoming a prevalent issue amongst many young people. Individuals, normally working with others, with the capacity to commit serious crime on a continuing basis, which includes elements of planning, control and coordination and benefits those involved will look to exploit young people who display common indicators of vulnerability, to participate in organised crime, whether that is drug dealing, minding weapons/drugs.

## **Radicalism and Involvement in Terrorism**

At the time of writing the current threat from terrorism is considered to be “severe”. Terrorism can involve the exploitation of young people and vulnerable adults.

Terrorism is defined by the Terrorism Act 2000 as:

“An action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.”

Extremism is defined in the national Counter-Terrorism Strategy (CONTEST) as:

“A vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It also includes calls for the death of members of our armed forces, whether in this country or overseas.”

Radicalisation is defined in the CONTEST Strategy as:

“The process by which a person comes to support terrorism and forms of extremism leading to terrorism.”

The following are examples of recognised offences in relation to terrorism, extremism and radicalisation:

- Murder or soliciting murder.
- Committing, preparing or instigating acts of terrorism.
- Incitement to commit acts of terrorism overseas.
- Encouragement of terrorism.
- Inciting racial or religious hatred or hatred because of sexual orientation.
- Inviting support for a proscribed organisation.
- Terrorist financing offences.
- Dissemination of terrorist publications.
- Offences of encouragement and dissemination using the internet.

The CONTEST strategy focuses on 4 strands: Pursue, Prevent, Protect and Prepare, it is the Prevent strategy that is of relevance in safeguarding young people and vulnerable adults. The Prevent strategy has three key objectives:

- Ideology - Challenging the ideology that supports terrorism and those who promote it;

- Individuals – Protect vulnerable people from being drawn into terrorism and ensure they are given appropriate advice and support; and
- Institutions – Supporting sectors and institutions where there are risks of radicalisation.

Challenging the ideology includes being proactive in promoting values such as: democracy, the rule of law, equality of opportunity, freedom of speech, and the universal right to freedom from persecution. There is a need for local communities and organisation to support this by focusing focus on those most susceptible to terrorist propaganda; it should not be assumed that Muslims are any more vulnerable to radicalisation than other faith or ethnic groups.

In terms of protecting individuals key points made are:

- Radicalisation is a process not an event, and it is possible to intervene in this to prevent vulnerable people being radicalised
- There is a need to ensure that activities are proportionate, and focused upon people at risk.
- Activity needs to address all forms of terrorism. It is not just the responsibility of the police, but also local authorities and other partners.
- Programmes relating to this are comparatively new, and evidence of impact is limited. The Government is committed to research and evaluation to demonstrate what works and inform the development of best practice.

Channel is a multi-agency process that evaluates referrals of individuals at risk of radicalisation and decides on the most appropriate action. It involves assessing the nature and the extent of the potential risk and, where necessary, providing an appropriate support package tailored to the individual's needs. Supporting those most at risk of being radicalised is about diverting people away from potential risk at an early stage which prevents them from being drawn into criminal activity linked to terrorism not about prosecution. At Inspire we have a clear role in providing diversionary activities as well as targeted support services.

### **Self-injury and Self Harm**

Self-injury can take many different forms but in general terms is the act of deliberately causing harm to oneself either by causing a physical injury or by putting oneself in dangerous situations and/or self-neglect. Self-injury is generally a coping mechanism; there can be many reasons why a person chooses to self-injury but it is important that staff consider the possibility of a link between self-injury and trauma/abuse.

When dealing with self-injury and self-harm staff should:

- Show that they care about the person behind the self-injury
- Show concern for the injuries themselves and ensure any needed first aid is provided
- Make it clear it is OK to talk about

- Acknowledge how scary the thought of not self-harming may be
- Explore what are their support networks?
- Report to designated leads and seek further advice

### **Private fostering**

Under certain conditions, a child might be cared for, as part of a private arrangement, by someone who is not their parent or a 'close relative'. This constitutes private fostering when the following conditions are met:

- a child is under 16 years of age – 18 if they have a disability
- the arrangement is for 28 days or longer
- the child's new carer does not have parental responsibility for the child and is not a close relative. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

By law parents and carers must notify the local authority of private fostering arrangements to safeguard and protect the child's welfare as well as ensuring the child, carer and parent are receiving appropriate support and help.



**\*Please make session leader or safeguarding lead aware of this form\***

**\*For completion by Safeguarding Lead or Session Leader\***

Does a more detailed safeguarding form need to be completed?

Any immediate further action taken required e.g phone call to parent/carer, ?

Signed \_\_\_\_\_

Print

Name

**For completion at Safeguarding meeting**

Date discussed at meeting:

Agreed action:

Who is leading follow up action:

Safeguarding Officer/Chair of meeting Signature:

Date uploaded to Salesforce:

Staff Initials

