



Safeguarding Children and Young People Policy and Procedures Handbook

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1 Safeguarding Children and Young People Policy

1.1 Organisational Values

Derbyshire Wildlife Trust approaches everything we do with the following set of values:-

- Integrity
- Inspiring
- Visionary
- Effective

We aim to establish common cause with others, to develop trusting relationships and build lasting partnerships based on mutual respect and shared responsibility. We expect all staff, trustees, contractors and volunteers to adhere to behaviours that are in line with our organisational values and beliefs.

1.2 Policy Purpose and Scope

Derbyshire Wildlife Trust is committed to safeguarding and promoting the welfare of all children and young people engaged in the breadth of its activities. Derbyshire Wildlife Trust acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse or neglect.

Definition: An individual aged under 18 is classed as a child. The term 'young people' is also commonly used to refer to the 13 – 17 year age group.

A separate "Safeguarding Adults" policy exists and should be referred to for all safeguarding for over 18s.

This policy applies to all staff, trustees, volunteers and anyone working on behalf of Derbyshire Wildlife Trust

The purpose of this policy:

- to protect children and young people who receive Derbyshire Wildlife Trust's services. This includes the children of adults who use our services;
- to provide staff and volunteers with the overarching principles that guide our approach to protecting children from abuse;
- Derbyshire Wildlife Trust believes that a child should be valued and never experience abuse of any kind. We have a responsibility to promote the welfare of all children and to keep them safe. We are committed to practice in a way that protects them.
- to protect staff by having a clear framework, robust procedures and transparent reporting

We recognise that:

- the welfare of children and young people is paramount, as enshrined in the Children Act 1989;
- all people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, marital status, pregnancy or maternity have the right to equal protection from all types of harm or abuse;
- some children, young people or vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and trustees for safeguarding
- adopting child safeguarding practices through procedures and a code of conduct for staff and volunteers
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- developing and implementing an effective e-safety policy and related procedures
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying or harassment that does arise
- ensuring that we have effective complaints and whistleblowing policies and procedures in place
- ensuring that we provide a safe physical environment for children, young people, our staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

1.3 Legal Framework

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

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Act 2018
- 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
- Children and Social Work Act 2017
- 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

1.4 This policy should be read alongside our Safeguarding procedures on:

- Role of the Designated Safeguarding Officer
- Safer recruitment, including use of the Disclosure and Barring Service
- Reporting guidance for staff and volunteers
- Code of conduct for staff and volunteers
- Recognising the signs and symptoms of abuse
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Working with children and school parties
- Taking, storing and using images
- E-safety

This policy also needs to be read in conjunction with our policies and procedures on:-

- Recruitment and Induction
- Bullying and Harassment
- Complaints
- Data Protection
- Disciplinary
- Grievance
- Health and Safety
- Lone Working
- Social Media
- Training
- Whistleblowing

1.5 Contact Details

Designated Safeguarding Officer (DSO)
Lisa Witham– Tel 01773 881188

Deputy DSO
Diane Gould – Tel -01773 881188

Out of hours
The Derbyshire Social Care & Health Safeguarding Team
Tel: 01629 532600 (emergency/out of hours)

Trustee leads for safeguarding
Gillian Foxcroft / Charlotte Cremers
Tel: 01773 881188

Contacts for further information/reporting of incidents:

The Derbyshire Social Care & Health Safeguarding Team
Tel: 01629 533190 (report a concern/advice)
Tel: 01629 532600 (emergency/out of hours)

<https://www.derbyshire.gov.uk/social-health/children-and-families/child-protection/child-protection-service.aspx>

2 Safeguarding Children and Young People Procedure

Derbyshire Wildlife Trust endeavours to encourage vigilance and awareness of the issues surrounding the protection and safety of children and young people, within which suspicions or allegations can be made in good faith without fear of reprisal.

We are committed to the welfare and safety of children and young people in all our policies and procedures. We will monitor emerging legislation and evolving best practice to ensure necessary policies and procedural guidelines are appropriate, up to date and accessible and reflect latest national Safeguarding Children guidance. Appropriate risk management processes will be applied to all contact with children and young people.

To deliver the Safeguarding Children and Young People Policy we will:

Keep policies and procedural guidelines appropriate, up to date and accessible

- There will be a Designated Safeguarding Officer and Deputy for child protection who will be responsible for dealing with any concerns about the protection or welfare of children and young people.
- Designated Safeguarding Officers will be trained to Level 3 Designated Officer standard either through the Derbyshire Safeguarding Children's Board safeguarding training or other recognised providers.
- There will be a nominated Trustee(s) for Safeguarding who will be responsible for reviewing the policy together with the Designated Safeguarding Officer.
- Safeguarding procedures will be reviewed and updated every 2 years or as necessary with new legislation.
- The Safeguarding policy and procedure will be available on the Trust's server and on BreatheHR .

Ensure that all staff and volunteers are properly informed, supported, managed and trained

- All appropriate staff and volunteers will be carefully selected and vetted to try and ensure they do not pose a risk to children. This will include the taking up of 2 written references, a clear role description and responsibilities.
- All appropriate Staff & Volunteers will be subject to a Disclosure and Barring (DBS) check. DBS checks will be repeated every 3 years or, for those subscribing to the update service, annual updates carried out.
- Safeguarding procedures are included in the induction for new starters.
- All appropriate staff & volunteers will receive a copy of the Safeguarding Policy and Procedures and sign acknowledgement. All appropriate staff will receive the information on 'Recognising Signs and Symptoms of Abuse'
- All appropriate staff and volunteers will complete the Level 2 training/e-learning which should be repeated every 2 years.
- Have clear processes for reporting and addressing any concerns or allegations relating to safeguarding children.

- Derbyshire Wildlife Trust will have clear, written processes for reporting, recording and addressing concerns or allegations relating to safeguarding children
- Any information given to users about activities of the organisation will include information about the safeguarding policy and procedure.
- There will be a clear system for reporting and processing allegations against staff and volunteers.

Run Safe activities for children and young people

- We will strive to maintain a safe environment for our activities by following the guidance on running safe activities for Children.
- All staff and volunteers involved in running an activity will have clear roles and responsibilities, this applies equally to 'external' staff or assistants attending with school or other visiting groups.
- Risk management for activities targeting children will recognise the specific needs of each group.
- All appropriate staff and volunteers will be made aware of issues of particular vulnerability arising from an individual's background or abilities e.g. those facing barriers in communication or who are dependent on others for personal care.
- All staff and volunteers will be suitably qualified and/or experienced to supervise and deliver the activities they undertake and will have up to date Competency records.
- Any third party individual or organisation involved in delivering activities as part of a Derbyshire Wildlife Trust event will have appropriate experience and where relevant hold the appropriate qualifications and/or accreditation and insurance. If they are operating with any degree of autonomy i.e. not under the close supervision of Derbyshire Wildlife Trust staff or volunteers, staff should ensure that they have equivalent safeguarding children procedures.
- All staff and volunteers that commission third parties/contractors to work with children should have appropriate experience and this should be recorded on their competency form.

Store children's data and digital images appropriately

- All staff to use the standard set of forms when collecting children's data.
- All staff and appropriate volunteers to be aware of the guidelines on taking, storing and using images
- Parents and carers to be made aware of how we use children's data and images.
- Systems to be in place for deletion of old records or images, which ensures that information is only kept for as long as required.

3 Designated Safeguarding Officer

Derbyshire Wildlife Trust has a designated member of staff and a deputy to take responsibility for safeguarding children and young people matters.

Designated Safeguarding Officer (DSO)
Lisa Witham – Tel 01773 881188

Deputy DSO
Diane Gould – Tel -01773 881188

Out of hours
The Derbyshire Social Care & Health Safeguarding Team
Tel: 01629 532600 (emergency/out of hours)

Trustee leads for safeguarding
Gillian Foxcroft / Charlotte Cremers
Tel: 01773 881188

Contacts for further information/reporting of incidents:

The Derbyshire Social Care & Health Safeguarding Team
Tel: 01629 533190 (report a concern/advice)
Tel: 01629 532600 (emergency/out of hours)

Information on support, advice and training

Derby & Derbyshire Safeguarding Children's Partnership
www.ddsco.org.uk
ddscp@derby.gov.uk

Ann Craft Trust
<https://www.anncrafttrust.org/>

Both DSO's must have attended Safeguarding Children Board Level 3 training, have an Enhanced + barred List DBS check undertaken and have had 2 references taken up. The role includes:-

- Ensure the organisation's child safeguarding policy and procedures are followed.
- Ensure they know how to make contact with Derbyshire County Council Child Protection Service and the police who are responsible for dealing with child protection concerns both during and after office hours.
- Report any concerns to with The Derbyshire Social Care & Health Safeguarding Team or the police. (N.B. Urgent concerns should be reported immediately by those aware of them even if the designated person is not available.)
 - Act as a source of advice on all child protection matters and seek further advice and guidance from local statutory agencies as needed.

- Ensure that a record is kept of any concerns about a child or adult and of any conversation or referrals to statutory agencies.
- Report every six months to the Derbyshire Wildlife Trust's Safeguarding Group on any action taken, concerns recorded, or incidents. Also report when any 'new' situations may arise, such as undertaking a new type of work where safeguarding may need to be reviewed.
- Maintain and regularly update their knowledge of child protection and safeguarding children through relevant training, including refreshing their Level 3 Safeguarding training every 3 years.
- Conduct regular audit activity to ensure the organisation is working in line with current practice.

4 Disclosure and Barring Service Check

Certain posts (both paid & voluntary) within Derbyshire Wildlife Trust are exempt from some provisions of the Rehabilitation of Offenders Act 1974 because they involve working with children or vulnerable adults. In these cases, the Trust is entitled to ask for details of all spent and unspent convictions.

Staff and volunteers where the above applies will be required to submit personal details for the purpose of a Disclosure and Barring Service (DBS) check. Any offer of employment or confirmation of a voluntary role where the provisions apply will be subject to DBS clearance. Derbyshire Wildlife Trust uses Disclosure Services as the umbrella body for DBS applications.

The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It has three levels of checks:-

Standard checks – To be eligible for a standard level DBS check the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.

Enhanced checks – To be eligible for an enhanced level DBS check, the position must be included in both the ROA Exceptions Order and in Police Act Regulations.

Enhanced checks with children's and/or adults' barred list check(s) – To be eligible to request a check of the children's or adults' barred lists, the position must meet the new definition of regulated activity. There are a small number of other positions for which you can also request list checks.

4.1 Legislation

Derbyshire Wildlife Trust implements the approved disclosure procedure for criminal record checking for all staff and volunteers who work regularly with children or vulnerable adults through the Disclosure and Barring Service. In implementing this procedure, Derbyshire Wildlife Trust will ensure that it complies fully with the DBS Code of Practice and its obligations under the General Data Protection Regulations and any other legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosures and Disclosure information.

The Trust will also ensure that it complies with any legislation relating to the Rehabilitation of Offenders Act 1974 and the Human Rights Act 1998.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

- Any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties.
- Any employment by a youth club, local authority or other body which is concerned with the promotion of leisure or recreational activities for persons under the age of 18, being employment which is of such a kind as to enable the holder to have access to such persons in the course of his normal duties.

Police Act 1997

A position is within this subsection if it involves regularly caring for, training, supervising or being in sole charge of persons aged under 18.

4.2 Definition of Regulated Activity

Derbyshire Wildlife Trust will work within the definition of working with children and vulnerable adults as defined in the Safeguarding Vulnerable Groups (SVG) Act 2006 and the Protection of Freedoms Act 2012

Regulated activity is work a barred person cannot do. For Derbyshire Wildlife Trust, this is principally our educational work – “teach, train, instruct, care for or supervise children” carried out by community conservation and engagement staff and volunteers.

In order for such activity to be classed as regulated activity, and therefore a legitimate DBS check, each activity must be carried out on a regular basis – at least weekly, or four times within a four week period, or if it involves an overnight stay. It must also be unsupervised, or without a reasonable amount of supervision – see below for detail:-

Part 1: Regulated activity in relation to children:-

- The new definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises:
- Teaching, training or instruction of children, carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight*.
- Day to day management or supervision on a regular basis of a person providing this activity which would be regulated if unsupervised.

With the exceptions of;

- Supervised activity - under reasonable day to day supervision by another person engaging in regulated activity.
- Activity relating to a child in the course of his employment, not by a person for whom arrangements exist principally for that purpose.
- Activity merely incidental to activity with adults.

Part 2: Regulated Activity in relation to Children – Establishments

An activity is regulated activity in relation to children if carried out (subject to exceptions below):

- in one of the following establishments;
 - schools (all or mainly full-time, for children);
 - pupil referral units (also known as Short Stay Schools) not falling within the above;
 - nursery schools;
 - institutions for the detention of children;
 - children’s homes;
 - children’s centres in England;
 - childcare premises (including nurseries).
- day-to-day management or supervision on a regular basis of a volunteer activity which would be regulated if unsupervised.
- frequently (once a week or more often), or on 4 or more days in a 30-day period;

- by the same person, engaged in work for or in connection with the purposes of the establishment; and it gives the person the opportunity, in their work, to have contact with children;
- day-to-day management or supervision on a regular basis of a person providing the above regulated activity for children is regulated activity for children.

4.3 Enhanced Disclosures

Enhanced disclosures will be sought for the following:

- All staff and volunteers leading children's activities as agreed with, and on behalf of Derbyshire Wildlife Trust, unsupervised at least weekly, four times in a thirty day period or overnight.
- All staff and volunteers providing "regulated" activities to adults
- Those roles providing day to day management or supervision on a regular basis of a person providing this activity which would be regulated if unsupervised.

Any potential education/school volunteer will be able to "shadow" a member of staff who has been previously checked, or until their disclosure has been completed.

DBS checks do not have an expiry date – they show a person's status at the time of application.

Individuals can now choose to join the Update Service, which allows them to reuse their DBS check for similar positions.

All new staff and volunteers working with children or vulnerable adults will be supervised by an experienced member of staff during their probation period, to observe any inappropriate behaviour.

4.4 System for Enhanced DBS checks

Before recruitment of any staff or volunteer, the Head of HR and the relevant manager will assess whether the role requires Enhanced Disclosure in liaison with the Designated Safeguarding Officer and ensure the necessity for Enhanced Disclosure is put in the role description.

After the post is offered the individual will be asked to provide the identity information required and complete a DBS check – the submission is completed by the HR Team

The results of the DBS check are sent to the individual, with a digital copy sent to the HR Team. The reference number & results are recorded on the DBS system and also noted on individual staff files. If anything is found on the DBS check, the Designated Safeguarding Officers will be informed who, in liaison with the Chief Executive and relevant line manager, will make a decision of whether an individual should be allowed to work / volunteer in that role, or be considered for an alternative role. The final decision will be recorded on the staff/volunteer file.

After completing the noting process, the copy of the Disclosure form sent to Derbyshire Wildlife Trust must be immediately deleted if the DBS check is clear. In the event of anything appearing on the check, the Disclosure form may be kept securely for a maximum of 6 months, if necessary. Legally, it must be destroyed at the end of this period.

If a member of staff or volunteer is found guilty of perpetrating abuse, Derbyshire Wildlife Trust has the responsibility to inform DBS within one month of their conviction.

5 Reporting Guidance for Staff and Volunteers

Derbyshire Wildlife Trust believes that everyone has a responsibility to safeguard children and young people from harm. Please read this guidance carefully. It will tell you what you need to know to safeguard children and young people. All staff and volunteers are expected to follow this guidance.

The Designated Safeguarding Officers are listed below. If you have any queries around the welfare of any child, please contact them to discuss your concerns.

5.1 Contacts for further information/reporting of incidents:

Designated Safeguarding Officer (DSO)

Lisa Witham – Tel 01773 881188

Deputy DSO

Diane Gould – Tel -01773 881188

Out of hours

The Derbyshire Social Care & Health Safeguarding Team

Tel: 01629 532600 (emergency/out of hours)

Trustee leads for safeguarding Gillian Foxcroft / Charlotte Cremers

Tel: 01773 881188

The Derbyshire Social Care & Health Safeguarding Team

Tel: 01629 533190 (report a concern/advice)

Tel: 01629 532600 (emergency/out of hours)

Please read: -

- The full safeguarding policy & procedure document including appendices
- This guidance
- The Code of Conduct for staff and volunteers

You must follow the advice given in the documents above. If there is anything that you do not understand or do not agree with, please talk to the Designated Safeguarding Officer about this.

Please attend any training and activity planning meetings that you are invited to.

All staff and volunteers must inform the Designated Safeguarding Officer if they are: -

- Charged with a criminal offence involving a child, violence, breach of trust or a criminal offence relevant to their duties, for example driving offence if they are driving as part of their duties.
- Investigated by any authority due to concerns that you may have had involvement in causing harm to a child.
- Diagnosed with any medical condition that may affect your ability to carry out your role with children safely, for example psychotic illness.

Make sure you know what to do if a child tells you or you suspect that they are being harmed.

5.2 Reporting Guidance - DO:-

- Do treat any allegations seriously and act at all times towards the child as if you believe what they are saying.
- Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do tell the child what you are doing, when, and who you have to tell, and keep them up to date with what is happening.
- Do take further action - you may be the only person in a position to prevent future abuse - tell your nominated person immediately.
- Do write down everything said and what was done.

5.3 Reporting Guidance - DON'T:

- Don't make promises you can't keep.
- Don't interrogate the child - it is not your job to carry out an investigation - this will be up to police officers or social workers, who have experience in this.
- Don't cast doubt on what the child has told you, don't interrupt them or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.
- Don't do nothing - make sure you tell your nominated DSO immediately - they will know how to follow this up and where to contact for further advice.

5.4 Action to take:

If a child has a serious injury or is in immediate danger, dial 999 and request assistance from the ambulance service and/or police. If you know or suspect the child has come to harm through the actions of another, make sure that the professional staff you hand the child over to understand this and take their name and record it. It will generally be appropriate to inform the child's parent or carers what has happened once the child is safe with an appropriate professional.

If it seems that a child has been abused in any way including sexual abuse (but is not in immediate danger) report this immediately to:-

If the concern is long term rather than immediate or you have reason to believe the child is self-harming, you should discuss this with the Designated Safeguarding Officer who will decide whether to make a referral.

If you have had to make an emergency referral tell the Designated Safeguarding Officer as soon as possible.

6 Code of Conduct for All Staff and Appropriate Volunteers

Not all staff or volunteers will have regular contact with children and young people, however all staff and appropriate volunteers should be aware of what is expected of them in the case of face to face work with children. They should be able to demonstrate exemplary behaviour in order to keep children safe and to protect themselves from allegations of misconduct.

- Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.
- Do make sure you have read the Safeguarding Policy and Procedure and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.
- You must act upon concerns about a child's welfare or the inappropriate behaviour of any adults at your activities.
- Do work as a team with your co-workers/volunteers. Agree roles and responsibilities when delivering sessions and agree with them what behaviour you expect from young people and be consistent in enforcing it.
- Always aim to work in an open environment and exercise caution about being alone with a child or young person. In situations where this may be needed (for example where a young person wants to speak in private), think about ways of making this seem less secret - for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly note the conversation in the log.
- Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset. Always prompt children to carry out personal care (such as applying suncream, adjusting clothing) themselves and if they cannot manage, ask if they would like help.
- If you have to speak to a child/young person about their behaviour, remember you are challenging 'what they did' not 'who they are'.
- Do listen to children and young people and take every opportunity to raise their self-esteem.
- Do talk explicitly to children and young people about their right to be kept safe from harm.
- Do treat all children equally, and with respect and dignity, challenge discriminating comments and behaviour and promote positive attitudes towards differences.
- Generally you should not give children presents or personal items. The exceptions to this would be a custom such as buying children a small birthday token or leaving present or help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should come from the organisation and be agreed with the named person for child protection and the child or young person's parent. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the activity leader and/or your Line Manager as appropriate.
- Always give enthusiastic and constructive feedback rather than negative criticism.

- Always be easily identifiable: wear your Derbyshire Wildlife Trust clothing and Identification badge at all times during activities with children
- Always secure parental consent in writing using Derbyshire Wildlife Trust standard forms.
- Always question any unknown adult who attempts to engage with the children.

You must NEVER:

- use any kind of physical punishment or chastisement such as smacking or hitting, or use physical force against a child or young person.
- engage in rough, physical or sexually provocative games, including horseplay.
- engage in any form of inappropriate touching.
- make sexually suggestive comments to a child, or use any racist, sexist, discriminatory or offensive language - children's inappropriate use of language and/or behaviour should always be challenged.
- reduce a child to tears as a form of control.
- behave in a way that frightens or demeans any child or young person.
- invite a young person to your home or arrange to see them outside the set activity times or off-site.
- smoke, take unprescribed drugs or drink alcohol in the company of/whilst responsible for children.
- use internet or web-based communication channels to send personal messages to/ befriend children / young people (see social media policy)
- give your personal contact details / personal website details to children or young people.
- Take photos of children without the written consent of parents/guardians (see social media policy for guidance on using cameras and mobile phones)

7 Recognising the Signs and Symptoms of Abuse

Staff who have frequent face to face contact with children should be aware of the definitions, signs and symptoms of child abuse as listed below.

All appropriate staff and volunteers will complete the Derbyshire Safeguarding Board (or suitable alternative) training/e-learning modules.

This training will be recorded on your BreatheHR / employment record and should be repeated every 2 years.

The DfE document “Working Together to Safeguard Children (2010)” defines the main categories of child abuse, which is also used for the purposes of drawing up child protection plans for children at risk of harm. It is important to know what these categories are and how to recognise them. Most types of child abuse can take one or several of these forms, for example bullying and [domestic violence](#) are often both physical and emotional forms of abuse.

Physical Abuse

This is when a child is hurt or injured by a child or an adult. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It also includes giving a child harmful drugs or alcohol. Female genital mutilation is a form of physical abuse which is illegal in the UK. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child.

Emotional Abuse

This is when adults deny children love or affection, or constantly threaten or humiliate them. Sarcasm, degrading punishments and ignoring a child are also forms of emotional abuse and undermine a child's confidence and sense of self-worth. Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

This is when a child is used sexually by an adult or young person. Sexual abuse can include kissing, touching the child's genitals or breasts, vaginal or anal intercourse and oral sex. Encouraging a child to look at pornographic magazines or videos is also sexual abuse. Sexual abuse includes sexual exploitation, such as forcing or enticing a child or young person to take part in sexual activities, including prostitution. Boys and girls can be sexually abused by males and/or females, by adults and by other young people.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failure to ensure adequate supervision (including the use of inadequate care givers) or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

7.1 Possible signs of abuse

7.1.1 Physical signs of abuse:

- Any injuries not consistent with the explanation given for them,
- Injuries which occur to the body in places which are not normally exposed to falls or games,
- Unexplained bruising, marks or injuries on any part of the body,
- Bruises which reflect hand marks or fingertips (from slapping or pinching),
- Cigarette burns,
- Bite marks,
- Broken bones,
- Scalds,
- Injuries which have not received medical attention,
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care,
- Repeated urinary infections or unexplained stomach pains.

7.1.2 Changes in behaviour which can also indicate physical abuse:

- Fear of parents being approached for an explanation,
- Aggressive behaviour or severe temper outbursts,
- Flinching when approached or touched,
- Reluctance to get changed, for example, wearing long sleeves in hot weather,
- Depression,
- Withdrawn behaviour,
- Running away from home.

7.1.3 Emotional signs of abuse:

The physical signs of emotional abuse may include:

- A failure to thrive or grow particularly if a child puts on weight in other circumstances e.g. in hospital or away from their parents' care,
- Sudden speech disorders,
- Persistent tiredness,
- Development delay, either in terms of physical or emotional progress.

7.1.4 Changes in behaviour which can also indicate emotional abuse include:

- Obsessions or phobias,
- Sudden under-achievement or lack of concentration,
- Inappropriate relationships with peers and/or adults,
- Being unable to play,
- Attention seeking behaviour,
- Fear of making mistakes,
- Self-harm,
- Fear of parent being approached regarding their behaviour.

7.1.5 Sexual Abuse

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal area,
- Bruising or bleeding near genital/anal areas,
- Sexually transmitted disease,
- Vaginal discharge or infection,
- Stomach pains,
- Discomfort when walking or sitting down,
- Pregnancy.

7.1.6 Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive,
- Fear of being left with a specific person or group of people,
- Having nightmares,
- Running away from home,
- Sexual knowledge which is beyond their age or developmental level,
- Sexual drawings or language,
- Bedwetting,
- Eating problems such as over-eating or anorexia,
- Self-harm or mutilation, sometimes leading to suicide attempts,
- Saying they have secrets they cannot tell anyone about,
- Substance or drug abuse,
- Suddenly having unexplained sources of money or expensive gifts,
- Not allowed to have friends (particularly in adolescence),
- Acting in an inappropriate sexually explicit way with adults.

7.1.7 Neglect

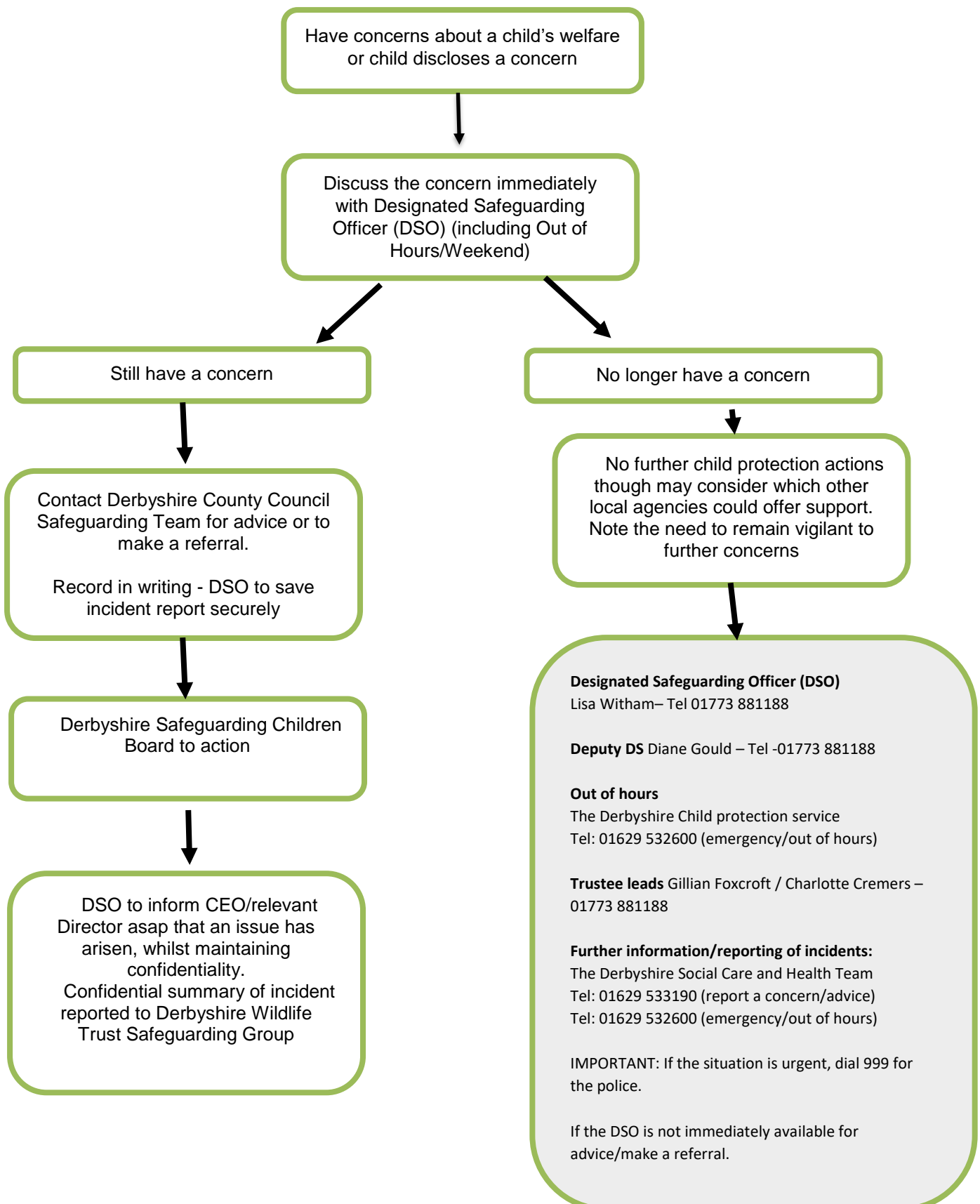
The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children,
- Constantly dirty or smelly,
- Loss of weight or being constantly underweight,
- Inappropriate dress for the conditions.

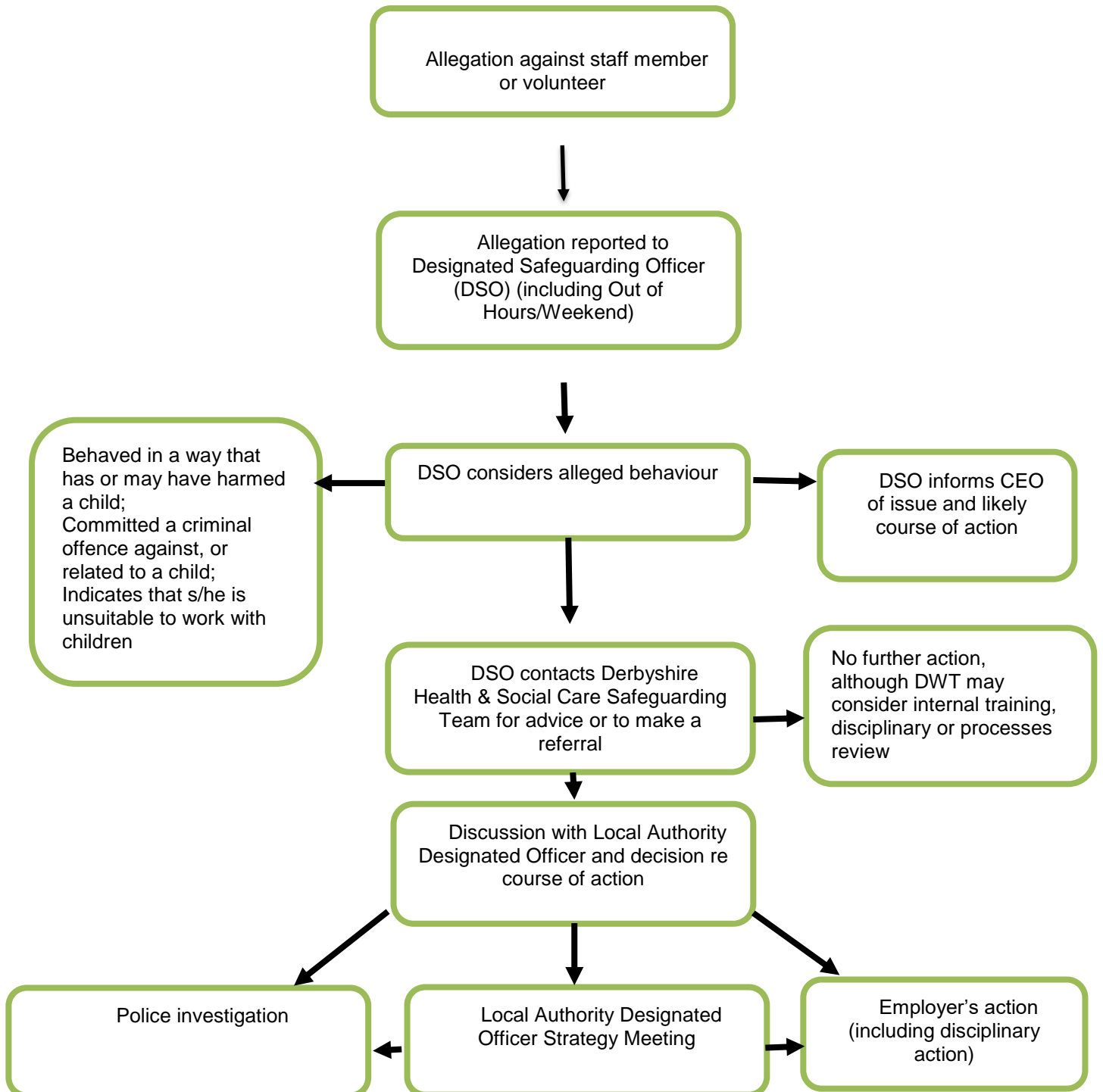
7.1.8 Changes in behaviour which can also indicate neglect include:

- Complaining of being tired all the time,
- Not requesting medical assistance and/or failing to attend appointments,
- Having few friends,
- Mentioning being left alone or unsupervised.

8 What to Do if you have Concerns that a Child or Young Person is Being Abused



9 Allegations of Abuse Against a Derbyshire Wildlife Trust Representative – Staff or Volunteer



If an allegation of abuse is received from (or on behalf of) a child about a Derbyshire Wildlife Trust member of staff or volunteer, their complaint will be reported to the Designated Safeguarding Officer/s (DSO).

Staff and volunteers also have a responsibility to report a colleague if they have any concerns over their conduct around children or vulnerable adults, that leads them to believe they may be a risk to the child or vulnerable adult. This links to our Whistleblowing Policy and staff or volunteers reporting their concerns are at no risk of disciplinary action being taken against them.

The Local Authority Designated Officer tracks progress, monitors outcomes and reports to Local Safeguarding Children's Board and Disclosure and Barring Service (DBS). They will consider the information and whether it meets the threshold for further consultation with Social Services and the Police. It remains the responsibility of the Police and Social Services to investigate allegations of abuse and conduct further assessments before Derbyshire Wildlife Trust starts to investigate an allegation. Any such investigation without the guidance and advice of the Local Authority Designated Officer could potentially jeopardise a subsequent criminal investigation.

If advised by the Local Authority Designated Officer to internally investigate an allegation, Derbyshire Wildlife Trust should seek to protect the member of staff / volunteer as far as possible from mistaken or false allegations, with the support of HR, whilst recognising the risk they may pose to vulnerable adults/children needs to remain of paramount importance.

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Information should be restricted to the Designated Safeguarding Officer, Head of HR, relevant Director, Chief Executive and the Chair of the xxx Committee.

The Head of HR should be consulted at the earliest opportunity in order that appropriate support can be provided. In all situations the perceived level of risk during the investigation needs to be considered and managed. This could include:-

- Redeployment so as not to come into contact with one or more vulnerable adults/children;
- Suspension – normally on full pay.

These are neutral acts and should not be viewed as implying guilt or innocence.

The police are required to inform the employer immediately if the person is either convicted of an offence or acquitted or, alternatively, if a decision is made not to charge him/her with an offence or to administer a caution. In any eventuality, once the outcome is known, the DSO should contact the local authority to discuss the issue of disciplinary proceedings

If the allegation is substantiated and if, once the case is concluded Derbyshire Wildlife Trust dismisses the person or ceases to use their services, or the person ceases to provide his/her services, the DSO should consult with the local authority about referral of the incident to the Independent Safeguarding Authority (ISA). This should take place within a month.

10 Working with Children and School Parties

10.1 General

Derbyshire Wildlife Trust runs a number of activities for children and young people. This procedure is intended to protect participants, staff and the organisation. It aims to provide clear guidance for all staff to enable them to work safely. Activities should also allow participants to make choices, be inclusive and appropriate to the age and ability of the children taking part.

- The safety of other people's children has to be the overriding preoccupation of all Derbyshire Wildlife Trust staff and volunteers working with children.
- All adults who are working with children on a regular basis will be properly interviewed, trained and supervised. References will be obtained for all staff and volunteers undertaking regulated activity.
- All new staff who join the Trust and work with children, and volunteers who work with children in regulated activity, will be checked by the Disclosure and Barring Service.

All leaders of an activity or event should:

- Become familiar in advance with the environment into which you are going, including carrying out a Risk Assessment for the site and the activity.
- Decide on a 'lost' procedure that everyone knows and understands.
- 'Count heads' regularly.
- Where responsibility for First Aid lies with Derbyshire Wildlife Trust – ensure a first aider is present and a first aid kit is at hand at all times.

10.2 Adult: Child Supervision Ratios (taken from Department of Education guidance)

- Early Years: (2-4 year olds) 1:4
- Key stage one: (e.g. 5-7 year olds) 1:6
- Key stage two: (e.g. 8-11 year olds) 1:15
- Key stage three: (e.g. 12 –14 year olds) 1:20
- Key stage four: (e.g. 16+ year olds) 1:20

These ratios are minimum ratios and for guidance. If an activity is deemed to be of a higher risk, then ratios should be increased.

- Roles and responsibilities for all assistants / helpers should be made clear, particularly with regard to accident and emergency procedures and behavioural expectations.
- Ensure activities are supervised by appropriately trained people and that all relevant H&S procedures are followed. If necessary, arrange a training session for staff / volunteers.
- If children or young people are not accompanied by their parents or guardians, ensure that relevant individual medical information and contact numbers for each child are obtained in advance of the event.

10.3 Visits by Groups of Children

- Only Derbyshire Wildlife Trust staff or volunteers who are registered with Derbyshire Wildlife Trust may assist with visits by or activities for young people.
- Responsibility for the group remains with the nominated person in charge of the party.
- Those working with children should endeavour to establish whether there are particularly vulnerable children in the group.
- All groups must be met by an employee of, or volunteer nominated by, Derbyshire Wildlife Trust.
- The group organiser should be reminded of any specific hazard on the reserve or in the area.
- The nominated person should know the details of the group's itinerary and timetable.
- The nominated person should check that there is adequate supervision for the party, that the group organiser has a First Aid kit, and that they are adequately equipped and clothed for their intended activities. If the nominated person believes the group is inadequately organised or equipped, access to the reserve may be refused.
- No child should be left on their own with an adult. There should be at least two adults working with every group though this may include adults visiting with the children. Visiting groups will be reminded that they must comply with their own organisation's requirements with regard to the ratio of adults to children.

10.4 School Visits

- We expect schools to ensure correct adult:children supervision ratios. Individual schools are responsible for provision of adequate supervision, and for first aid cover for children.
- Derbyshire Wildlife Trust staff are trained in First Aid as a back-up.
- If an accident occurs Derbyshire Wildlife Trust staff/volunteers have the duty to call an ambulance, if they believe this is the best course of action for the injured party.

10.5 Volunteering/Work Experience / College Placements

The statutory guidance regarding Disclosure and Barring Service (DBS) checks as set out in "Keeping Children Safe in Education" says:

Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work-experience placement.

It explains that the school decides what checks are necessary and makes this decision after considering the circumstances, including the nature of supervision and the frequency of the activity.

The school should consider whether the person supervising the child will be:

- Unsupervised; and
- Providing the teaching/training/instruction frequently (at least once a week or on more than three days in a 30-day period).

If the person working with the child is unsupervised and the same person is in frequent contact with the child, *the work is likely to be regulated activity*. If so, the school or college could ask the employer providing the work experience to ensure that the person has been DBS checked.

Schools and colleges are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience.

However, if the activity undertaken by the child on work experience takes place in a 'specified place', such as a school or college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases and where the child is 16 years of age or over, the work experience provider should consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

10.6 Work parties/Surveying/Events

Children aged 12 and over may go on specific "Wildlife Ranger" type events with the completion of a signed consent form from a parent or guardian. Staff and volunteers involved with these events should have an enhanced DBS check if it falls into a regulated activity category.

For other work parties, surveys or events where there may be adult members of the public involved, then children must be accompanied by a parent or other responsible adult who will be completely responsible for them; the leader should make this clear to the accompanying adult.

Young people aged 16 or 17 may go on work parties unaccompanied provided a signed parental consent form is in place; they are regarded by the DBS system as "peer volunteers". In both these cases, the leaders do NOT need to be DBS checked.

In all cases, involvement of children and young people in work parties is at the absolute discretion of the task leader. There will be certain kinds of work groups where the nature of tasks undertaken, and the independence needed from those involved, means that participation will be restricted to those aged 18+ (or in some cases 16+.)

Leaders of work parties should ensure effective communication and be aware that young volunteers can be less physically strong, less experienced, have a lower awareness of risk and be less inclined to ask questions for fear of looking "stupid."

11 Taking, Storing and Using Images

It is important to be aware of safeguarding issues when considering photos and videos. We use images of children and adults in our publications, websites and social networking sites. As an organisation, we must ensure that appropriate measures are taken to ensure the privacy and dignity of the subjects of those images at Derbyshire Wildlife Trust run events.

Everyone must be consulted about taking their photograph. This ensures that they are aware that the image is being taken and understand what it is going to be used for.

- Photographs and video can only be used by the Trust in the support of its work where consent is given.
- Photographs and consent forms will be kept in a locked cabinet/stored on the Trust's network and deleted from the Trust's cameras/smart phones.
- No personal use of images taken on behalf of Derbyshire Wildlife Trust is permitted.
- Parents, carers and partner or client organisations must be made aware of this photography policy.

The term child also covers vulnerable adults below:-

- DO use a parental/school permission form to obtain written consent for a child to be photographed and videoed, and for the subsequent use of those images by the Trust, including online.
- DO obtain the child's and parents permission to use their image.
- DO ensure images of children in suitable clothing/poses only to reduce the risk of inappropriate use.
- DO state written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection
- DO NOT use images where the child could be identified or use children's full names in photograph captions or text
- DO NOT allow photographers unsupervised access to children
- DO NOT approve photography sessions outside the event.
- DO NOT use any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the Trust.

Where schools or groups have their own consent for photos, a copy of this consent form should be requested and when received (ideally ahead of the visit) can be saved with the photos in place of individual consent forms. If this consent form is not received by the beginning of the visit, photos

12 E Safety

Social media such as Facebook, Twitter, Whats App, blogs, instant messaging and photo and video exchange sites provide an opportunity to connect with people. It is important to make the most of networking sites, whilst safeguarding children, young people and vulnerable adults.

- Make sure that you are aware of the way individual social media services operate and the potential safeguarding implications before setting up a presence.
- Ensure that those managing your social media understand online safeguarding issues, including warning signs of grooming and sexual exploitation.
- Be aware that social networking services usually have a minimum requirement age of 13
- Consider using models or illustrations to promote an activity
- Avoid taking personal details of children and young people
- If a child or vulnerable adult is named, do not use their image
- If an image is used, do not name the child or vulnerable adult
- Obtain parents' written consent to use photographs/videos on web sites
- Images showing identifiable children and young people under the age of 18 and vulnerable adults should be avoided due to the potential for:
 - the tagging of children and young people and vulnerable adults thus identifying them at a location and allowing the opportunity for abusers to identify and locate them on social networking sites
 - the morphing of the image
 - personal intimidation by posting derogatory, abusive and threatening comments
 - cyber bullying

For the above reasons and the potential to post images of bullying and other inappropriate live incidents that occur, there should not be the ability for users to upload their own images on the Trust's website or any Trust social networking sites.