

# Code of Practice No. 21

## Safeguarding Children and Young People



<b>Reviewed and updated</b>	<b>June 2023</b>
Due for Review:	2024

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#### Safeguarding Children and Young People procedures

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# Introduction

## 1. Purpose and Scope

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

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

A separate "Safeguarding Adults at Risk" Code of Practice exists and should be referred to, for all safeguarding issues for those aged 18 and over.

This code of practice applies to all staff, trustees, volunteers and anyone working on behalf of Cumbria Wildlife Trust.

### The purpose of this code of practice:

- to protect children and young people who receive Cumbria 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.
- Cumbria 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 and a lead trustee with responsibility for oversight of the Trust's safeguarding policy and procedures.
- adopting a best practice approach to child safeguarding with appropriate procedures and a code of conduct for staff and volunteers.
- providing an effective management framework for staff and volunteers with appropriate supervision, support, training and quality assurance measures.
- ensuring all necessary checks are made when recruiting staff and volunteers in roles involving regular contact with children and young people.
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers where necessary and appropriate.
- sharing any concerns and relevant information with any agencies that need to know.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- developing and implementing an e-safety policy and related procedures.
- providing a supportive environment in which people have the confidence to share information by ensuring that we have effective (whistleblowing) procedures and policies in place.
- ensuring that we provide a safe physical environment for children, young people, our staff and volunteers, by applying appropriate and proportionate health and safety measures in accordance with the law and regulatory guidance.

## **2. 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 Govt 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers, HM Govt 2015

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

**3. This code of practice includes ten appendices detailing our safeguarding procedures and role including:**

- Role of the Designated Safeguarding Officer
- Safer recruitment, including use of the Disclosure & 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 code of practice works in conjunction with other policies and codes of practice:

- Recruitment
- Equal Opportunities including Recruitment of Ex-Offenders and Dignity at Work (covering issues including bullying and harassment)
- Complaints Procedure
- Data Protection
- Disciplinary
- Grievance
- Health and Safety
- Social Media
- Public Interest Disclosure (also known as 'whistleblowing')

## **Safeguarding Children and Young People procedures**

Cumbria Wildlife Trust endeavours to encourage vigilance and awareness of the issues surrounding the protection and safety of children and young people. The Trust aims to create a culture in which suspicions or allegations can be made in good faith and 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 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 effective safeguarding for Children and Young People we will:

**1. Keep procedural guidelines appropriate, up to date and accessible**

- There will be a Designated Safeguarding Officer (DSO) supported by a Deputy Safeguarding Officer for child protection (**Appendix A**) responsible for dealing with any concerns about the protection or welfare of children and young people.
- Our DSO will be trained to Level 3 standard either through the Cumbria Local Safeguarding Children's Board or other recognised provider, and attend refresher training every 2 years.
- We will appoint a Trustee with responsibility for keeping an overview of Safeguarding

policy and review together with the DSO.

- Safeguarding procedures will be reviewed on an ongoing basis and updated as necessary with new legislation. Our code of practice will be reviewed every 5 years.
- Our Safeguarding Codes of Practice and procedures will be available from the Plumgarths Office and currently stored on the Cumbria Wildlife Trust network folder at S:\Health and Safety\HEALTH & SAFETY POLICY & CODES.
- Our Safeguarding Policy will be available from the Plumgarths Office and is currently stored on the CWT network folder at S:\Admin\TRUST POLICIES

## **2. Ensure that all staff and volunteers are properly informed, supported, managed and trained**

- All relevant staff and volunteers will be carefully selected and vetted to ensure they do not pose a risk to children as far as reasonably possible. This will include the taking up of two satisfactory written references, and the provision of a clear role description and responsibilities.
- All relevant staff & volunteers will be subject to a Disclosure & Barring Scheme (DBS) check (**see Appendix B**). DBS checks will be repeated where necessary, every 3 years or for those subscribing to the update service, annual updates carried out. (N.B. Cumbria Wildlife Trust does not currently need/use the update service).
- Safeguarding procedures will be covered in the standard new starters' induction programme.
- All staff & volunteers working with children and young people will receive the "Code of Conduct" (**Appendix C**) and the "Reporting Guidance for Staff & Volunteers" (**Appendix I**)
- All relevant staff and volunteers will receive the information on 'Recognising Signs and Symptoms of Abuse' (**Appendix G**).
- All relevant staff and volunteers will need to complete or provide evidence of having completed Level 1 safeguarding training/e-learning. This should be refreshed/repeated every 3 years.

## **3. Have clear processes for reporting and addressing any concerns or allegations relating to safeguarding children and young people**

- Cumbria Wildlife Trust will have clear, written processes for reporting, recording and addressing concerns or allegations relating to safeguarding children and young people (**Appendix F**).
- Where appropriate, any information given to users about the 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 (**Appendix G**).

## **4. 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 and young people
- 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 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 access to appropriate training/e-learning to regularly update their knowledge and practice.
- This policy will apply to any third party individual or organisation delivering activities as part of a Cumbria Wildlife Trust event. We will check that they 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 Cumbria Wildlife Trust staff or volunteers, we should ensure that they have equivalent safeguarding children procedures.
- All staff and volunteers that commission third parties/contractors to work with children should ensure that they have appropriate experience and qualifications (including DBS if necessary) and should check and record the evidence of this.

#### **5. Store children's data and digital images appropriately**

- All staff must use the standard Cumbria Wildlife Trust photography consent form when collecting children's data.
- All staff and appropriate volunteers to be aware of the guidelines on taking, storing and using images (**Appendix I**).
- Parents and carers to be made aware of how we use children's data and images.
- Systems must be in place for the deletion of historical records or images, which ensures that information is only kept for as long as required/allowed.

## APPENDIX A

### The role of the Designated Safeguarding Officer

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

The DSO must have attended Cumbria Safeguarding Children Board's Level 3 training, have an Enhanced & Barred List DBS check undertaken and two references taken up. The role includes:

- Ensuring the organisation's child safeguarding policy and procedures are followed.
- Ensuring they know how to make contact with Cumbria Local Safeguarding Children Board and the police who are responsible for dealing with child protection concerns both during and after office hours.
- Reporting any concerns to the Cumbria Local Safeguarding Children Board or Police and the Trust's Chief Executive and/or Chair and/or Trustee Safeguarding lead.
- Acting as a source of advice on all child protection matters and seeking further advice and guidance from local statutory agencies as needed.
- Ensuring that a record is kept of any concerns about a child or adult and of any conversation or referrals to statutory agencies.
- Reporting quarterly to the CWT Health, Safety & Wellbeing Committee on any action taken, concerns recorded, or incidents. Also reporting any 'new' situations that arise, such as undertaking a new type of work where safeguarding may need to be reviewed.
- Maintaining and updating their knowledge of child protection and safeguarding through relevant training and refreshing their Level 3 Safeguarding every 3 years.
- Conducting regular audit activity to ensure the organisation is working in line with current practice.

## APPENDIX B

### Safer Recruitment – the Disclosure & Barring Service (DBS)

Certain posts (both paid & voluntary) within Cumbria 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. New roles are to be assessed by the DSO and HR as to whether they fall within this category.

Where the above applies, staff and volunteers 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. Cumbria Wildlife Trust uses Disclosure Services for DBS checking.

The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It has three levels. Cumbria Wildlife Trust only uses the third level (detailed below), for roles that involve regular work with vulnerable groups, and the supervision of others involved in such work. Currently, this involves staff and volunteers who:

- Lead Wildlife Watch groups (Watch leaders/helpers)
- Lead school sessions/visits (school tutors/visitors)
- Lead projects that engage with vulnerable groups e.g. youth visits (project officers)
- Or deliver engagement work with vulnerable groups (various staff)

Key criteria for requiring any such check are explained in the 'regulated activity' section below. The three levels of DBS check are:

**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 (above) and the 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

#### General

Cumbria 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 doing so, CWT 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. We require the applicant's consent before requesting this check.



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. Legislation of particular relevance for those working with children and young people includes:

### **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.

### **Definition of ‘Regulated Activity’**

Cumbria 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 Cumbria Wildlife Trust, this is principally our educational work – “teach, train, instruct, care for or supervise children” carried out by public engagement, education and training staff and volunteers.

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

#### *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 in 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 in itself, a **regulated activity**.

## 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 Cumbria Wildlife Trust, unsupervised at least weekly, four times in a thirty day period or overnight.
- All staff and volunteers providing **regulated activity** 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 until their disclosure has been completed.

DBS checks do not have an expiry date – they only show status at the time of application.

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

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

## **System for Enhanced DBS checks**

Before recruitment of any staff or volunteer, the HR officer and 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 and any recruitment advertising.

After the post is offered the individual will be asked to provide the identity information required and complete a DBS check, the results of which are sent to the individual along with their certificate. A digital copy of the result (N.B. not the actual DBS certificate) is sent to the Trust. The individual's reference number & result are kept securely recorded within the Disclosure Services website and will be noted on individual staff files.

If anything is flagged via the DBS check, the Designated Safeguarding Officer will be informed that something is recorded and must be discussed with the applicant in order to gain full details with their express consent.

This information will be shared with the HR Officer, relevant line manager and CEO. A decision will be made about 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 relevant staff/volunteer file.

After completing this DBS checking process, a copy of the Disclosure result is received by Cumbria Wildlife Trust. In the event of anything appearing on the check, a copy of the actual Disclosure form may be kept securely for up to 6 months, if deemed necessary.

If a member of staff or volunteer is found guilty by a court of law, of perpetrating abuse, Cumbria Wildlife Trust has the responsibility to inform DBS within one month of their conviction. This should be carried out by the HR officer and Designated Safeguarding Officer.

## APPENDIX C

### Code of Conduct for All Staff and Volunteers Working With Children

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 if involved in 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.

- **Two key principles should be followed at all times: avoid being on a one-to-one basis with a child and, avoid physical contact whenever possible.**
- 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
- Ensure you have read the Safeguarding Code of Practice and that you feel confident that you know how to recognise when a child may be suffering harm; how to handle a 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
- Work as a team with your co-workers/volunteers. Agree responsibilities and roles when delivering sessions; what behaviour you expect from young people and be consistent in enforcing your expectations
- Always aim to work in an open environment and avoid being alone with a child. 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 noting any such conversations in a log, day book or email
- Physical contact should be open and initiated by the child's needs with consent sought, e.g. administering first aid. Always prompt children to carry out personal care themselves (such as applying suncream, adjusting clothing) and if they cannot manage, ask if they would like help and only give help in full view of others
- If you have to speak to a child about their behaviour, remember you are challenging 'what they did' not 'who they are'
- Listen to children/young people - take every opportunity to raise their self-esteem
- Talk explicitly to children/young people about their right to be kept safe from harm
- 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. Two exceptions include: **customary gifts** e.g. a small birthday or leaving present; or **help for a family in need**, such as equipment to enable them to participate. Both types of gift should come from the organisation and be agreed with the Designated Safeguarding Officer 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 your line manager as appropriate.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Always be easily identifiable: wear your Cumbria Wildlife Trust clothing and identification at all times during activities with children.
- Always secure written parental consent using Cumbria 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 child/young person to your home or arrange to meet off-site or outside set activity times.
- 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 or befriend children/young people (see Cumbria Wildlife Trust's Social Media Policy for further info).
- give your personal contact/website details to children or young people.
- Take photos of children without the written consent of parents/guardians/teachers (also see Social Media Policy for guidance on image use/using cameras and mobile phones).

## APPENDIX D

### Working with Children and School Parties

#### General

Cumbria 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 be inclusive and appropriate to the age and ability of the children taking part, and allow participants to make choices.

- The safety of other people's children has to be the overriding preoccupation of all 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 staff who join the Trust and work with children, and volunteers who work with children in **regulated activity**, will be subject to a check by the Disclosure and Barring Service, paid for by Cumbria Wildlife Trust.

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/check group size regularly, use adults for front/back marking the group
- Where responsibility for First Aid lies with Cumbria Wildlife Trust (often the school/group will be responsible) we must ensure a first aider is present and a first aid kit is at hand at all times

#### Adult: Child Supervision Ratios (taken from Dept. Of Education guidance)

- Early Years: (2-4 year olds) 1 adult : 4 children
- 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 by the risk assessment process, then these 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.

### **Children's group visits**

- Only authorised Cumbria Wildlife Trust staff or volunteers may assist with visits by, or activities for young people. Groups may bring their own staff and volunteers.
- Responsibility for the group remains with the nominated person in charge of the group.
- Those working with children should endeavour to establish whether there are particularly vulnerable children in the group or any significant concerns.
- All groups must be met by an employee or volunteer nominated by Cumbria Wildlife Trust.
- The visiting group organiser should be reminded of any specific hazard on the reserve or in the area.
- The nominated Cumbria Wildlife Trust person should know the group's itinerary and timetable.
- The nominated Cumbria Wildlife Trust person should check that there is adequate supervision for the group, whether the group organiser has a First Aid kit, and that they are all adequately equipped and clothed for their intended activities. If the nominated person believes the group is inadequately organised or equipped, access to the reserve or planned activities 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.

### **School Visits**

- We expect schools to ensure they meet or exceed the guidance for adult : children supervision ratios; be responsible for the provision of adequate

supervision, and for the first aid cover for children, as they will know of any pre-existing conditions etc.

- Cumbria Wildlife Trust staff trained in First Aid may serve as a back-up
- If an accident occurs, Cumbria Wildlife Trust staff/volunteers have the duty to assist and to call an ambulance, if they believe this is the best course of action.

### **Youth Volunteering / Work Experience / College Placements**

The statutory guidance regarding Disclosure & Barring Service (DBS) checks 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 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.

### **Youth attendance of work parties / surveys / events**

Children aged 12 and over may go on specifically youth-focused types of event, with the completion of a signed consent form from a parent or guardian, at the discretion of the responsible member of Cumbria Wildlife Trust’s staff. 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 attend 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. Safe drop-off and picking-up procedures must be agreed in advance.

In all cases, involvement of children and young people in work parties is at the absolute discretion of the work party leader. There will be certain kinds of work parties where the nature of tasks undertaken, and the independence needed from those involved, means that participation will be age-restricted, e.g. 18 and over.

Work party leaders 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.”

## APPENDIX E

### 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 images taken at Cumbria Wildlife Trust events. **Our photography consent form follows below.**

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

- 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 and stored securely on the Trust's network as appropriate. Photos must be deleted from the Trust's cameras/smart phones once uploaded to the network.
- No personal use of images taken on behalf of Cumbria Wildlife Trust is permitted
- Parents, carers and partner or client organisations must be made aware of this photography policy.
- Teachers of school groups must be consulted about whether any photos can be taken of groups which may include highly vulnerable children

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, teacher'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 could 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 should not be taken unless individual parental consent forms are filled in, or an equivalent group consent form is obtained from their leader.

## Photography Consent Form

Cumbria Wildlife Trust produces a wide range of materials to tell people about our nature reserves, Cumbrian wildlife and to raise money for our work or report to our funders. From time to time, we take photographic images (moving and still) of subjects to use in these materials. By completing this form, you consent to our use of these images in printed and digital materials which reasonably promote or advertise Cumbria Wildlife Trust's aims. This may include, but is not limited to, **printed publications** such as; adverts, newsletters, leaflets, reports etc. **audiovisual** and **digital** materials such as; films, websites, online publications and social media; **display** materials and any other media we may use in the future.

The copyright of any material which is generated as a result of this photographic session shall be assigned and shall be the property of Cumbria Wildlife Trust. Your consent will remain valid until you advise us otherwise. You can do this by calling our main office on 01539 816300 and asking to speak to the staff member responsible for safeguarding.

**Event:**

**Date:**

I hereby grant Cumbria Wildlife Trust the right to use any photograph(s) or video content taken of me / my child and any reproductions or adaptations of the photograph(s) and video(s) for all general purposes in relation to Cumbria Wildlife Trust's work including, the right to use them in any publicity materials and in all forms of digital media.

<b>Name:</b>		<b>Over 18 years:</b> Yes / No
<b>Signature:</b>	<b>Parent/guardian name:</b> (subjects under 18 years)	
<b>Address:</b>		<b>Tel:</b>
<b>Email:</b>		<b>Date:</b>

## APPENDIX F

### E-safety and social media

Social media including sites such as Facebook, Twitter, What's 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 must be avoided due to the potential for misuse e.g.
  - 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 inappropriate images and live incidents that occur, e.g. bullying, special care should be taken regarding allowing any users to upload their own images on the Trust's website or any Trust social networking sites.

Cumbria Wildlife Trust is currently developing a specific Social Media code of practice that will support and complement our existing procedures.

## **APPENDIX G**

### **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 be asked to complete the appropriate training/e-learning modules. This training will be recorded on your employee file and should be repeated every 3\* years (\*2 years for Level 3/Designated Safeguarding Officer).

The DfE document “Working Together to Safeguard Children (2010)” defines the main categories of child abuse, and is 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, adults and 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.

### **2) Physical signs of abuse:**

- Any injuries inconsistent with the explanation given for them
- Bodily injuries which occur in places 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
- Scalds
- Bite marks
- Broken bones
- 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.

**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, e.g. wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

### **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.

**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.

#### 4) **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

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

- Sudden/unexplained changes in behaviour - being 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.

#### 5) **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.

**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.

## APPENDIX H

### Allegations of Abuse Against Staff or Volunteers

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

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 Dignity at Work (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 (LADO) 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 Cumbria Wildlife Trust starts to investigate an allegation. Any such investigation without the guidance and advice of the LADO could potentially jeopardise any subsequent criminal investigation.**

If advised by the LADO to internally investigate an allegation, Cumbria 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 remains 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 DSO, HR officer, relevant line manager, nominated Trustee and Chief Executive.

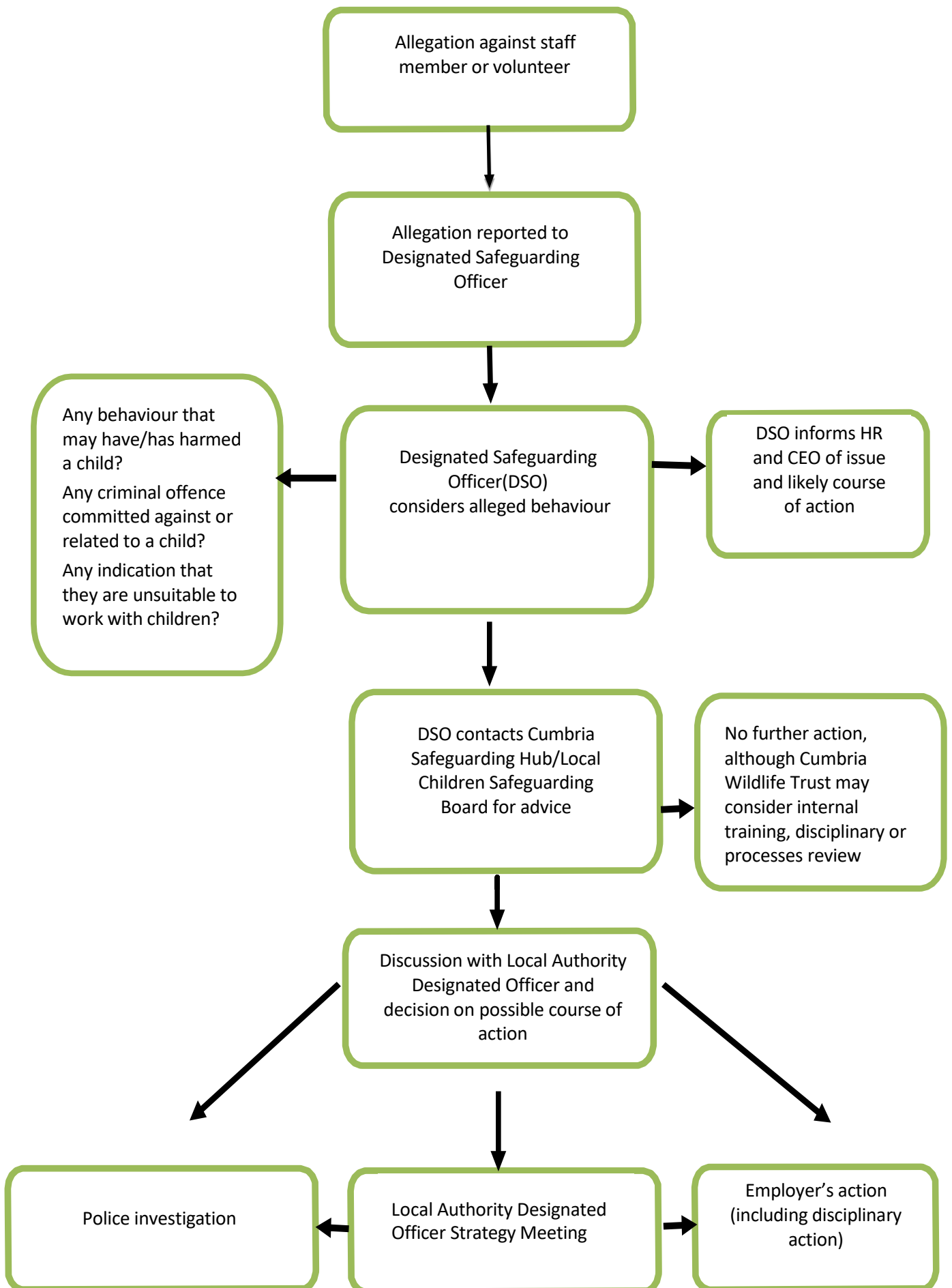
The HR officer should be consulted at the earliest opportunity in order that appropriate support can be provided. In all situations the perceived level of risk during the investigation needs to be considered and managed. This could include redeployment so as avoid contact with vulnerable adults/children and /or suspension (normally on full pay). These are neutral precautionary acts and do not imply guilt or innocence.

The police are required to inform the employer immediately if the person is either convicted of an offence or acquitted or, 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 any disciplinary proceedings.

If the allegation is substantiated and if, once the case is concluded, Cumbria 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.



# Allegations of Abuse Against a Cumbria Wildlife Trust Representative – Staff or Volunteer



## **APPENDIX I**

### **Reporting Guidance for Staff and Volunteers**

CWT 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' details are listed in the preface to this document. If you have any queries around the welfare of any child, please contact them to discuss your concerns.

Unless it is an emergency, before you report an issue, please first read the full safeguarding code of practice documents and appendices, especially "The Code of Conduct for staff and volunteers" (**Appendix D**) as you must follow the advice given in these documents. Please discuss it with the DSO as soon as possible.

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, e.g. a driving offence if they drive as part of their duties.
- Investigated by any authority due to concerns that they may have had involvement in causing harm to a child.
- Diagnosed with any medical condition that may affect their ability to carry out a role of supervising 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.

#### **DO:**

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

#### **DON'T:**

- Don't make promises you can't keep.
- Don't express shock or upset
- Don't interrogate the child - it is not your job to carry out an investigation - this is for experienced police officers or social workers,
- 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 who to contact for further advice.

## Who to Contact:

If a child is at *immediate* risk of harm – Call the Police on 999

If you suspect abuse or are worried about a child but it is not an immediate risk  
Contact one of the following:

- 1. Designated Safeguarding Officer, Cumbria Wildlife Trust**  
Learning & Education Manager - Jamie Normington  
Tel: 01539 816226      e: [jamien@cumbriawildlifetrust.org.uk](mailto:jamien@cumbriawildlifetrust.org.uk)
- 2. Deputy Designated Safeguarding Officer, Cumbria Wildlife Trust**  
HR Manager - Claire Shepherd  
Tel: 01539 816225      e: [claires@cumbriawildlifetrust.org.uk](mailto:claires@cumbriawildlifetrust.org.uk)
- 3. Trustee Lead for Safeguarding, Cumbria Wildlife Trust**  
Jane Wilson  
Tel: 01539 722671      e: [janewilsonkendal00@gmail.com](mailto:janewilsonkendal00@gmail.com)
- 4. Out of Hours Contact, Cumbria Wildlife Trust**  
Tel: 01539 816326

**Reporting incidents                      Tel: 0333 240 1727**

### **Children at Risk**

#### **Cumbria Safeguarding Hub**

[www.cumbria.gov.uk/childrensservices/childrenandfamilies/intervention.asp](http://www.cumbria.gov.uk/childrensservices/childrenandfamilies/intervention.asp)

(Local Safeguarding Children Board, Local Authority Designated Officer, Cumbria Police)

Please use the website if possible, as Cumbria's Local Safeguarding Children Board receives 1,000 contacts every month.

For urgent enquiries please contact the social work team during weekday office hours  
Tel: 0333 240 1727

Out of hours please contact the Emergency Duty Team (same number)  
Tel: 0333 240 1727

### **Concerns about an adult working with children**

**Local Authority Designated Officer** Must be contacted within one working day.

Online notification:

[www.cumbria.gov.uk/childrensservices/childrenandfamilies/concernedaboutachild/lado.asp](http://www.cumbria.gov.uk/childrensservices/childrenandfamilies/concernedaboutachild/lado.asp)

Tel: 0333 240 1727

e: [lado@cumbria.gov.uk](mailto:lado@cumbria.gov.uk)

## What to do if you have concerns that a child or young person is being abused

