



Safeguarding policy

This document consists of

The Child Protection policy

- Introduction
- Definitions of child abuse
- The role of designated Child Protection Officers
- Behaviour guidelines
- Guidelines for activity provision
- Recruitment procedures and vetting
- Disclosure, concerns and referral flowchart
- Follow up support
- Recording of information
- Appendix A
- Appendix B
- Appendix C
- Appendix D

The Safeguarding Vulnerable Adults Policy

- Introduction
- Definition of a vulnerable adult
- Definitions of abuse
- What to do if you have a concern

Updated May 2021

Review date May 2022

Responsible person: W Benson

Signed:

Date:

Contents

1. Introduction.....	3
2. Definitions of Child Abuse	3
3. Bullying	3
4. Early Help & Information sharing	4
5. Roles and Responsibilities	4
6. Behaviour guidelines	5
7. Guidelines for activity provision at the main Kids Kabin centre and the satellite centres. 5	
8. Guidelines for responding to bullying	6
9. Guidelines for photos and video	6
10. Guidelines for trips and outings.....	7
11. Guidelines for street sessions	8
12. Guidelines for online video sessions.....	8
13. Guidelines for community bike repair sessions.....	8
14. Guidelines for young volunteers.....	8
15. Recruitment Procedures and Vetting	8
16. Training and policy review	10
17. Disclosures and Concerns	11
18. Allegations made against staff and volunteers	14
19. Follow up support for persons reporting child abuse or concerns about child abuse.	14
20. Recording and storage of information and review procedures	14
21. Appendix A - Reporting points of contact.....	15
22. Appendix B – Important Safeguarding Contacts.....	16
Appendix C – Responding to violent incidents	17
23. Appendix D – Important safeguarding issues - 2017	18
The Safeguarding Vulnerable Adults Policy	23
1. Introduction.....	23
2. Definition of a vulnerable adult.....	23
3. Definitions of abuse.....	23
4. What to do if you have a concern	23

1. Introduction

- 1.1. This policy is informed by the principles and practices outlined in the government's 'Working Together to Safeguard Children, 2018' and is based on the following principles:
- Kids Kabin is committed to provide creative and practical activities for young people in a safe and caring environment.
 - Kids Kabin provides workshops and activities in a range of settings – the main Kids Kabin centre, satellite centres (church halls and community centres), schools and in a range of street locations). This policy provides specific guidelines for work in these different settings.
 - This policy promotes the rights of children, stresses the need to ensure that inappropriate behaviour does not take place, and outlines the means by which any allegations or suspicions are reported.
 - This policy has been designed to assist young people, staff, volunteers and directors at Kids Kabin in their understanding of what we mean by safeguarding and child protection and to ensure that everyone is aware of his/her rights and responsibilities in this area.
 - This policy is reviewed annually by the Board of Directors.
 - This policy is linked with other Kids Kabin policies which ensure children's welfare (e.g. Health and Safety, Equal Opportunities).

2. Definitions of Child Abuse

- 2.1. Child abuse is commonly described under four headings; neglect, emotional abuse, physical abuse and sexual abuse.
- 2.2. Neglect. Neglect can be defined as a situation in which the child suffers significant harm or impairment of development by being deprived of, for example: food, clothing, warmth, hygiene, intellectual stimulation, medical care, supervision and safety, attachment to and affection from adults
- 2.3. Emotional Abuse. Emotional abuse occurs when a child's need for affection, approval, consistency and security are not met.
- 2.4. Physical Abuse. Physical abuse is any form of non-accidental injury or injury which results from willful or neglectful failure to protect a child.
- 2.5. Sexual Abuse. Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.
- 2.6. Who abuses Children? Abuse of children may be carried out by strangers. It is much more common however that the abuser is someone known to the child and in a position of trust and/or authority. Parents, relatives, professionals, peers, friends and other children may all abuse children. It is also known that people do target children's organisations to gain access to children to exploit. It is the responsibility of all organisations to have as many safeguards in place as is reasonably possible to minimise this danger.

3. Bullying

- 3.1. Bullying can also be defined as a form of child abuse. Bullying can have a serious negative impact on a child's development. Kids Kabin has procedures in place to safeguard children from bullying.
- 3.2. Definition of bullying. Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen

face-to-face or through cyberspace, and comes in many different forms – verbal, physical, emotional and cyber.

- 3.3. Responding to bullying. Any reports or observations of bullying will be recorded as behavior incidents and will be discussed by the staff team.

4. Early Help & Information sharing

- 4.1. Early Help Plans (EHP) have replaced the Common Assessment Framework (CAF). Early Help Plans provide opportunities for families to ask for and receive additional help. The Kids Kabin staff teams will receive training in the use of Early Help and will look to support children and families in this respect. Kids Kabin considers that Early Help and associated partnership working can play an important preventative role.
- 4.2. Information sharing between organisations is also essential in picking up on potential safeguarding concerns. Kids Kabin staff and volunteers will share information when and where needed. Consent will usually be sought from parents/carers to share information. However, if there is any perceived risk arising from obtaining consent to share information, advice will be sought from Children's Social Care.
- 4.3. It is a statutory responsibility for organisations to share information when requested to do so. If Kids Kabin staff face any barriers in sharing information, this should be reported to the safeguarding lead who will follow this up and seek advice from Children's Social Care if needed.
- 4.4. Accurate, clear and dated records should be kept of information sharing.

5. Roles and Responsibilities

- 5.1. The Board Lead Person for Reporting – The Chair of the Board, Aidan Hughes, will be contacted in the first instance in the event of any serious child protection incidents.
- 5.2. The Board Lead for Review – Kath Davidson is the Board Lead for Review of Child Protection Policy and Procedures. The Board of Directors have a collective responsibility for review and monitoring of safeguarding.
- 5.3. The Lead Child Protection Officer is the Chief Executive, Will Benson. The role of the Lead Child Protection Officer is to:
 - Provide support to Child Protection Officers regarding suspicions, concerns, or disclosures made to them.
 - Report on suspicions and allegations of child abuse to the appropriate authority and to maintain communication thereafter.
 - Maintain proper and confidential records on all cases referred to him/her.
 - Provide support to anyone making a referral or against whom an allegation has been made.
 - Advise the organisation, its members and staff and volunteers on good practice and arrange training.
 - Inform staff and volunteers about policy changes.
- 5.4. The Child Protection Officers are designated members of the staff team. The role of the Child Protection Officer is to:
 - Liaise with the Lead Child Protection Officer on any suspicions or allegations of child abuse.
 - In the absence of the Lead Child Protection Officer support other Child Protection Officers, staff and volunteers regarding suspicions concerns, or disclosures made and agree Lead Officer responsibility to then report to an appropriate authority.
 - Maintain proper records in the absence of the Lead Child Protection Officer.

- Maintain confidentiality in all cases.

5.5. The Independent Person is and Sarah Warren. The Independent Person is an individual who is not directly associated with the project but who is available for people to talk to if they have concerns that they do not wish to discuss within the organisation or with the statutory agencies. Contact details of this person should be made available to all adults and young people involved with Kids Kabin. These details will be displayed in the foyer and in Appendix A. The Independent Person will be made aware of the child protection policy and any reviews and/ or updates to this policy.

6. Behaviour guidelines

6.1. It is the responsibility of Kids Kabin to ensure that everyone is aware of appropriate behaviour in Kids Kabin.

6.2. The following behaviour is unacceptable among children, young people, volunteers and staff;

- Bullying, name calling, sarcasm and destructive criticism
- Inappropriate verbal communication and/or bad language
- Humiliation and embarrassment of others
- Favouritism
- Exclusion
- Sexual innuendo (including comments, jokes and gestures) and inappropriate language
- Sexual harassment
- Inappropriate physical contact or physical gestures or movements – young people may interpret certain actions as sexualised or aggressive.

6.3. If these behaviour guidelines are not followed the staff and volunteer team will work with the children and young people to challenge and improve behaviour. The approaches followed are outlined in the Kids Kabin behaviour guidelines in the staff handbook.

7. Guidelines for activity provision at the main Kids Kabin centre and the satellite centres.

7.1. In the planning and delivery of all activities the following guidelines will be followed. Practice and procedures will be updated and improved on an ongoing basis.

7.2. Ratios and 1 to 1 working.

- There will be a minimum of 2 trained members of staff (N.B. 'staff' includes volunteers) present when any workshops are running.
- A trained member of staff can run a workshop on their own with a group of children.
- A member of staff cannot run a workshop alone with a single child. In this situation the child will choose another activity to join.
- If children leave the workshop area during a session (for example to finish off a project in another room or if they have to leave the session early) and leave a 1 to 1 situation, the member of staff should inform another member of staff. If there is an activity running in the next room (i.e. pottery, woodwork, textiles, art or gardening), then the member of staff can decide to continue the session, keeping the doors open between rooms. If there is no immediate neighbouring activity (i.e. cookery, music, film making), the session will end and the member of staff and the child will join another activity.

7.3. Toilets

- Staff and children will use separate toilets at all times
- The adult female toilet will be the disabled toilet

- The adult male toilet will be the toilet next to office 1

7.4. Physical contact

- Staff should not touch a child unnecessarily or inappropriately – this should not stop staff and children showing normal expressions of friendliness – i.e. hugs, ‘high fives’, handshakes etc
- Staff should not pull a child to move them
- Staff can act as a block to stop a child’s movement if they are pushing their way into a room, through the front door or towards a fight. Staff should not push a child away but rather act as a barrier
- Physical restraint should only be used in extreme situations and/or to protect the child or adult. **Refer to Appendix B – Responding to violent incidents**

8. Guidelines for responding to bullying

8.1. Kids Kabin takes the following approach to bullying:

- Any reported incidents will be taken seriously and investigated.
- Parents, schools and other relevant stakeholders will be involved where necessary.
- Clear anti-bullying messages will be given during workshops and sessions and by using signage and other means of communication. This will include facilitated group discussions as part of group development.
- Kids Kabin will seek advice from professionals and external organisation where needed.

8.2. If a bullying incident is suspected or reported, it will be dealt with as follows:

- It will be dealt with as soon as possible by the staff member who has heard about or witnessed the incident.
- Clear and detailed records will be kept, including verbatim records of exactly what people have said and any other evidence.
- An incident report will be completed and shared with the immediate team and the manager. This report will include a process for review and further actions, as required.
- The incident will be investigated with all parties involved, asking immediate questions such as “Can you tell me exactly what happened?” “Has this happened before? If so, when?” “What has happened before?” “How did this make you feel?”
- Further investigation may be needed and time set aside outside of the regular activity sessions to allow this to happen. This will be organised in liaison with children and parents. This further investigation will ask questions including, “How do you think we can stop this from happening again?” “What would you like to happen next?”
- It may be preferable to offer time in a quiet area during a regular session to discuss what happened and how each person felt at the time and what could be done to make the situation better. It may also be productive to offer time when both parties can work on a project together to build a positive relationship.
- If appropriate, we will encourage a restorative approach – both parties will discuss, understand the harm caused, reflect on future behaviour and develop an apology or recognition of this in some form.

9. Guidelines for photos and video

9.1. Taking photos and video

- Photos or video will only be taken of people with their written consent. In the case of children, this consent must be provided by a parent or carer. These permissions are filed securely in filing cabinet 1 in Office 1.
- Where possible Kids Kabin will commission professional photographers to photograph projects and activities.
- On occasions it may be necessary for staff and volunteers to take photos. The Kids Kabin Ipads or work mobile phones will be the only devices used to take photos.
- Personal phones or cameras should never be used unless a specific and written arrangement has been agreed.

9.2. Processing photographs and videos

- All images and video should be processed as soon as is reasonably possible after the activity.
- All images and video should either be saved to the correct folder on the Images section of the Kids Kabin secure shared drive

9.3. Reproducing, using and sharing photographs and video.

- No images or video should be sent by personal email or used on personal social media
- Images and video will be used for specific purposes such as the Annual Review, the website and other publicity. In these cases express written permission must be obtained from the parent of the child concerned. Additional consent should be sought if the photo is to be used in a different context which has not been specified in the original consent form.
- As a general principle the names and personal information (address etc) of individuals will not be put on publicity material alongside photographs

10. Guidelines for trips and outings

10.1. Ratios and 1 to 1 working.

- There will be a minimum of 2 trained members of staff present on any trip. This will usually only be an acceptable ratio on a small trip with 6 children or less.
- When there are more than 6 children, a minimum of 3 trained members of staff will be present. This allows for one member of staff to act in an emergency, leaving 2 members of staff with the group.
- On camping trips and residentials with more than 6 children, there will be a minimum of 4 adults, allowing staff and children to split into 2 groups with 2 members of staff with each group.
- Children will be with at least 1 other young person at all times on a trip. Staff will monitor this and ensure groups stay together.

10.2. Toilets and washing

- Staff will ensure that arrangements are made during planning for privacy in toilet and washing areas.
- If children want to be accompanied to the toilet at any time (for example at Rupert's Wood at night) they should go with at least one other child. If the group contains more than 1 child, an adult can accompany the group.

10.3. Physical contact. As 7.4 above

11. Guidelines for street sessions

11.1. Ratios and 1 to 1 working

- There will be a minimum of 2 trained members of staff present on any street session.
- A trained member of staff can run a workshop on their own with a group of children.

11.2. Physical contact. As 7.4 above

11.3. Additional safeguarding issues and other concerns.

- Additional issues and other concerns may arise on the street in ways that would be unlikely in activity sessions in centres. For example, staff may witness drug taking, drug dealing or underage drinking. These concerns will be responded to following the reporting procedures for safeguarding and behaviour concerns.

12. Guidelines for online video sessions

- In response to lockdowns triggered by Covid-19, Kids Kabin has delivered online video workshops.
- These workshops will always be run by 2 members of the team.
- These video calls will not be recorded unless for a specific reason and with written parental consent.
- The team members leading the call will be prepared to end the call if any issues arise.

13. Guidelines for community bike repair sessions

13.1. Adults from the local community are welcome to make arrangements to repair their bicycles in the bike workshop. Arrangements will be made for these repairs to be completed under supervision at a different time to the children's bike repair sessions.

14. Guidelines for young volunteers

14.1. Young volunteers are defined as young people between the ages of 16 and 18 who take part in running and supporting activity sessions. This definition would not include those young people, aged 12-15, who continue to take part and progress to 'helping out' after they have taken part in sessions as younger children.

14.2. Application, references and vetting. These individuals will be treated as full volunteers and will complete the full application and vetting process.

14.3. Parental contact and consent. Parents of these young volunteers will be contacted to ensure:

- They give consent for their child to become a Kids Kabin young volunteer
- They have Kids Kabin contact details if needed
- They understand the activities and objectives of Kids Kabin and the role of their child as a young volunteer
- It is clear how and when Kids Kabin will communicate with the young volunteer and through which method – see section 15 below

15. Communicating with parents and members by phone, email and social media

15.1 Parents will be contacted by the staff and volunteer team by phone, text or email to arrange participation and to follow up any requirements.

- 15.2 Young volunteers will be contacted by email and another team member will be copied in for audit and accountability purposes
- 15.3 Other Kids Kabin members will not be contacted via their parents or at sessions. No one to one phone, email or other contact will happen.
- 15.4 All social media and website correspondence will be directed to the admin@kidskabin.org.uk email address. Any messages from children will be lead to a response to a parent. Please refer to the Social Media Policy for more detail on this.

16. Recruitment procedures and Vetting

- 16.1. Safeguarding is of utmost importance throughout the recruitment process for employees and volunteers. The following processes and checks will be completed:
- Application forms for employees. Application forms will ask for full employment and educational history.
 - Self-disclosure forms for employees and volunteers. Self-disclosure forms will ask for any previous convictions, warning, social services concerns or disciplinary action involving children and young people. Self-disclosure forms for employment applicants will be kept by the recruitment administrator and will only be given to the panel if the candidate is shortlisted. Self-disclosure forms for volunteering applicants will be considered alongside the application form.
 - The application pack and additional information. The application pack will include the application form, a job description, a person specification and The Safeguarding Policy.
 - References – 2 references will be taken for every applicant, enquiring about their suitability for the post in question. References will be taken prior to interview for employees to allow any concerns to be raised and followed up on. References will be taken after initial interview for volunteers. Any concerns raised from subsequent references will be followed up in a second interview.
 - References will be completed using a standard reference pro forma. Referees should be people who can comment on the applicant's work or educational experience, such as an employer, a teacher or supervisor. One of these referees should be the applicant's most recent or current employer.
 - If the applicant cannot provide an educational or employment reference, they will be asked to contact Kids Kabin to discuss the selection of select a suitable character reference.
 - The validity of referees will be checked. Any concerns about the legitimacy of a reference will be followed up with a phone call.
 - Confirmation of identity and right to work in the UK. Identity will be confirmed with photographic ID at interview and evidence of National insurance number (payslips or National Insurance card for potential employees).
 - Concerns raised during the recruitment process. Advice will be sought from the Disclosure and Barring Service in connection with any concerns raised during the recruitment process.
 - Kids Kabin has a Policy on Rehabilitation of Offenders Act 1974. This is detailed as an appendix to the equal Opportunities Policy.
- 16.2. Disclosure and Barring Service (DBS) check – an enhanced DBS check will be required for all staff, volunteers and members of the Board of Directors. These checks will be renewed every 3 years. The DBS paperwork will be checked against a personal ID document. The update service will be used when new checks are completed to save time and money in the future.
- 16.3. Staff - A DBS check will be completed before the staff member works unsupervised with young people.

- 16.4. Volunteers – A DBS check will be completed before the volunteer (defined as any volunteer aged 16 or over) works directly with young people.
- 16.5. Portability – Portability is the re-use of a DBS Disclosure for a position in another organisation. The DBS has clarified that it will not facilitate the portability of Disclosures and that organisations using portability do so at their own risk. We would not normally accept a DBS from another organisation. We will only accept enhanced DBS checks completed by another organisation, if the checks are directly related to the volunteer’s involvement. An example of this would be a student on a teacher training course having a DBS for their teaching practice.
- 16.6. International volunteers – The volunteers on placement through the Assumption Volunteer Programme arrive with references and police checks from their respective countries. They will also complete a UK DBS check as soon as possible after their arrival. Until this check has been processed these volunteers will work under continual supervision.
- 16.7. Professionals and facilitators who run one off activities – We check the DBS checks of all external professionals who run activities at Kids Kabin. If a current DBS check is not held, this person will work under continual supervision.
- 16.8. Visitors - Anyone visiting the building when young people are also present will be supervised.

17. Training and policy review

- 17.1. Board of Directors – The Board of Directors will complete an annual safeguarding audit across the organisation (Next due date May 2022). This will be based on current good practice (e.g. 2021 Review based on NSPCC Safeguarding and Child Protection for the Voluntary and Community Sector.) This will review policy and procedures and inform the Board’s own training needs.
- 17.2. Directors will complete level 1 safeguarding training on induction. Refresher training will be offered every 2 years.
- 17.3. Staff and volunteers – All staff and volunteers will read and understand the Child Protection policy and any annual reviews or updates. Staff and volunteers will take part in group training each year, led by Kath Davidson or Will Benson, or an appointed person. This training will recap and refresh the team on key safeguarding principles and practice and also use practical scenarios to clarify and agree potential action. Particular attention will be paid to cultural differences in experience and expectations of safeguarding for international volunteers. This annual refresher session will be backed up by shorter three monthly scenario/action discussions at staff meetings.
- 17.4. The team will also take part in additional training when deemed necessary (e.g. in the past we have commissioned external trainers to come and run day or half day workshops with the staff and volunteers).
- 17.5. The Lead Child Protection Officer and the Child Protection Officers will complete Level 2 Safeguarding Children Training as recommended by the NSCB. This will be refreshed every 2 years. All other staff and full time volunteers will complete level 1 online or face to face training. Occasional and short term volunteers will receive induction to the Safeguarding policy and procedures.

18. Disclosures and Concerns

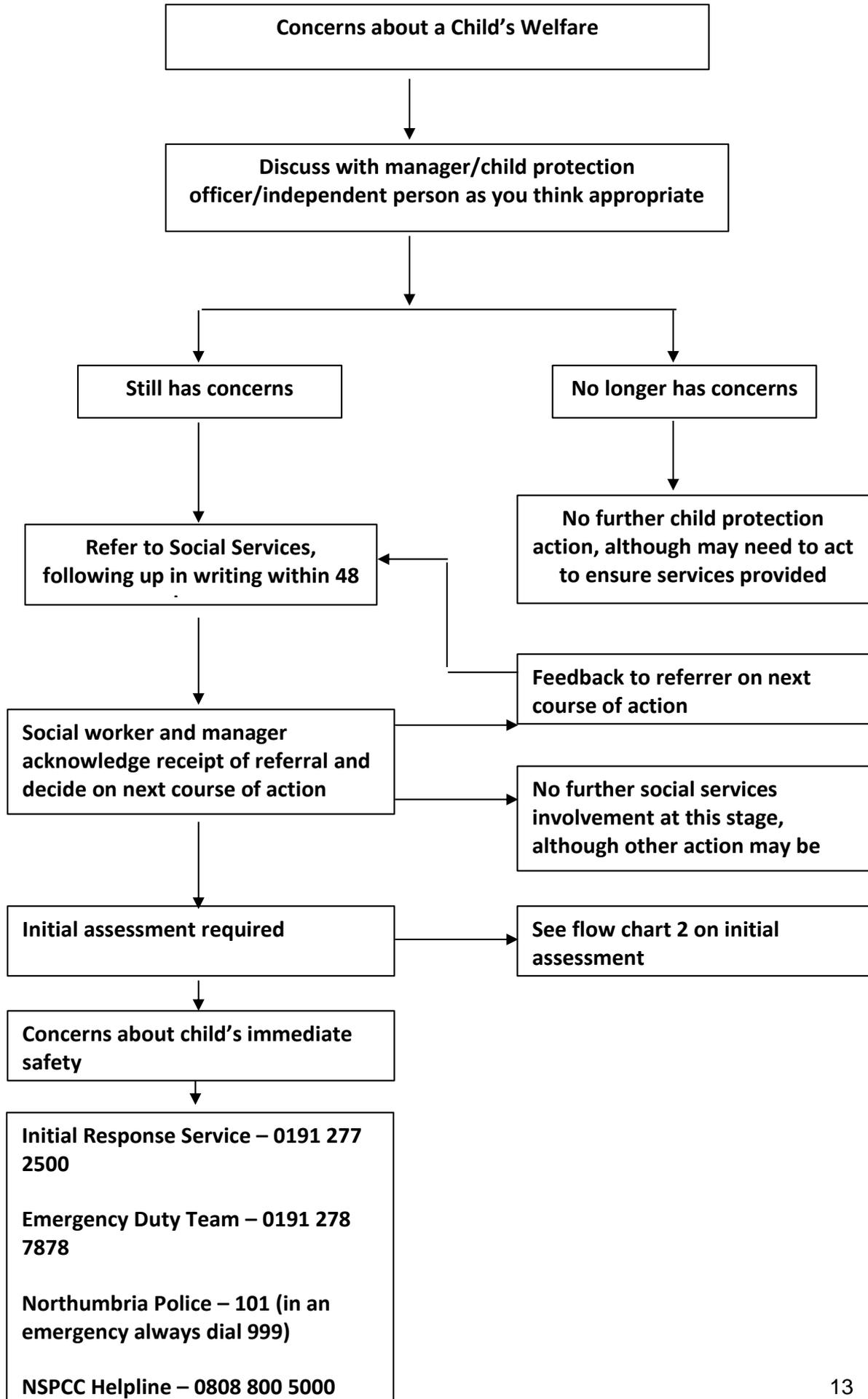
- 18.1. At Kids Kabin we may have to deal with a range of child protection issues (ranging from a concern raised by a volunteer to a direct disclosure from a young person about abuse. We therefore have the following procedures in place in the event of a concern or a disclosure.
- 18.2. In all cases it is essential to remember that the protection and safety of a child is paramount.
- 18.3. In the event of a concern - The staff member or volunteer must discuss the matter as soon as possible with the Lead Child Protection Officer, a Child Protection Officer, the Chair of the Kids Kabin Board or another Board member. The contact order shown in **Appendix A – Reporting – Points of contact** should be followed.
- 18.4. If the member of staff or volunteer has any concerns about reporting this concern to an individual within the organisation, they should speak to the Independent Person or another organization. Refer to and **Appendix B – Important Safeguarding Contacts**.
- 18.5. This discussion will lead to a decision as to whether further action or referral is required. Regardless of the outcome of this discussion, the concern will be recorded and the record will be stored in the appropriate place. Confidentiality is essential and only those that need to know should be told of a concern. For example, a concern should not be brought up in an open evaluation. If urgent, it might be necessary to make direct contact with the police or Social Services before speaking to colleagues.
- 18.6. Any safeguarding concerns raised or information shared should be reported to Will Benson, the Lead Child Protection Officer, as soon as possible.
- 18.7. The Lead Child Protection Officer will update the Board on these concerns at the next Board meeting or immediately in the case of a serious concern. Immediate concerns will be reported to the Chair (or another Director following the order shown in **Appendix A – Reporting – Points of contact**)
- 18.8. If at any point in this process the person raising the initial concern is unhappy about the action agreed and/or taken by a Child Protection Officer or the Lead Child Protection Officer, it is the responsibility of this individual to take further action independently and to contact authorities if necessary. This individual responsibility for action is a key principle of safeguarding and referral.
- 18.9. Contacting parents about concerns. Whenever possible concerns should be discussed with parents as soon as possible. However, if there is any concern that this will put the child at greater risk, a referral should be made to social services (see the referral flow chart). For example if you think the child is being bullied by another child it would probably be sensible to discuss this with their parents. However, if you think a child is being bullied or abused by a family member it would not be sensible to discuss this with the parents.
- 18.10. In event of a disclosure - It is important that a person who discloses abuse feels supported. Therefore, if a disclosure is made the following should be taken into consideration:
 - Do not promise to keep a secret. Explain that you will have to pass on anything that requires legal follow up.
 - Take what the person says seriously.
 - React in a calm manner and reassure the person that it was right to tell somebody what happened.
 - Listen carefully and attentively to the child and use language the person will understand.
 - Be careful when asking questions. Seek clarification and do not ask leading questions.

- Do not express any opinions about the alleged abuser to the person reporting to you and do not confront the alleged abuser.
- Write down what was said immediately and check this with the person.

18.11. In response to any disclosure, the worker must consider the following;

- The protection and safety of the child is paramount.
- Is it appropriate to discuss this internally in the organisation or should external authorities (independent person, social services, the police or children's charities) be contacted first?
- Confidentiality is essential and only those that need to know should be told of a suspicion/allegation/disclosure of abuse.
- The alleged abuser should not be informed of the allegation. Advice should be taken from the police or Children's Social Care about how to proceed.

18.12. The Referral Flowchart



19. Allegations made against staff and volunteers

19.1. In the event of an allegation of abuse being made against a member of staff or a volunteer, contact must be made with the Local Authority Designated Officer (LADO) who will advise on what action needs to be taken. This individual will stop taking part in activity sessions with young people until the situation has been fully investigated and resolved. If appropriate, the Lead Child Protection Officer will inform other staff and volunteers, depending upon the nature of the allegation. The Chair of the Kids Kabin Board will be made aware of any allegations concerning a member of the staff or volunteer team.

20. Follow up support for persons reporting child abuse or concerns about child abuse

- 20.1. The Lead Child Protection Officer should explain the child protection procedure and clarify any areas of uncertainty. The possible consequences of a Children's Social Care investigation and a trial should be outlined.
- 20.2. The person should be given a clear written statement of how the organisation is dealing with the concerns and what information has been passed onto other agencies. The Lead Child Protection Officer will consider how to inform and support other staff, volunteers, parents and young people in the event of a child protection incident or concern.

21. Recording and storage of information and review procedures

21.1. In all situations, it is extremely important to record the details of a concern, an allegation or reported incident, regardless of whether or not a referral is subsequently made to a statutory agency. The following information should be recorded;

- The name, address, and age of the child.
- The name of the person completing the report.
- The date and time of the incident or concern.
- The name and address of the person alleged to be causing harm to the child.
- A full account of the concern.
- The circumstances in which the concern arose, or the incident occurred.
- The child's own statement, if relevant.
- The agreed action to be taken.
- Date of review of the concern.

21.2. Storage of information. Any reports/completed forms will be kept locked in filing cabinet in office 2. Digital versions of reports will be kept on a secure, password protected folder on the Kids Kabin shared drive. Access to this information will be limited to a minimum number of people who need to review this information. In the case of sharing information with other agencies, additional care will be taken to ensure data security.

21.3. Review of concerns. Concerns which do not lead to a direct referral to Children's Social Care or another agency will be reviewed every 3 months or more often if decided. These reviews will be led by the Lead Child Protection Officer and will involve other relevant staff if necessary. The review will discuss any new information or additional and ongoing concerns. A decision will be made whether to take action, continue to review or to cease reviews and archive the information. These review actions and decisions will be recorded on a cover sheet kept in the record file.

21.4. Review of concerns at Board Meetings. All current Safeguarding concerns will be raised at every Board meeting.

21.5. Feedback from Children's Social Care. After making a referral to Children's Social Care, Kids Kabin should expect a response within 1 day informing what action has been taken. If this has not been received, this should be followed up and noted.

22. Appendix A - Reporting points of contact

In the event of a safeguarding concern requiring immediate action, individuals should make contact with the Lead Child Protection officer as soon as possible. In the event of the Lead Child Protection officer not being contactable, individuals should work down this list until someone is successfully contacted.

1. Will Benson
2. Sue McBride
3. Angela Dodd
4. Colin Ridley
5. Nikki Crow
6. Stephanie Beckman

NB In case of emergency, the police or Newcastle's Children's Social Care Team can be contacted.

Board members can also be contacted for advice in this situation. The contact order below should be followed. This same order should be followed if reporting a serious safeguarding incident to the Board.

1. Christine Charlwood
2. Kath Davidson
3. Paul Cowie
4. Lee Robinson

23. Appendix B – Important Safeguarding Contacts

Lead Child Protection Officer Kids Kabin Will Benson	0191 2953655 07896928189 will@kidskabin.org.uk
Child Protection Officers Kids Kabin Newcastle Nikki Crow Colin Ridley Angela Dodd Stephanie Beckman	0191 2953655
Child Protection Officers Kids Kabin Middlesbrough Sue McBride Sue.kidskabin@gmail.com Vicky Kay	07581 891581
Chair of the Board of Directors Aidan Hughes c/o Kids Kabin 10 Church Walk Walker NE6 3DW	aidanhughesprivate@gmail.com
Independent Person Sarah Warren	se.warren1995@gmail.com 07932773641
The Screening and Initial Response Service, Children’s Social Care Room 237, Civic Centre Barras Bridge, Newcastle upon Tyne NE1 8QH	0191 2772500
POLICE	0191 214 6555
NSPCC Child Protection Helpline (National Society for the Prevention of Cruelty to Children)	0808 800 5000
Childline (For young people)	0800 1111
The Local Authority Designated Officer (LADO) Children’s Safeguarding Standards Unit Room 134 Civic Centre, Barras Bridge, Newcastle upon Tyne, NE1 8PU	0191 2774636
Middlesbrough – South Tees Safeguarding Children’s Partnership, Middlesbrough Council Urgent need 999 or South Tees Multi Agency Children’s Hub	01642 130700 Office hours 01642 524552 Out of hours Email southteesmach@redcar-cleveland.gov.uk

Appendix C – Responding to violent incidents

Responding to violent incidents (with children and young people)

These guidelines are intended to inform staff and volunteers of actions they should take if they experience a violent incident when working with Kids Kabin with children and young people.

Definition of a violent incident

A violent incident may include:

- Children fighting with each other during a Kids Kabin session
- A child harming themselves or putting themselves at risk of serious harm (such as cycling into the middle of a busy road, or play fighting with sharp tools)
- A child harming another person, included staff or other young people
- A child damaging someone's property – to the extent of committing criminal damage
- Adults fighting with each other near to or at a street session

Key principles

- Kids Kabin staff have a duty of care for the children and young people they are working with and should therefore take reasonable action to protect those children and young people from harm or from committing harm. Failure to intervene in a situation which subsequently leads to a child injuring themselves or others could result in an accusation of negligence.
- Kids Kabin staff and volunteers must be able to justify any verbal or physical intervention as reasonable and proportionate (if they had to explain this in a legal situation)
- Kids Kabin staff should, wherever possible, get help from another member of the team before acting.
- Any physical intervention must be a last resort if there is no alternative – such as distraction, persuasion, or other verbal approaches.
- Any physical intervention should be proportionate – the minimum level of physical contact should be used to resolve the problem.
- Staff may come across a situation on the streets or in a community setting when adults are involved in a violent incident. The above principles apply in the same way. Subsequent police contact may be necessary.

Dos and Don'ts

Do

- Involve another member of staff
- Tell the child what you are going to do and why
- Use minimum force and stop the intervention as soon as possible
- Tell the child what they need to do for the intervention to stop

Don't

- Act in temper
- Involve other children and young people in the intervention

Recording incidents and further action

Any incident involving physical intervention will be recorded, noting time, date, individuals involved, a full description (and that of witnesses if necessary) and further action required.

Any incident will be discussed at the subsequent staff meeting

24. Appendix D – Important safeguarding issues - 2017

On review of the Kids Kabin safeguarding policy in May/June 2017 it was agreed that the following information updates on important safeguarding issues be produced for attention of the Kids Kabin Board, staff and volunteer teams and for future training and information. These will be reviewed on an annual basis along with the rest of the policy.

Female Genital Mutilation

Summary

Female genital mutilation (FGM) is a harmful traditional practice which is defined by the World Health Organisation as “...all procedures that involve partial or total removal of the external genitalia, or other injury to the female genital organs for non-medical reasons.” Within certain cultures it is believed that female genital mutilation preserves a woman’s virginity, ensures marital fidelity and prevents sexual behaviour that is considered deviant. It is also seen as a practice that makes girls “clean” and beautiful.

FGM is mostly carried out among young girls between infancy and 15 years old, and it is an extremely harmful practice causing bleeding, pain and trauma. The range of long term consequences include chronic pain, infections, decreased sexual enjoyment and psychological consequences, such as post-traumatic stress disorder. FGM can also cause childbirth complications and new-born deaths. Globally widespread, it is a predominant in Africa, Asia and the Middle East and, to a lesser extent, within some immigrant communities in Europe, North America and Australasia. Many countries, including the UK, having signed up to international conventions on female genital mutilation are obliged to take legal action against it.

Statistics – it is estimated that:

- 74,000 women in the UK have undergone FGM and a further 7000 under the age of 17 are at risk.
- Between 100 million and 140 million girls and women worldwide are currently living with the consequences of FGM.
- 3 million girls and women are subjected to female genital mutilation each year; on average 8000 girls per day.
- (Source – zerotolerance.org.uk)

Action

If you have any concerns about FGM you should report this as a safeguarding concern following the disclosure process outlined in the policy.

The Prevent duty

Summary

The Prevent duty is a Government policy outlining the responsibility of all organisations to identify children at risk of radicalisation, to know what to do when such children are identified and to respond to extremism. "Extremism" is defined as the 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. Protecting children from the risk of radicalisation should be seen as part of an organisation's wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation).

Organisations can also build children's resilience to radicalisation by promoting fundamental democratic values and enabling them to challenge extremist views. It is important to emphasise that the Prevent duty is not intended to stop organisations discussing and debating controversial issues. On the contrary, organisations can provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

The Government's statutory guidance on the Prevent duty summarises the requirements in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.

Risk assessment

All organisations are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.

Working in partnership

The Prevent duty builds on existing local partnership arrangements. Local Safeguarding Children Boards (LSCBs) are responsible for co-ordinating what is done by local agencies for the purposes of safeguarding and promoting the welfare of children in their local area. Local authorities are vital to all aspects of Prevent work. Advice should be sought from the Newcastle SCB or the local authority in case of any concerns. Effective engagement with parents / the family is also important as they are in a key position to spot signs of radicalisation. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.

Staff training

The statutory guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. The Kids Kabin Board have decided that this appendix will be sufficient information for the staff and volunteer team at this point.

IT policies

The statutory guidance makes clear the need for organisations to ensure that children are safe from terrorist and extremist material when accessing the internet through the organisation. Children only access the internet occasionally for project ideas and research purposes and this access is always supervised.

Action

If you have any concerns about radicalisation or extremism you should report this as a safeguarding concern following the disclosure process outlined in the policy.

Sexting (Source NSPCC)

Summary

It's important anyone working with children and young people understands the dangers of sexting and knows what to do if they ever need to help a young person who has received or sent an explicit image, video or message.

What is sexting?

Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, laptops - any device that allows you to share media and messages.

Sexting may also be called trading nudes, dirties, pic for pic.

What the law says

Sexting can be seen as harmless, but creating or sharing explicit images of a child is illegal, even if the person doing it is a child.

Why do young people sext?

There are many reasons why a young person may want to send a naked or semi-naked picture, video or message to someone else, including:

- joining in because they think that 'everyone is doing it'
- boosting their self-esteem
- flirting with others and testing their sexual identity
- exploring their sexual feelings
- to get attention and connect with new people on social media
- they may find it difficult to say no if somebody asks them for an explicit image, especially if the person asking is persistent

The risks of sexting

Young people may think 'sexting' is harmless but it can leave them vulnerable to:

Blackmail An offender may threaten to share the pictures with the child's family and friends unless the child sends money or more images.

Bullying If images are shared with their peers or in school, the child may be bullied.

Unwanted attention Images posted online can attract the attention of sex offenders, who know how to search for, collect and modify images.

Emotional distress Children can feel embarrassed and humiliated. If they're very distressed this could lead to suicide or self-harm.

Action

If you have any concerns about sexting you should report this as a safeguarding concern following the disclosure process outlined in the policy.

Religious or Faith Abuse (Source – Cumbria Local Safeguarding Children’s Board)

Summary

One **meaning** of the term religious **abuse** refers to psychological manipulation and harm inflicted on a person by using the teachings of their religion. This is perpetrated by members of the same or similar **faith**, and includes the use of a position of authority within the religion. The term ‘belief in spirit possession’ is the belief that an evil force has entered a child and is controlling him or her. Sometimes the term ‘witch’ is used and is the belief that a child is able to use an evil force to harm others. There is also a range of other language that is connected to such abuse. This includes black magic, kindoki, ndoki, the evil eye, djinns, voodoo, obeah, demons, and child sorcerers. In all these cases, genuine beliefs can be held by families, carers, religious leaders, congregations, and the children themselves that evil forces are at work. Families and children can be deeply worried by the evil that they believe is threatening them, and abuse often occurs when an attempt is made to ‘exorcise’, or ‘deliver’ the child. Exorcism is the attempt to expel evil spirits from a child. (Safeguarding Children from Abuse Linked to a Belief in Spirit Possession 2007).

The belief in ‘possession’ or ‘witchcraft’ is widespread. It is not confined to particular countries, cultures or religions, nor is it confined to new immigrant communities in this country. Any concerns about a child which arise in this context must be taken seriously.

Risks

The number of known cases of child abuse linked to accusations of ‘possession’ or ‘witchcraft’ is small, but children involved can suffer damage to their physical and mental health, their capacity to learn, their ability to form relationships and to their self-esteem. It is likely that a proportion of this type of abuse remains unreported. Such abuse generally occurs when a carer views a child as being ‘different’, attributes this difference to the child being ‘possessed’ or involved in ‘witchcraft’ and attempts to exorcise him or her. A child could be viewed as ‘different’ for a variety of reasons such as, disobedience; independence; bed-wetting; nightmares; illness; or disability. There is often a weak bond of attachment between the carer and the child.

Action

If you have any concerns about Religious or Faith Abuse, you should report this as a safeguarding concern following the disclosure process outlined in the policy.

Child Sexual Exploitation (source NSPCC)

Summary

Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Child sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. It can involve violent, humiliating and degrading sexual assaults.

Child sexual exploitation doesn't always involve physical contact and can happen online. When Child sexual exploitation happens online, young people may be persuaded, or forced, to:

- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- have sexual conversations by text or online.

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the sexual abuse has stopped.

Sexual exploitation is used in gangs to:

- exert power and control over members
- initiate young people into the gang
- exchange sexual activity for status or protection
- entrap rival gang members by exploiting girls and young women
- inflict sexual assault as a weapon in conflict.
- Girls and young women are frequently forced into sexual activity by gang members.

Action

If you have any concerns about Child Sexual Exploitation, you should report this as a safeguarding concern following the disclosure process outlined in the policy.

The Safeguarding Vulnerable Adults Policy

25. Introduction

The purpose of this policy is to outline the principles and procedures which Kids Kabin follows to ensure the safeguarding of vulnerable adults.

Kids Kabin does not normally deliver activities for vulnerable adults. However as we work in public and community settings, conduct home visits, it is possible that we will come into contact with vulnerable adults. Therefore this policy gives procedures to follow in event of any concerns.

26. Definition of a vulnerable adult

A vulnerable adult is someone aged 18 or over:

who is, or may be, in need of community services due to age, illness or a mental or physical disability.

who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.

27. Definitions of abuse

Abuse is defined as the misuse of power and/or control over an individual against their will. Abuse of a vulnerable adult can fall into the following categories:

Neglect. Neglect can be defined as a situation in which the vulnerable adult suffers significant harm or impairment of development by being deprived of, for example: food, clothing, warmth, hygiene, intellectual stimulation, medical care, supervision and safety.

Emotional Abuse. Emotional abuse occurs when a vulnerable adult's need for affection, approval, consistency and security are not met.

Physical Abuse. Physical abuse is any form of non-accidental injury or injury which results from willful or neglectful failure to protect a vulnerable adult.

Sexual Abuse. Sexual abuse occurs when a vulnerable adult is used by another person for his or her sexual gratification or for that of others.

28. What to do if you have a concern

If you see someone abusing a vulnerable adult, receive a disclosure from someone about abuse or have any concerns, you **MUST** take one of the courses of action as follows:

Speak to a Safeguarding officer (those staff designated as Child Protection Officers) and discuss the concern further with the Lead Child Protection Officer if necessary

If these people are not available or you do not think it is appropriate to speak to them, you can speak to the Chair of the Board of Directors or one of the Independent Persons (see the contact details on Child Protection Policy)

If necessary the officers above will report the concern to Community Health and Social Care Direct (8 am - 5 pm) - 0191 278 8377. Outside of these hours call - 0191 278 7878

Middlesbrough – Access Team 01642 065070 email adultaccessteam@middlesbrough.gov.uk

Emergency number 01642 524552

PLEASE NOTE – if at any point you think that it is an emergency, you should call the police immediately - 999

If in doubt, raise a concern and speak to someone.