

## **Be the Change Safeguarding Policy 2019**

*Be the Change* (BtC) commits to working with schools and other agencies in protecting children from harm or abuse.

The purpose of this policy:

- To safeguard children and young people attending *Be the Change*
- To fulfil our legal obligations – ‘duty of care’
- To inform the BtC staff and volunteers of their responsibilities in relation to safeguarding children and the procedure operation within the company
- To enable staff to carry out this responsibility effectively
- To clarify the need for developing a caring community with good team/student relationships in which the students feel they will be listened to and taken seriously.

## **Procedure**

*Be the Change* seeks to keep young people safe by:

- Valuing, listening, and respecting them
- Appointing a Designated Safeguarding Officer for young people attending the BtC programme
- Discussing and raising any concerns with the Child Protection Officer of the school in which they are present and seek their agreement to make referrals to social services
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- Managing staff and volunteers through support, supervision and training
- Recruiting staff safely ensuring all necessary checks are made
- Recruiting volunteers by working closely with partner businesses to adopt careful recruitment procedures and by encouraging volunteers to undergo necessary checks
- Recording and storing information professionally and safely
- Using safeguarding procedures to share concerns and relevant information with schools
- Ensuring that we provide a safe environment for staff, volunteers and young people

## **Designated Safeguarding Officer (DSO) for BtC**

Lisa Pratt – Operations & Event Executive – LoveLocalJobs.com

[lisa@lovelocaljobs.com](mailto:lisa@lovelocaljobs.com)

## **Designated Safeguarding Officer (DSO) for BtC**

Graham Moore – Director – humanutopia

[graham@humanutopia.com](mailto:graham@humanutopia.com)

## **Code of Conduct**

Staff and volunteers are responsible for:

- Prioritising the welfare of young people
- Providing a safe environment for young people
  - this includes having awareness of issues to do with safeguarding and child protection and taking action when appropriate
- Following our principles, policies and procedures (this includes policies and procedures for child protection/safeguarding)
- Staying within the law at all times
- Modelling good behaviour for children and young people to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to a DSO

- Reporting all allegations/suspensions of abuse following our reporting procedures (this includes abusive behaviour being displayed by an adult or child and directed at anybody of any age)

Staff and volunteers should:

- Treat children and young people fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to the group/organisation
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.
- Use special caution when discussing sensitive issues with children or young people
- Ensure contact with children and young people is appropriate and relevant to the work of the project you are involved in
- Ensure that there is more than one adult present during BtC activities with children and young people.
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible
- Respect a young person's right to personal privacy as far as possible. In some cases it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity.
- Only provide personal care in an emergency and make sure there is more than one adult present wherever possible.

### **Unacceptable behaviour**

When working with children and young people, staff and volunteers must not:

- Allow concerns or allegations to go unreported
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships with children and young people
- Make inappropriate promises to children and young people
- Engage in behaviour that is in any way abusive
- Let children and young people have your personal contact details (mobile number, email, address or social media details). If you want to communicate with a young person you must always do this through the school.
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people

**Staff and volunteers should always follow the code of conduct.**

### **Reporting and recording concerns**

- Reporting is passing the right information to the right person who is responsible for taking action
- We all have a responsibility to take action if we are concerned about a child – we should not keep any concerns to ourselves
- If you have any concerns about a child's safety and welfare you should pass on this information by notifying the BtC team (preferably the Designated Safeguarding Officer)

- Those who raise a concern will be asked to complete the BtC Safeguarding Referral Book
  - Records should be clear, accurate and separate fact (what you have seen and/or heard) and opinion (i.e. what you think or surmise)
- BtC will ensure the school child protection officer receives the Safeguarding Referral and will follow up to ensure that it has been looked into and followed up
- Team members and volunteers must make it clear that they cannot make an undertaking of absolute confidentiality, even if the student wishes it to be kept secret
- Team members and volunteers to make students aware of their responsibility to refer cases of alleged abuse, giving no undertakings of absolute confidentiality

### **Recruiting of Volunteer Business Guides**

BtC aims to recruit volunteers with the following process:

- Completion of a volunteer registration form/details received by local businesses
- Providing an appropriate induction for all new staff and volunteers, including briefings and written documents that include:
  - Code of conduct
  - Safeguarding policy and procedures
  - Business Guide Handbook
  - Business Guide briefing video
  - Recommended safeguarding online training
  - NSPCC Safeguarding video
  - Support and guidance from the BtC team
  - Pre and post event Business Guide briefings
- Ensuring that all volunteers are made aware of how to keep children and young people safe
- Ensuring that all volunteers adhere to the code of conduct and safeguarding policy at all times
- All staff and volunteers are advised to undertake a DBS check
- DBS certified teachers, school staff and/or BtC Team Members to be present and on-hand throughout the programme activity. Particular care must be taken to ensure that the school 1:1 sessions are carried out safely and in an environment such as a classroom or library where no young person is left alone with a volunteer or business guide.
- All staff and volunteers are advised to use the designated toilets which will be separate from those used by the students (you will be advised about this in the briefing on the day of the event)

**This policy has been drawn up with guidance and materials from the following:**

- The Children Act 1989 and 2004
- NSPCC
- Young Enterprise Safeguarding Policy

**Safeguard Children: 'We are committed to safeguarding the children attending *Be the Change*'**

### **APPENDIX 1 Categories of Abuse:**

The following categories are recognised for the purpose of the Safeguarding Register:-

#### **Neglect:**

Persistent or severe neglect or failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health development. 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. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **Abuse:**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others e.g. via the internet. They may be abused by an adult or adults, or another child or children.

#### **Physical Abuse:**

Actual or likely physical injury to a child or failure to prevent physical injury (or suffering) to a child. A form of abuse which 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:**

Actual or likely sexual exploitation of a child or adolescent, 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 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:**

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

Below are some signs of abuse:

- Withdrawal
- Tiredness
- Weight loss
- Aggressive behaviour
- Dirty appearance
- Suggestions of poor hygiene
- Change in behaviour

## **Appendix 2 - Definitions**

**Definition of a Child:** In this document, as in the Children Act 1989 and 2004, a Child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'Children and Young People' throughout. The fact that a Child has reached 16 years of age, is living independently, is in further

education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989 and 2004.

**Vulnerable Adult:** The definition of vulnerable adult in “Who Decides?” (Lord Chancellor’s Office 1997)” and as used in this document is anyone who is over 18 who: Is or may be in need of community care services by reason of mental or other disability, age or illness; and Is or may be unable to take care of himself or herself; or Is unable to protect themselves against significant harm or serious exploitation

**Volunteer:** In this document, as in the Disclosure and Barring Service (DBS) Glossary of Terms 2012, a Volunteer is a person who is engaged in any activity which involves spending time doing something which aims to benefit some third party other than or in addition to a close relative.

**Staff Member:** A Staff Member is anyone employed by *Be the Change*. For the purposes of this policy this encompasses, but is not limited to, permanent staff, casual staff, paid Delivery Officers, Associates and Consultants as well as Secondees/Interns. Position of Trust: Any person connected with *Be the Change* who comes into contact with children or vulnerable adults in the performance of their role is in a position of trust and subject to this policy.

### Appendix 3

#### What are the potential risks to children and young people using social media?

The use of information technology is an essential part of our lives; but can present challenges in terms of how we use it responsibly or can potentially be harmful to an adult or young person. Risks associated with user interactive services include: cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-harm, racist, hate and adult pornography.

Most children and young people use the internet positively but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world, and vice versa. Potential risks can include, but are not limited to:

- bullying by peers and people they consider ‘friends’
- posting personal information that can identify and locate a child offline
- sexual grooming, luring , exploitation and abusive contact with strangers
- exposure to inappropriate content
- involvement in making or distributing illegal or inappropriate content
- theft of personal information
- exposure to information and interaction with others who encourage self-harm
- exposure to information and interaction with others who encourage radicalisation and terrorism
- exposure to racist or hate material
- encouragement of violent behaviour, such as ‘happy slapping’ (the practice whereby a group of people assault someone at random while filming the incident on a mobile device, so as to circulate the images or post them online).
- glorifying activities such as drug taking or excessive drinking
- physical harm to young people in making video content, such as enacting and imitating stunts and risk taking activities
- leaving and running away from home as a result of contacts made online.

#### Appendix 4 – Safeguarding and the internet

##### How the *Be the Change* safeguarding policy has an impact on our collective online activities

Safeguarding Rule	Concern	Suggestion/Solution
All BtC team members and volunteers may not have contact with a student through a social networking site such as Facebook, Twitter etc.	What qualifies as contact? Is public contact allowed (e.g. replying to posts). What about replying to direct messages (private) on Twitter? Should team members be identifiable?	Facebook and Twitter allow BtC team to 'hide' behind the BtC brand. This means that (unless they sign off as themselves) they are unidentifiable - thereby maintaining a <u>professional distance</u> from students. All contact by team members via social networks should be available to view by all other team members for cover in the event of an allegation.
All BtC team members and volunteers must never give out their email address, phone numbers or business cards or any personal details unless through the school	Students may find details online that puts into question our position as role models and professionals, or enables them to contact us outside of work.	If a student makes any approach to you via details a volunteer has online, notify the BtC team immediately for advice on how or if to respond. Any response must include a representative from the school and copy <a href="mailto:bethechange@lovelocaljobs.com">bethechange@lovelocaljobs.com</a>
All BtC team members and volunteers must only send students an email in exceptional circumstances and when sending an email they must copy in <a href="mailto:bethechange@lovelocaljobs.com">bethechange@lovelocaljobs.com</a> and the main school representative. If the volunteer responds the volunteer must always include the school or BtC team	What if a student contacts a team member via their work email? Who should it go to? What if the contact is an item – thank you letter not a CP issue?	BtC must be made aware of any communication via <a href="mailto:bethechange@lovelocaljobs.com">bethechange@lovelocaljobs.com</a> to ensure effective monitoring. All replies must copy in <a href="mailto:bethechange@lovelocaljobs.com">bethechange@lovelocaljobs.com</a> .

### Safeguarding Guidelines - Procedure for Referral of Safeguarding

Young person makes a public disclosure about abuse	Young person makes a private disclosure about abuse to a volunteer of BtC team or a BtC volunteer.	Young person makes a disclosure about abuse to a previous <i>Be the Change</i> participant	Young person makes an accusation about a member of the school staff	Young person makes an accusation about a member of the BtC team or a BtC volunteer
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Volunteer to report to BtC team member	BtC Volunteer to tell BtC team immediately. BtC team deal with student in an open space in view of others	Previous Be the Change participant deals with student in an open space in view of others seeking immediate help from BtC team	BtC team to talk with student in an open space in view of others	BtC team member/volunteer to be removed from building whilst investigations are undertaken
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BtC team member to liaise with school staff representative/school DSO where a view will be taken whether to discreetly remove student from the experience.	BtC team record details on the Safeguarding Referral sheet.	BtC team member to record details on the Safeguarding Referral sheet.	BtC team member to record details on the Safeguarding Referral sheet.	Another member of BtC team to talk to the student in an open space in view of others. BtC team member to record details on the Safeguarding Referral sheet.
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BtC team complete Safeguarding Referral sheet	BtC team give/send a copy of Safeguarding Referral sheet to the school staff representative/school DSO.	BtC team liaise with senior school staff representative/school DSO where a view will be taken whether to discreetly remove student from the experience.	BtC team liaise with senior school staff representative/school DSO where a view will be taken whether to discreetly remove student from the experience	BtC team liaise with Senior school staff where a view will be taken whether to discreetly remove student from the experience. Also a decision to be made by the DSO whether to contact local authority services.
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BtC team give/send a copy of Safeguarding Referral sheet to the school staff representative/school Designated Safeguarding Officer (DSO).		BtC team give/send a copy of Safeguarding Referral sheet to the school staff representative/school DSO.	BtC team give/send a copy of Safeguarding Referral sheet to the school staff representative/school DSO.	BtC team give/send a copy of Safeguarding Referral sheet to the school staff representative and School DSO. Investigation to be undertaken into incident.
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BtC team receives confirmation from the schools DSO that the referral has been recorded and is being dealt with in the appropriate manner (such as notifying local authorities if required)	BtC team receives confirmation from the schools DSO that the referral has been recorded and is being dealt with in the appropriate manner (such as notifying local authorities if required)	BtC team receives confirmation from the schools DSO that the referral has been recorded and is being dealt with in the appropriate manner (such as notifying local authorities if required)	BtC team receives confirmation from the schools DSO that the referral has been recorded and is being dealt with in the appropriate manner (such as notifying local authorities if required)	BtC team to await results from local authorities' investigation. If no case exists then dismiss allegation and follow up with school DSO.  If case exists then follow recommended next steps from the local authorities.



**I confirm that I have read and understood the *Be the Change* Safeguarding Policy and agree to its conditions**

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