

Policy Document	2.17
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Safeguarding Children and Young People Policy



This policy applies to everyone working for or on behalf of Staffordshire Wildlife Trust Ltd or its subsidiaries, hereafter referred to as “the Trust”. It applies to all staff, including senior managers, Trustees, paid staff, volunteers, sessional workers, agency staff, students or anyone working on behalf of Staffordshire Wildlife Trust. The policy and procedures have been written using National and Local guidance; Working Together to Safeguard Children 2015 (Department for Education, DfE), Charity Commission guidance and the Staffordshire and Stoke on Trent Safeguarding Children Board Child Protection Procedures – www.staffsscb.org.uk; www.safeguardingchildren.stoke.gov.uk

Staffordshire Wildlife Trust is committed to safeguarding and promoting the welfare of children and young people engaged in the breadth of its activities.

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

The purpose of this policy:

- to protect children who receive Staffordshire 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;
- Staffordshire 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 is paramount;
- all people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- working in partnership with children, their parents, carers and other agencies is essential in promoting children’s welfare.

We will seek to keep children safe by:

- valuing them, listening to and respecting them;
- adopting child protection practices through procedures and a code of conduct for staff and volunteers;
- developing and implementing an effective e-safety policy and related procedures;
- providing effective management for staff and volunteers through supervision, support and training;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about child protection and good practice with children, parents, carers, staff and volunteers;
- sharing concerns with agencies who need to know, and involving parents, carers and children appropriately.

We are committed to reviewing our policy and good practice at the minimum on an annual basis.

Versions of this document

Version	Date	Author	Comments / modifications
1.0	19.05.14	Jo Olivant	Original
2.0	27.01.16	Jo Olivant	Updated and approved by Board
3.0	27.03.17	Mark Dixon	Updated. Layout amended. Introduced version control. Approved by Board
4.0	26.02.18	Jo Olivant	Updated and approved by Board

Glossary of terms



All Appropriate Staff - Refers to all staff who either work face to face with children or vulnerable adults or manage/support this work as defined by their job description

Appropriate Volunteers – Refers to all volunteers who supervise or undertake activity face to face with children or vulnerable adults on behalf of the Trust or support this work as defined by their role description.

All Staff – Refers to everyone in paid employment/receiving remuneration for work with Staffordshire Wildlife Trust, this includes sessional workers. They may or may not have contact with children and young people as part of their job description

Children – refers to all persons under the age of 18

Supervised Activity – where SWT personnel act as loco parentis for children – signed consent forms must be held for children at these activities.

Accompanied Activity – where parents/carers remain with the children, i.e. SWT personnel are not acting Loco parentis. E.g. school visits, family events, nature tots

Safeguarding Procedure

Staffordshire 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.

The Trust will include a commitment to the welfare and safety of children in 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.

*These procedures should be read in conjunction with several SWT procedures, **Recruitment, Complaints, Anti Bullying and Harassment, Data Protection, Grievance, Social Media, Disciplinary and Health and Safety.** Equally the Trust is aware that all policies should reflect the Safeguarding Children guidance. Appropriate risk management processes will be applied to all contact with children.*

To deliver the policy we will:

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

- There will be a named person for child protection (**See Appendix A**) who will be responsible for dealing with any concerns about the protection or welfare of children. This person is currently **Jo Olivant** (Designated Safeguarding Person), with **Carol Gamble** in place as deputy.
- There will be a nominated Trustee for Safeguarding who will be responsible for reviewing the policy together with the Designated Safeguarding Person. This person is currently **Lisa Stephenson** (Nominated Safeguarding Trustee), with **Paul Hackney** in place as deputy..
- 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 intranet and in the Safeguarding Folder kept in each office location.

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 to include the taking up of 2 written references, clear role description and responsibilities (**See Recruitment Policy**).
- All appropriate Staff & Volunteers will be subject to a Disclosure and Barring (DBS) check as defined by **Appendix B**. DBS checks will be repeated every 3 years or for those subscribing to the update service, 3-yearly updates carried out.

- All staff & appropriate volunteers will receive the “Reporting Guidance for Staff & Volunteers” (**Appendix C**) and “Code of Conduct” (**Appendix D**) on successful appointment and upon starting employment with SWT must sign the “Code of Conduct”. Updates and refreshers will be provided through the department meeting structures.
- All appropriate staff will receive ‘Recognising Signs and Symptoms of Abuse’ (**Appendix E**)
- All appropriate staff and volunteers will complete the “Awareness of Child Abuse and Neglect” and “An Introduction to Integrated Working (CAF)” e-learning modules available from Staffordshire Safeguarding Children’s Board (SSCB). Some staff may also be required to complete the Safeguarding Children with Disabilities training. This training should be repeated every 3 years.

Have clear processes for reporting and addressing any concerns or allegations relating to safeguarding children.

- SWT will have clear, written processes for reporting, recording and addressing concerns or allegations relating to safeguarding children (**Appendix F**)
- Any information given to users about activities of the organisation will include information about the safeguarding policy and procedure. We will have a code of conduct for adults attending our sessions and parents and carers of any children using supervised activities for children will be given specific information about the child protection policy and procedure (**Appendices G & H**).
- There will be a written procedure for processing complaints (**See Complaints Policy**)
- There will be a clear system for reporting and processing allegations against staff and volunteers (**Appendix I**)

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 (**Appendix J**).
- All staff and volunteers involved in running an activity will have clear roles and responsibilities, this applies to 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 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 Trust staff or volunteers, they should have safeguarding children procedures at least equivalent to ours.
- 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

- There will be a standard set of forms to be used when collecting children's data
- All staff and appropriate volunteers to be aware of the guidelines on storage, and removal of digital images (Appendix K)
- Parents and carers to be made aware of how we use children's data and images
- Have systems in place for deletion of old records or images, which ensures we only keep information for as long as we need it.



APPENDIX A

Designated Safeguarding Person



This organisation will have a designated member of staff and a deputy to take responsibility for safeguarding children matters.

The designated member of staff will usually hold the Manager's position responsible for our children & youth engagement work. The deputy must also hold a management position within the Trust.

Designated Safeguarding Staff: *Jo Olivant*

Deputy Safeguarding Staff: *Carol Gamble*

Both staff must have attended the SSCB Safeguarding Level 2 training, have an Enhanced + barred List DBS check undertaken and 2 references taken up.

Their role is to;

- Ensure the organisation's child safeguarding policy and procedures are followed.
- Ensure they know how to make contact with First Response- Staffordshire or for Stoke – Advice and Referral Team and the police who are responsible for dealing with child protection concerns both during and after office hours.
- Report any concerns to First Response- Staffordshire or for Stoke – Advice and Referral 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 monthly to the H&S committee 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 2 Safeguarding training every 3 years.
- Conduct regular audit activity to ensure the organisation is working in line with current practice.

APPENDIX B

Guidance on DBS Checks

Before an organisation considers asking a person to make an application for a Disclosure and Barring Service (DBS) check, they are legally responsible for ensuring that they are entitled to ask that person to reveal their conviction history.

The Ministry of Justice has stated that organisations should not insist that a DBS check forms part of a recruitment exercise or bid when tendering for contracts, unless the services provided meet the criteria for an eligible DBS check as defined by the exceptions, as this would breach employment law. Please note the minimum age for DBS checks is 16 years old.

Basic 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.

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.

Regulated Activity

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.

The table below is a guide (but NOT an exhaustive list) of positions and relevant DBS checks



Role/Job Title/Task	Does it meet the criteria for:			Level of check
	ROA 1974	Police Act 1997	Regulated Activity	
Talks or sessions for 'supervised children (i.e. guides scouts etc)				None
Occasional work experience support – at Wolseley				None
Work parties (over 18s)				None
Leading Guided walks				None
Reception duties	✓			Basic
Subscriber Login	✓			Basic
Environmental Ed Delivery at Centres	✓			Basic
Family Events	✓			Basic
Birthday Parties	✓			Basic
Assisting where a Leader is present where the leader requires a Standard DBS check.	✓			Basic
Trustee			✓	Enhanced
Occasional Work experience support –out of Office	✓	✓		Enhanced
Wildplay (one off)	✓	✓		Enhanced
Assisting where a Leader is present where the leader requires an Enhanced DBS check.	✓	✓		Enhanced
Outreach Delivery in schools (not FS)	✓	✓		Enhanced
Forest Schools	✓	✓	✓	Enhanced & Barred
Work Experience Supervisor (under 18s)	✓	✓	✓	Enhanced & Barred
Youth Work parties	✓	✓	✓	Enhanced & Barred
Aiming High Wildplay	✓	✓	✓	Enhanced & Barred
Watch Leader	✓	✓	✓	Enhanced & Barred
Wildplay (regular)	✓	✓	✓	Enhanced & Barred
Nature Tots	✓	✓	✓	Enhanced & Barred
Assisting where a Leader is present where the leader requires an Enhanced & Barred DBS check.	✓	✓	✓	Enhanced & Barred
Supervising/Managing those carrying out regulated activity			✓	Enhanced & Barred
Designated Safeguarding Staff			✓	Enhanced & Barred

APPENDIX C

Reporting Guidance for Staff and Volunteers



This organisation believes that **EVERYONE** has a responsibility to safeguard children from harm. Please read this guidance carefully. It will tell you what you need to know to safeguard children. All staff and volunteers are expected to follow this guidance.

The Safeguarding designated staff for Staffordshire Wildlife Trust are listed below. If you have any queries around the welfare of any child please contact them to discuss your concerns.

Designated Safeguarding person: *Jo Olivant 01889 880107/07960 874900*
and/or email j.olivant@staffs-wildlife.org.uk

Deputy Safeguarding person: *Carol Gamble 01889 880135* and/or email
c.gamble@staffs-wildlife.org.uk

Please read: -

- The full safeguarding policy & procedure document including appendices
- This guidance
- The Code of Conduct for staff and volunteers
- You may also find 'What To Do If You're Worried A Child Is Being Abused' (DfES) useful information

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 Person about this.

- Please attend any training and activity planning meetings that you are invited to.
- All staff and volunteers must inform the Designated Safeguarding Person 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.

Key points are:

DO NOT

- Carry out your own investigation by talking to parents or carers etc.
- Put words in any child's mouth by asking direct questions such as "Did your dad do it?"
- Feel that you must inform parents/carers if you think it may put the child at risk of further harm or cause them to be silenced.
- Ignore your worry.
- Promise the child anything, especially that you will keep it secret

DO

- Ask open-ended questions to clarify your concern e.g. "What happened to your arm?"

- Listen to the child / your gut feelings.
- Take action.
- Keep a record of any conversations, incidents or concerns using the Incident form (stored on Intranet)

Action to take:-

1. If a child has a serious injury (for example involving pain and bleeding) or is in immediate danger (for example parent has arrived to collect a child and is unfit to care for them, such as being drunk and intending to drive, or a child left alone at home) 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.
2. 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 the service for the area where they live. The numbers are;

Staffordshire's First Response

0800 1313 126
8.30am – 5.00pm Monday to Thursday
8.30am- 4.30pm Friday
or

email: firstr@staffordshire.gov.uk

EDS (out of hours) Tel No. 0845 6042886
Or email eds.team.manager@staffordshire.gov.uk

Police Child Protection Unit - 0300 123 44 55 or 101 for non-emergency calls

Stoke on Trent Safeguarding Referral Team (SRT)

01782 235100
8.30am – 5.00pm Monday to Thursday
8.30am- 4.30pm Friday
Or

01782 234234 out of office hours

email: SRT@stoke.gcsx.gov.uk

Police Child Protection Unit - 0300 123 44 55 or 101 for non emergency calls

3. If the concern is long term rather than immediate, for example a child who is often dirty, smelly or who has disruptive behaviour, or you have reason to believe the child is self-harming you should discuss this with the child protection designated lead who will decide whether to make a referral.
4. If you have had to make an emergency referral tell the child protection designated lead as soon as possible. They should follow up and take further



advice if they think the action that First Response/Advice and Referral Team take leaves the child in danger.



APPENDIX D

Code of Conduct for All Staff and Appropriate Volunteers

Not all staff or volunteers will have regular contact with Children, 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. Just remember to enjoy yourself!

- 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 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 SWT clothing and Identification badge at all times during activities with children
- Always secure parental consent in writing using SWT standard forms.
- Always question any unknown adult who enters the SWT's premises and/or 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)

I, the undersigned, declare that I have read and will adhere to the above Code of Conduct in the event that I work in a face to face role with children on behalf of SWT. I understand that failure to do so may result in disciplinary action.

Staff signature.....

Name (print).....

Date.....

APPENDIX E

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 “Awareness of Child Abuse and Neglect” and “An Introduction to Integrated Working (CAF)” e-learning modules available from Staffordshire Safeguarding Children’s Board (SSCB): www.staffsscb.org.uk/professionals/Inter-Agencytraining. Some staff may also be required to complete the Safeguarding Children with Disabilities.

This training will be recorded on your competency record and should be repeated every 3 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. The categories are as follows:

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, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate caregivers); or
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Physical Abuse

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

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or

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

Emotional Abuse

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 conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber 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

Signs and Symptoms of Abuse

There is no clear dividing line between one type of abuse and another. The following section is divided into four areas to help categorise what may be seen or heard. Children/young people may show symptoms from one or all of the categories. This should not be used as a checklist. Staff and volunteers should be aware of anything unusual displayed by the child.

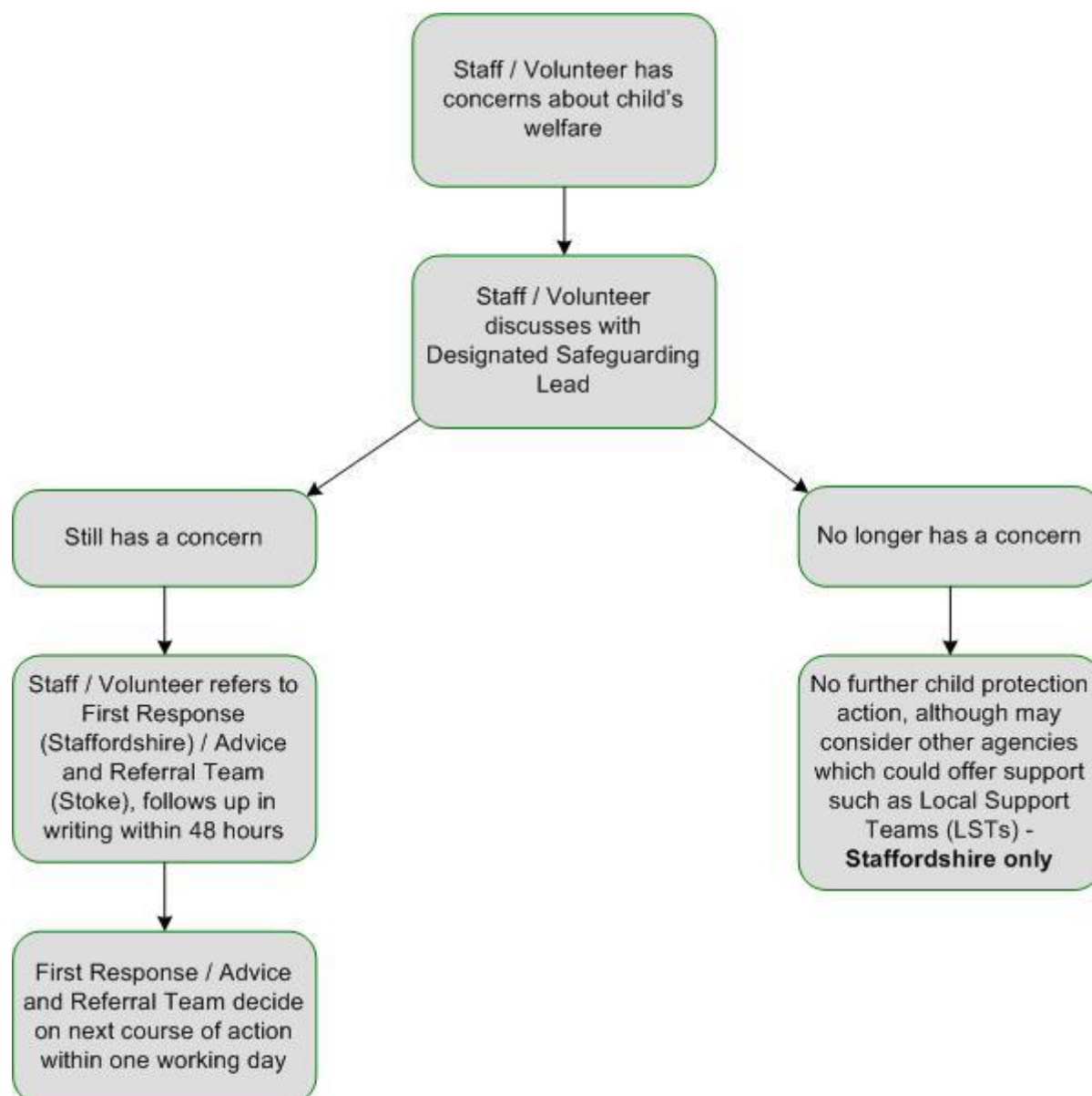
<p>PHYSICAL SIGNS OF ABUSE</p>	<ul style="list-style-type: none"> ○ Bruise marks consistent with either straps or slaps ○ Undue fear of adults - Fear of going home to parents or carers ○ Aggression towards others ○ Unexplained injuries or burns – particularly if they are recurrent and especially in non mobile babies ○ Any injuries not consistent with the explanation given for them ○ Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc ○ Reluctance to change for, or participate in games or swimming ○ Bruises, bites, burns, fractures etc which do not have an accidental/ satisfactory explanation ○ Cuts/scratches/substance abuse ○ Hitting (with the hand or implement) smacking,
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	<p>punching, kicking, slapping, twisting/pulling ear, hair or fingers, holding/squeezing with a tight grip, biting, and burning</p> <ul style="list-style-type: none"> ○ Fabricated illness –see SSCB website for the procedure inc signs and symptoms
<p>NEGLECT</p>	<ul style="list-style-type: none"> ○ Exposure to danger/lack of supervision ○ Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc. ○ Injuries that have not received medical attention ○ Inadequate/inappropriate clothing ○ Constant hunger ○ Poor standards of hygiene ○ Untreated illnesses ○ Persistent lack of attention, warmth or praise
<p>EMOTIONAL SIGNS OF ABUSE</p>	<ul style="list-style-type: none"> ○ Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/ aggression, extreme anxiety ○ Nervousness, frozen watchfulness ○ Obsessions or phobias ○ Sudden under-achievement or lack of concentration ○ Inappropriate relationships with peers and/or adults ○ Attention-seeking behaviour ○ Persistent tiredness ○ Running away/stealing/lying ○ Humiliating, taunting or threatening a child whether in front of others or alone. ○ Persistent lack of attention, warmth or praise. ○ Shouting/yelling at a child ○ Radicalisation – use of inappropriate language, possession of violent extremist literature, behavioural changes, the expression of extremist views, advocating violent actions and means, association with known extremists, seeking to recruit others.
<p>INDICATORS OF POSSIBLE SEXUAL ABUSE</p>	<ul style="list-style-type: none"> ○ Language and drawing inappropriate for age. ○ Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour ○ Regularly engages in age inappropriate sexual play ○ Sexual knowledge inappropriate for their age ○ Wariness on being approached

	<ul style="list-style-type: none"> ○ Soreness in the genital area or unexplained rashes or marks in the genital areas ○ Pain on urination ○ Difficulty in walking or sitting ○ Stained or bloody underclothes ○ Recurrent tummy pains or headaches ○ Bruises on inner thigh or buttock. ○ Any allegations made by a child concerning sexual abuse ○ Sexual activity through words, play or drawing ○ Child who is sexually provocative or seductive with adults ○ Inappropriate bed-sharing arrangements at home ○ Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations ○ Eating disorders - anorexia, bulimia ○ Unaccounted sources of money ○ Telling you about being asked to 'keep a secret' or dropping hints or clues about abuse.
<p>Remember- Signs and symptoms often appear in a cluster, but also many of the indicators above may be caused by other factors- if in doubt check it out.</p> <p>The most important factor is a report by the child</p>	

APPENDIX F

What to Do if you have Concerns that a Child is Being Abused



The **First Response Service** (Staffordshire) can be contacted on 0800 1313 126, or the Police on 101.

Stoke Advice and Referral Team - 01782 234234 during normal office hours, or the Police on 101.

APPENDIX G

Information for Parents

We want Staffordshire Wildlife Trust to be a safe place for children. We have a child protection policy and procedure. You can ask for a full copy of this. Below is a brief summary of the key points.

We aim to keep children safe by:

- Having a designated person for child protection who is **Jo Olivant: 07960 874900**. Please contact them if you have any concerns about any child or the behaviour of anyone using the project.
- Ensuring all appropriate staff and volunteers are properly checked and vetted.
- Making proper arrangements for all activities.
- Having a code of conduct for staff/volunteers and making sure that all staff and volunteers know what to do if they have concerns about a child.
- Having a code of conduct for parents and carers using our services (**Appendix G**)
- Following National and Local Child Protection Procedures and particularly do this by reporting any serious concerns to First Response or the Police as appropriate.

We would ask you to support us in keeping children safe by:

- Following the code of conduct and treating people with respect
- Supervising your child at all times unless they are in an organised activity, in which case we would ask you to provide basic details about your child and make sure that we can contact you if there is an emergency.
- Talking to the designated person for child protection if you have concerns about any child using the organisation or the behaviour of any adult in the organisation.

APPENDIX H

Code of Conduct for Adults attending our Children's Activities

We hope you and your children enjoy your experience with Staffordshire Wildlife Trust. In order to make this a safe and enjoyable place for all, please familiarise yourself with this code of conduct for adults attending our activities.

Please Do:

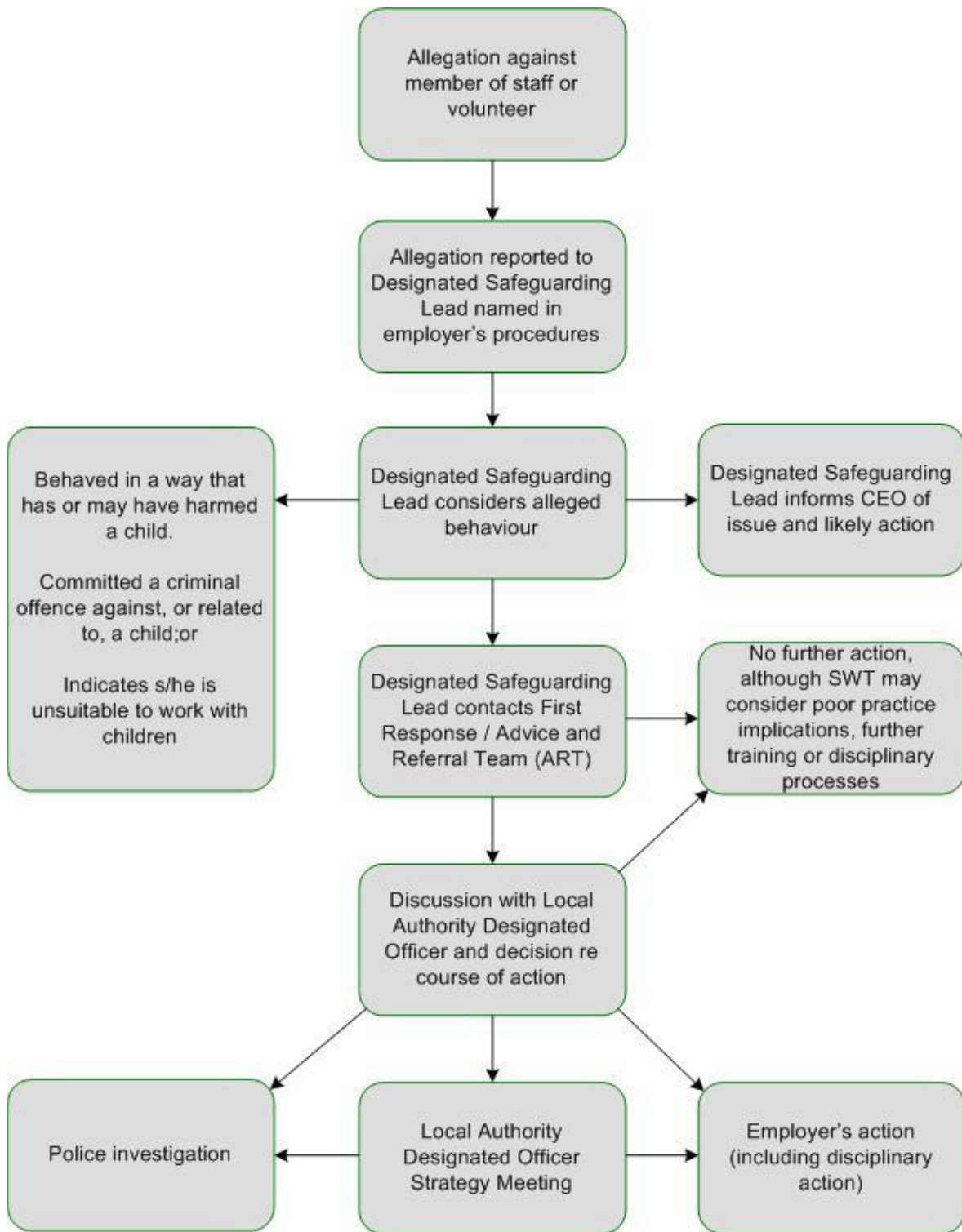
- Share information on your child's health and wellbeing on any day they attend our activities
- Collect your child on time and have pre-agreed collection or going home procedure. If someone else is collecting your child please make staff aware and think about using a password for your child
- Feedback any worries, concerns or positives about how your child has felt during their time with us
- Ensure your child is adequately dressed for the weather, we always try to go outside so waterproofs/warm hat/scarves/wellies/boots/sun-hats/sun screen/sunglasses etc
- Provide your child with a drinking bottle that can be refilled – we are happy to provide water and occasionally squash to ensure your child stays hydrated.

Please refrain from:

- Using inappropriate language or displaying aggressive or threatening behaviour to staff, children or other parents or carers in writing, over the phone or in person.
- Shouting at, smacking or physically punishing your child(ren) or any other children at our sessions
- Taking videos or photos of children other than your own
- Consuming alcohol, drugs or any other substance that impairs your judgement or responses while attending sessions or collecting your children from sessions
- Discussing sensitive issues about your children within earshot of other children or adults.

APPENDIX I

Managing Allegations against Staff and Volunteers



Local Authority Designated Officer tracks progress, monitors outcomes and reports to Local Safeguarding Children's Board and Disclosure and Barring Service (DBS)

APPENDIX J

Guidance on Running Safe Activities when Working with Children.

This is intended as guidance only and should be read in conjunction with the Trust's Health and Safety Policy. All staff and volunteers should receive training and competency forms should reflect this before attempting to prepare their own risk assessments when working with children.

Personal (and group) competencies can in some circumstances negate the need for written risk assessments to be prepared. Line managers should provide guidance to staff and volunteers in this respect. Residential events, whether a repeat event or not, should be viewed as new activities and a new and complete risk assessment carried out for each one and discussed with the designated safeguarding person

Undertaking a risk assessment

Site Visits should be undertaken several days before using a site for first time to ensure it is appropriate for the session and user group. This will allow time for action to be taken to rectify any problems and help to minimise the likelihood of unforeseen risks during the visit. (For work on school sites and at other educational establishments a site visit is recommended, but it is accepted that teachers will be able to give assurances about site safety)

Consider:

- The type of visit/activity and the numbers and ages of those involved.
- The location, routes and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratios of supervisory staff to participants
- The group members' age, competence, fitness and temperament and the suitability of the activity.
- The special needs (educational, medical or mobility for example) of participants.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing
- Emergency procedures.
- How to cope when a participant becomes unable or unwilling to continue.
- Going home procedures

1. Suggested working ratios and age limits with regard to specific activities

At least two 'registered/recognised' adults and ideally a third should be present at all your activities. This is because should an accident occur you need one person to go for help, one to look after the injured person and one to supervise the rest of the group. Try to have both male and female leaders present if possible.

The adult to child ratio will vary according to the activity you are doing, the site you are using and the type of group you have. Aim at an adult to child ratio of



1:10, but in higher risk situations the adult to child ratio must be higher. Below are a few examples of tasks and suggested appropriate ratios:

- A ratio of 1:4 for under 5's
- A ratio of 1:8 for 5 to 8 year olds
- For pond dipping a ratio of at least 1:8 is recommended
- Practical conservation work with children 5 to 8 years old a 1:3 ratio is recommended
- Practical conservation work with children 8 to 14 years old a 1:6 ratio is recommended
- Practical conservation work with children 14 years old and over 1:8 ratio is recommended

2. Parental Consent

Parental consent should be gathered for events where children are attending without parents. Children must be over 8 years old in order to stay unaccompanied. Standard Parental Consent forms are located on the Intranet

3. Length of sessions

There are many factors, not purely safeguarding, that will affect how long a session is; such as the weather, time of day, type of activity, access to facilities or the needs and requirements of your group. *The Children's Act (2004)* however, does place a limit of certain activities where we have unsupervised children.

If the duration of the visit is over two hours, takes place more than six days a year, and the children are below the age of 8 years, then registration under the Children Act is needed. As most of the visits made by under 8's are made by members of organisations or playgroups they should already be covered by their own regulations or registration. At present other activities do not occur on a regular basis or are for over 8's so do not need to be registered.

4. Going Home Procedure

For use at sessions where we have unsupervised children, such as

Booked Wildplay or Watch.

Remember you must do all that is reasonable to ensure that your group is safe and goes home with the correct adult. 'Going home time' can be when your children are at high risk.

- Record on consent forms who is collecting each child
- Use an attendance register (template stored on Intranet)
- Ask children to come and tell you when they are going home, so you can tick them off the list.
- Leaders stand in a prominent place to observe the going home procedure.
- Try and have someone with you to intercept questions from adults. It is very easy to become distracted and you could easily miss something

Open Access Wildplay

Many Wildplay sessions are designed to be open access and so children can effectively 'drop in' without a parent or guardian. In this situation the following guidance should be followed:

- Keep a register of children attending and try to have a signing in and out system
- In engaging with the children when they first arrive try to ascertain (i) how close they live to the place you are delivering the session and (ii) how they plan to get home.
- Ask children to come and tell you when they are going home, so you can tick them off the list.



APPENDIX K

Storing Children's Data and Digital Images

Please refer to the **Data Protection Policy** for information on collecting personal data and the **Social Media Policy** for collection and use of Digital Images.

Children's Data

We occasionally need to collect and store Children's data, to fulfil obligations to commissioners, to ensure relevant permissions and for grant funded projects. The following guidelines must be adhered to when storing this data. Children's data is defined by 2 or more of the following pieces of information being stored together: Name, Address, Date of Birth, School, Phone number, Disability or Image.

- All template forms are stored in the safeguarding folder at each office location and on the Intranet. They can be adapted for project use, but any changes must be agreed by the Designated Safeguarding Person.
- All computer files containing children's data must be password protected, and accessible only by staff or volunteers with the appropriate level of DBS check (See **Appendix B**)
- Paper files containing children's data must be kept in locked drawers for a maximum of 12 months and accessible only by staff or volunteers with the appropriate level of DBS check.

Digital Images

Internal use, documentation

- Photos which are to be used for fulfilment of obligations to commissioners and grant funded projects may be stored for the length of our contract or project. Photos kept for this purpose are minimal.
- Any photos used for reporting may be kept for 12 months in a password-protected Excel or Word document alongside a scanned image of the appropriate photo consent form. All others must be deleted upon the submission of report. You must use the standardised photo consent form (stored on Intranet) to collect written consent.
- Written photo consent forms must be scanned and images of those forms then placed in a password-protected Excel or Word document along with any photographs they are linked to and saved on the server. Parents and carers may withdraw permission, in writing, at any time.
- Digital images must be uploaded onto the server (or PC for out-posted offices) within 7 working days. Images must then be deleted immediately from the capture device (phone, camera or video camera).

External use



- Pre-arranged staff days will be used as an opportunity to hire a professional photographer and produce stock images that illustrate delivery. All participants at the events are to be made aware of how the photos will be used and this will be stated explicitly in the event invitation as its primary purpose.
- Only these stock photos will be used for publicity purposes, i.e. website, leaflets, social media etc. and must be uploaded to RSWT Image Library via WildNet.
- Live images uploaded to social media sites via mobiles should only ever be of an activity and not have children's faces visible. If a photo of a child or vulnerable person is required, it should always be taken from the WildNet Image Library.
- Staff, volunteers, and members of the public do occasionally gift photographs they have taken to us. It must be made clear at the time that these photos will be uploaded to WildNet.

Digital Images of Public Events

As access to these public events in publicly accessible areas is not restricted, we consider that any person who is present at these events is considered to have given implied consent to appear in the background of any photograph or film (this is in line with the provisions of the DPA).

We will however make every effort to ensure the public is aware a photographer is on site taking photos for publicity purposes by:

- Putting signs at the entrance to the venue to warn the public that photographs may be taken at the event;
- Including a notice in the programme or tickets where possible for example 'Please take note an official photographer is on site taking photographs/filming for publicity purposes'
- Providing wristbands for children whose parents do not wish for them to appear in photographs

APPENDIX L

Missing Children at Trust run Visitor Centres



In the event of a child being reported missing at a Visitor Centre, please follow this guidance.

Whoever is the First Point of Contact (i.e. the member of staff who can coordinate the response – this should not be a volunteer) needs to get as much information as possible including;

- Childs Name
- Age
- How long they have been missing
- Where they were last seen
- Where has been checked so far (if anywhere?)

At this point, the First Point of Contact is to make the decision about how to proceed. If they are uncertain about situation, they are to seek advice from the most senior member of staff in the building at that time or to phone the Designated Safeguarding Lead in the event that they are lone working.

First Point of Contact must then stay on reception to coordinate the response, record actions as they happen and be contactable. You can use an incident report form for recording any action taken.

If the decision is to send members of staff out to search the site, a coordinated approach is required

- Send staff or volunteers in pairs, with a mobile phone
- If parents/carers joining the search, ensure you take their mobile number and ask them to report back if they find the child. Ideally 1 parent/carer would remain at reception.
- Send to specific locations and ask them to report back when area checked (i.e. Walk wet meadow path. Then phone in for next area to check)
- Record who going where and the mobile contact number
- In the event that the searching staff/volunteers locate the child, firstly the adults should assess if the child is injured or require immediate medical attention – in which case follow First Aid & H&S procedures. If the child does not require immediate medical attention either both adults should escort the child back to reception and into their parents care, or the parent escorted to the child's location *

- Report incident to Designated Safeguarding Lead by using the incident report forms. This is the case however 'minor' the incident seems and is best completed straight away to ensure the information is fresh and relevant.
- Incident report form to be kept in a secure (lockable) location until passed on to the Designated Safeguarding Lead within 2 working days.

Any phone call to Police to report a missing person should be carried out by the Parent or Carer. Police may want to talk to the First Point of Contact to discover what attempts have been made to find the child. If the police wish to carry out further searches of the site then a member of staff must stay behind, this does not necessarily have to be the First Point of Contact but they should be identified to Police and be in possession of centre keys and the ability to lock up.

* There may be occasions where the child does not want to return to the visitor centre or their parents care. This should be dealt with as a safeguarding issue and the Designated Safeguarding Lead contacted immediately.



APPENDIX M

Guidance on Responding to Bullying at Trust-run Events



We are committed to providing a caring, friendly and safe environment for all of children and young people so they can learn and have fun in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our sessions. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the staff.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber - all areas of internet such as; email & internet chat room misuse mobile threats by text messaging & calls misuse of associated technology, i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Children who are bullying need to learn different ways of behaving. SWT have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All staff and volunteers, children and parents should have an understanding of what bullying is.
- All staff and volunteers should know what the SWT procedure is on bullying, and follow it when bullying is reported.
- All children and parents should know what the SWT procedure is on bullying, and what they should do if bullying arises.
- As an organisation we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Many of these signs will not be evident during the sessions that we run however adults should be aware of these possible signs and that they should investigate if a child:

- is unwilling to go to school (school phobic)
- becomes withdrawn anxious, or lacking in confidence
- starts stammering

- attempts or threatens suicide or runs away
- has possessions which are damaged or " go missing"
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home very hungry (money / lunch may have been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

Procedures

- 1 Report bullying incidents to staff
- 2 In cases of serious bullying, the incidents will be recorded by staff
- 3 In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
- 4 If necessary and appropriate, police will be consulted
- 5 The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- 6 An attempt will be made to help the bully (bullies) change their behaviour

Outcomes

- 1) The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
- 2) In serious cases, suspension or even exclusion will be considered
- 3) If possible, the pupils will be reconciled
- 4) After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

We will use KIDSCAPE methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing a set of group rules
- signing a behaviour contract
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a group
- making up role-plays
- having discussions about bullying and why it matters