

## **POLICY 13: SAFEGUARDING\_CHILDREN & YOUNG PEOPLE POLICY\_FULL**

### **1. Introduction**

The purpose of ICA's Safeguarding for Child & Young People Protection Policy is to set a clear protocol of action and a framework for our responsibilities and legal duties in relation to each child's and young person's welfare.

ICA recognises that abuse can occur within many situations, including the home, school, a community setting, at work and the social environment. Also that some individuals will actively seek employment or voluntary work with children and young people in order to harm them.

As such, ICA must ensure that:

- 1.1. The welfare of the child or young person is paramount.
- 1.2. All children and young people, whatever their age, culture, disability, gender or sexual identity, language, racial origin or religious beliefs, have the right to protection from abuse.
- 1.3. Some children or young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- 1.4. Working in partnership with children, young people, their parents, carers, and other relevant organisations is essential in promoting welfare.
- 1.5. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- 1.6. All ICA employees and volunteers (includes trustees) have a responsibility to report these concerns.

### **2. Policy Statement**

ICA has a responsibility to:

- 2.1. Safeguard children and young people who receive ICA's services or participate in ICA's activities.
- 2.2. Appoint a nominated Safeguarding/Health & Safety Officer (HSO) with escalation and support, where required, through ICA's CEO and Board of Trustees (BoT).
- 2.3. Recruit all ICA employees and volunteers safely, ensuring all relevant checks are made (**See Section 9 for additional information**).
- 2.4. Ensure ICA employees and volunteers, where relevant, receive the appropriate guidance and training required to safeguard children and young people and make informed and confident responses to specific child protection issues.
- 2.5. Use appropriate procedures to manage allegations and incidents of abuse effectively and efficiently (**See Section 13 for additional information**).
- 2.6. Share information about any concerns regarding children with relevant organisations, involving parents/carers and children appropriately.

### **For clarity:**

Katy Pascoe and Jackie Carpenter (Senior Project Managers) are ICA's Safeguarding/Health & Safety Officers (HSOs). Katy Pascoe and Georgina Bolt (Youth Development Officer) are also Designated Safeguarding Leaders (DSLs).

This policy applies to all ICA employees and volunteers or anyone working on behalf of ICA.

A child or young person is defined as any person under the age of 18 (The Children Act 1989).

### **3. Promoting Good Practice**

ICA employees and volunteers are expected to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of incidents arising.

### **4. Good Practice Guidelines**

The following behaviours and procedures represent good practice examples of how to create a positive culture and climate:

- 4.1.** Putting the welfare of each child or young person first, ensuring they are valued, listened to and respected.
- 4.2.** Treating all children and young people equally, and with respect and dignity (**See Appendix 1: Code of Conduct for Adults Working with Children & Young People**).
- 4.3.** Encouraging children and young people to treat each other equally, and with respect and dignity, ensuring these expectations are conveyed to all children and young people prior to their participation in any ICA activity/event (**See Appendix 1: Code of Conduct for Children & Young People**).
- 4.4.** Though ICA respects everyone's right to confidentiality, we have a duty to disclose abuse or concerns to the appropriate agencies if deemed necessary, involving and informing children, young people, parents and carers where appropriate.
- 4.5.** Creating and maintaining an anti-bullying environment and ensuring that we follow our existing policy and procedure to deal effectively with any bullying that does arise (**See Section 14 for additional information**).
- 4.6.** Working in an open environment and encouraging open and honest conversation, unless delivering support where privacy is required.
- 4.7.** Maintaining a safe and appropriate distance with children and young people (e.g. it is not appropriate for ICA employees and volunteers to have an intimate relationship with a child or young person).
- 4.8.** Building balanced relationships based on mutual trust, which empowers children and young people to share in the decision-making process.
- 4.9.** Ensuring that any written, video, or online content used or accessed during interactions with children or young people is age-appropriate.
- 4.10.** Keeping up to date with technical skills, qualifications and insurance in relevant areas.
- 4.11.** Being an excellent role model (i.e. not swearing, smoking or consuming alcohol in the company of children or young people).
- 4.12.** Giving enthusiastic and constructive feedback rather than negative criticism.

- 4.13. Recognising the developmental needs and capacity of children and young people (e.g. not pushing them against their will).
- 4.14. Making activities fun, enjoyable and promoting fair play.
- 4.15. Ensuring all activities/events involving children and young people are organised and managed according to best practice guidelines, this includes both the activity/event and linked activities such as parental permissions, supervision and transport. **(See Appendix 2: Example Participant Information Form).**

**(See the NSPCC's <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-activities-events> for more information. PDF version also available via ICA).**

- 4.16. Securing parental / carer consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- 4.17. Keeping a written record of any accident or injury that occurs, along with the details of any treatment given.
- 4.18. Ensuring that we record and store information professionally and securely.

## **5. Practices to Be Avoided (except in emergencies)**

- 5.1. Avoid spending time alone with children and young people away from others.
- 5.2. Avoid taking or dropping off a child or young person to an event or activity alone.

**NB:** If cases arise where these situations are unavoidable, ICA employees and volunteers must ensure an ICA HSO has provided consent. For example, a child or young person sustains an injury and needs to go to a hospital, or a parent/carer fails to arrive to pick a child or young person up at the end of a session.

If an ICA HSO is not available, they should refer to an ICA's DSL or a Board of Trustees (BoT) member.

## **6. Practices Never to Be Sanctioned (always applicable)**

- 6.1. Engaging in rough, physical or sexually provocative games, including horseplay.
- 6.2. Sharing a room with a child or young person.
- 6.3. Allowing or engaging in any form of inappropriate touching.
- 6.4. Making sexually suggestive comments to a child or young person, even in fun.
- 6.5. Allowing children or young people to use inappropriate language unchallenged.
- 6.6. Reducing a child or young person to tears as a form of control.
- 6.7. Failing to act upon and record any allegations made by a child or young person.
- 6.8. Doing things of a personal nature for children or young people that they can do for themselves.
- 6.9. Inviting or allowing children or young people to stay with you at your home unsupervised.

**N.B.** In circumstances where a child or young person is unable to provide their own personal care, a parent or carer must be present at all times.

ICA employees and volunteers should avoid taking on the responsibility for any tasks for which they are not appropriately trained.

## 7. Incidents That Must Be Reported / Recorded

If any of the following occur, the employee or volunteer must report the incident immediately (**See Section 12 for ICA's escalation process**):

- 7.1. If a child or young person is hurt.
- 7.2. If a child or young person appears distressed in a manner that concerns an employee or volunteer.
- 7.3. If a child or young person displays any inappropriate sexual behaviour.

## 8. Using Photographic / Filming Equipment

Should you witness anyone taking inappropriate photographs or video footage of children or younger people in vulnerable positions, you should report this to your line manager, the CEO or a BoT member.

At larger, self-contained ICA activities or events, the ICA lead for that activity or event should inform the room in advance that photographs are going to be taken and also that any person not wishing to feature in these must inform an ICA representative accordingly.

**NB:** There is no intention to prevent ICA employees and volunteers from using video or photographic equipment to record an individual's or group's participation in an ICA activity or event. However, if the photograph or video to be taken is of a type where a child or young person can be identified (e.g. a close up of an individual's face), parents/carers should be made aware of this in advance and their consent obtained (**See Appendix 3: Video & Photography Consent**).

All such media will be stored safely and securely, in accordance with UK GDPR.

## 9. Recruitment and Training of Employees and Volunteers

ICA must take all reasonable steps to ensure the following steps are carried out during the selection process for new employees, volunteers and trustees etc. This process will include:

- 9.1. Completion of an ICA application form.
- 9.2. Completion of an ICA interview.
- 9.3. Securing two satisfactory references (provided by non-family members).
- 9.4. Securing evidence of identity (passport or driving licence with photo). Should these items not be provided ICA will request a combination of other significant documents. These will be the same as those required for DBS checks.
- 9.5. Where relevant, the completion of a DBS check (**See: [www.gov.uk/dbs-check-applicant-criminal-record](http://www.gov.uk/dbs-check-applicant-criminal-record) for more information**)

## 10. Interview and Induction

All potential ICA employees and volunteers will be required to undergo an interview, carried out to acceptable protocol and recommendations. Depending on the role, this will be carried out on either a formal (with a full panel, including CEO and / or trustee) or informal basis (with a senior project manager, project manager or lead volunteer). Prior to (or during) this process:

- 10.1. A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures, where relevant).
- 10.2. The individual's qualifications, where relevant, should be substantiated.
- 10.3. The job requirements and responsibilities should be clarified.
- 10.4. Training needs should be identified.
- 10.5. The applicant's references should be sought and substantiated.

## 11. Training

If successful, the individual will undergo an ICA induction session. During this process:

- 11.1. ICA's overall procedures and processes will be explained.
- 11.2. The individual will be provided with a handbook containing overviews of relevant policies, with full versions available.
- 11.3. The individual will sign to confirm they have viewed the handbook, understood its contents and know where to access further information.
- 11.4. Role-specific training will be given.

In addition, ongoing training related to child or young person's protection should be provided so that the employee or volunteer can continue to:

- 11.5. Analyse their own practice against established good practice to ensure maximum awareness and performance, and to ensure their practice is not likely to result in allegations being made.
- 11.6. Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- 11.7. Respond to concerns expressed by a child or young person.
- 11.8. Work safely and effectively with children and young people.

## 12. Examples of Abuse

Abuse of children and young people can happen anywhere, including at home, at school, at an activity or club or in the street. There are different types of abuse, which include:

- 12.1. **Bullying or cyberbullying** – behaviour that hurts someone else. It includes name-calling, hitting, pushing, spreading rumours, threatening or undermining someone.

Bullying can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can cause both physical and emotional harm.

Cyberbullying takes place online and, unlike bullying offline, can follow someone wherever they go, via social networks, gaming and mobile phones.

- 12.2. **Criminal exploitation and gangs** – where children and young people are manipulated and coerced into committing crimes.

Gangs come in different forms (e.g. peer groups, street gangs and organised criminal gangs). Not every type of gang is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime.

- 12.3. **Discrimination** – includes any form of discrimination against someone's age, disability, sexual orientation, gender, religion, race or colour.

**12.4. Domestic abuse** – any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people, and witnessing domestic abuse is child abuse.

Domestic abuse can happen inside and outside of the home, over the phone, online and on social networking sites. It can happen in any relationship, and after a relationship has ended. Any gender can be abused or abuse.

Examples of domestic abuse include kicking, hitting, punching or cutting; rape (including in a relationship); controlling someone's finances or withholding money; not letting someone leave their home; reading someone's emails, texts or letters; threatening to harm or kill someone or threatening another family member or pet.

**12.5. Emotional (psychological) abuse** – any type of abuse that involves the continual emotional mistreatment of a child or young person. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore.

**12.6. Female genital mutilation** – when a female's genitals are deliberately altered or removed for non-medical reasons. It is also known as 'female circumcision' or 'cutting', but has many other names.

**12.7. Grooming** – when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time, from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

**12.8. Neglect** – the ongoing failure to meet a child's or young person's basic needs and the most common form of child abuse. For example, a child or young person might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. It can also have long-term effects on their physical and mental wellbeing.

Broadly speaking there are four types of neglect: physical – where a someone's basic needs (e.g. food, clothing and shelter) are not met or someone is not properly supervised or kept safe; education – where someone is not given an education; emotional – where someone does not get the nurture or stimulation they need (e.g. ignoring, humiliating, intimidating or isolating them); medical – where someone is not given proper health care (e.g. failing to address medical issues, not providing dental care or refusing/ignoring medical recommendations)

**12.9. Non-recent (historical) abuse** – when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault, but this is never the case. There is no excuse for abuse.

Someone might have known they were abused for a long time or only recently learnt or understood what happened to them. Whether the abuse happened once or hundreds of times, a year or decades ago, there is support to help, and it is critical that the individual concerned understands that it is never too late to report it.

**12.10. Online abuse** – any type of abuse that occurs on the internet. It can happen across any device connected to the web, like computers, tablets and mobile phones. It can happen anywhere online, including social media, text messages, messaging apps, emails, online chats, online gaming and live-streaming sites.

Children and young people can be at risk of online abuse from people they know or from strangers. It might only happen online or might be part of other abuse which is taking place offline, like bullying or grooming.

Online abuse can take many forms, including cyberbullying, emotional abuse, grooming, sexting, sexual abuse and sexual exploitation.

**12.11. Physical abuse** – when someone hurts or harms a child or young person on purpose. It can include hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning or scalding, biting or scratching, breaking bones and drowning.

**12.12. Sexual abuse** – forcing or enticing a child or young person to take part in sexual activities. It doesn't necessarily involve violence and the child or young person may not be aware that what is happening is abuse.

When a child or young person is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online.

It is never a child's or young person's fault they were sexually abused – it is important to make sure children and young people know this.

There are two types of sexual abuse – contact and non-contact abuse and both can happen in person or online.

Contact abuse is where an abuser makes physical contact with a child or young person. This includes sexual touching of any part of someone's body, whether they're clothed or not; using a body part or object to rape or penetrate someone; forcing someone to take part in sexual activities; making someone undress or touch someone else.

Contact abuse includes touching, kissing and oral sex, not just penetrative.

Non-contact abuse is where someone is abused without being touched by the abuser. This can be in person or online and includes exposing or flashing, showing pornography, exposing someone to sexual acts, making them masturbate, forcing someone to make, view or share abuse images or videos, making, viewing or distributing abuse images or videos, forcing someone to take part in sexual activities or conversations online or through a smartphone.

**12.13. Sexual exploitation** – when children or young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.

**12.14. Trafficking** – where children and young people are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children and young people are trafficked for sexual exploitation, benefit fraud, forced marriage, domestic slavery, forced labour or committing crimes.

(See the NSPCC's <https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf> for more information).

### 13. Reporting Suspected Abuse

If there is a suspicion that a child or young person has been abused or there is an allegation of past abuse, the following steps should be taken:

- 13.1. Report the incident to an ICA HSO immediately.
- 13.2. The HSO will assess the situation and, where appropriate, refer the incident to the appropriate organisation (**See Useful contacts section below**).
- 13.3. The HSO will also report the incident to the ICA CEO, who will inform the ICA BoT.
- 13.4. The HSO will contact the parents/carers of the child or young person, unless they are the subject of the suspicion or allegation.
- 13.5. If an HSO is the subject of the suspicion or allegation, or is not available, the incident should be reported to an ICA DSL.
- 13.6. If, for any reason, a DSL is not available, the incident should be reported to a BoT member, who will escalate the incident accordingly.
- 13.7. If, for any reason, no designated ICA contact is available, the incident should be reported directly to Dorset Council (**See below for contact details**).
- 13.8. A detailed record of all information related to an incident of suspected abuse must be made as soon as possible (**See Section 17 for more details**).

#### Useful contacts

If you have concerns regarding an adult who works with a child, then this should be reported to the Local Authority Designated Officer (LADO) within one working day.

#### Contact LADO on:

T: 01305 221122 or

E: [LADO@dorsetcouncil.gov.uk](mailto:LADO@dorsetcouncil.gov.uk)

**More information at:** <https://pdscp.co.uk/working-with-children/allegations-against-staff>

If you're worried about the safety or wellbeing of a child or young person who lives in Dorset, contact our Children's Advice and Duty Service (ChAD).

#### Dorset Council – Children's Advice and Duty Service (ChAD) for professionals

T: 01305 228558 – 8 am to 10 pm (Monday to Friday)/9 am to 10 pm (Saturday, Sunday and bank holidays)

#### Dorset Council – Children's Advice and Duty Service (ChAD) general line

T: 01305 228866 – 8.40 am to 5.20 pm (Monday to Thursday) / 8.40 am to 4 pm (Friday)

#### Additional contacts and useful information...

Dorset Council – [www.dorsetcouncil.gov.uk/children-families/worried-about-a-child.aspx](http://www.dorsetcouncil.gov.uk/children-families/worried-about-a-child.aspx)

Dorset Council – [www.dorsetcouncil.gov.uk/contact-childrens-services](http://www.dorsetcouncil.gov.uk/contact-childrens-services)

#### Chesil Locality Team

Family support team covering Weymouth and Portland.

19 Jubilee Business Park, Jubilee Close, Weymouth, DT4 7BG

T: 01305 762400

E: [chesillocality@dorsetcouncil.gov.uk](mailto:chesillocality@dorsetcouncil.gov.uk)

**Police** – Reserved for incidents of assault and violence (or where an element of urgency applies). If you require an immediate response and assistance from the police (e.g. if you cannot stop the incident that is currently happening, you think it will re-occur shortly, or someone else may be at immediate risk of harm), you should call 999 before reporting it to an ICA HSO.

### **Local Police**

T: 101 for non-urgent calls, e.g.

- If there is evidence to preserve.
- If the alleged perpetrator of the offence may come back before you can act to protect the child or young person.

**NSPCC** – 24-hour Helpline on 0808 800 5000.

All information and discussions should be recorded accurately and as soon as possible after the incident. This can be done using the relevant ICA reporting form, which will also act as a checklist (**See Section 17 for more information**).

## **14. Bullying**

If bullying is suspected, follow the same procedures outlined in **Section 13** above.

Actions to help the victim and prevent bullying:

- 14.1.** Take all signs of bullying very seriously.
- 14.2.** Encourage all children to speak and share their concerns.
- 14.3.** Create an open environment.
- 14.4.** Report any concerns to an ICA HSO or the school (wherever the bullying is occurring).  
**NB:** If an HSO is not available, follow the same process in Section 13 above.
- 14.5.** Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- 14.6.** Reassure the victim that you can be trusted and will help them, although you cannot promise that you will not tell anyone else.
- 14.7.** Keep records of what is said (what happened, by whom, when).

**NB:** Most 'low-level' incidents will be dealt with at the time by employees or volunteers. However, if the bullying is severe (e.g. a serious assault) or persistent despite all efforts to deal with it, it should be referred to an ICA HSO immediately.

## **15. Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- 15.1.** ICA's CEO, HSOs and DSLs
- 15.2.** The parents/carers of the child or young person who is alleged to have been abused
- 15.3.** The person making the allegation
- 15.4.** Relevant other organisations (e.g. LADO, ChAD or police).

Information should be stored in a secure place with limited access to designated people only and in line with UK GDPR practices.

**NB:** Though ICA respects everyone's right to confidentiality, we have a duty to disclose abuse or concerns to the appropriate agencies if deemed necessary (**See ICA's Confidentiality Policy for more information on this process**).

## 16. Further Action

### 16.1. Where an ICA employee or volunteer has been accused

If an ICA employee or volunteer is the subject of an allegation of abuse, ICA will be guided by the assumption of 'innocence until proven guilty,' but must also balance this with its safeguarding and reputation/trust needs.

Depending on the accusation, ICA will either carry out its own internal investigation (headed up by an ICA HSO, with direct support by the ICA CEO and BoT) or provide every assistance in supporting an external organisation, such as LADO or the police, to carry out their own.

At this point, the HSO (working with the CEO and BoT) must decide whether or not it is appropriate for the individual concerned to remain in role, be deployed to another role or temporarily suspended while investigations take place.

It is likely that the findings of the investigations will reveal:

**16.1.1.** There is sufficient evidence for legal or further action

**16.1.2.** There is insufficient evidence for legal or further action

**16.1.3.** The accusation is about poor practice rather than abuse

Based on the result, the BoT must consider whether an employee or volunteer should be dismissed or reinstated. If the latter, they must consider how this reinstatement can be sensitively handled.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any legal action. An unproven accusation shall not be grounds in its own right for dismissal, but may require further investigation or redeployment of an employee or volunteer. This decision will be made at the discretion of the BoT, but must consider both ICA's safeguarding, reputation/trust needs and the welfare of the employee or volunteer and the child or young person.

If the inquiry reveals that the allegation is about poor practice rather than actual abuse, the HSO (working with the CEO and BoT) will decide how to proceed and whether or not to initiate disciplinary proceedings.

**(See ICA's Disciplinary Policy for more information on this process).**

### 16.2. Support to deal with the aftermath of abuse

The HSO (or appropriate other) of the person reporting the concern should ensure they are available to talk through the situation and offer support.

If LADO, ChAD, or the police (or other) need further information or involvement, the person reporting the incident will need to decide whether they will talk with them or whether they would prefer another appropriate ICA representative (e.g. an HSO or DSL) to do this on their behalf.

Careful consideration should be given to the kind of support those involved may need after an incident of abuse. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

**(See NHS Mental Health at: [www.nhs.uk/mental-health](http://www.nhs.uk/mental-health) for more information).**

**A list of useful contacts can also be found on the ICA website at:**

**<https://islandcommunityaction.org/external-support>**

Consideration should also be given to what kind of support may be appropriate for the alleged perpetrator.

### **16.3. Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or young person). Where such an allegation is made, ICA should follow the procedures as set out in **Section 13** above.

**NB:** Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

## **17. Recording Information Related to Abuse**

To ensure future accuracy, the HSO should create a detailed record of all information related to an incident of suspected abuse (including bullying) must be made at the time of the disclosure/concern being made. This record should include the following information:

- 17.1.** The child's or young person's name, age, date of birth, address and telephone number.
- 17.2.** Whether or not the person making the report is expressing their own concerns or those of someone else.
- 17.3.** The nature of the allegation. Include dates, times, any special factors and other relevant information.
- 17.4.** Make a clear distinction between what is fact, opinion or hearsay.
- 17.5.** A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- 17.6.** Details of witnesses to the incidents.
- 17.7.** The child's or young person's account, if it can be given, of what has happened and how any injuries occurred.
- 17.8.** If the child or young person was not the person who reported the incident, has the child or young person been spoken to? If yes, what was said?
- 17.9.** Have the parents/carers been contacted? If yes, what has been said?
- 17.10.** Has anyone else been consulted? If yes, record details?
- 17.11.** Has anyone been alleged to be the abuser? Record details.
- 17.12.** Where possible, referral to relevant statutory services (e.g. Dorset Council's Local Authority Designated Officer (LADO), Children's Advice and Duty Service (ChAD) for professionals and/or the police) should be confirmed in writing within 24 hours.

**(See Appendix 4: Safeguarding\_Reporting\_Form\_Child)**

## **18. Sick Children**

If a child or young person falls ill or sustains an injury while at ICA's premises or on an off-site activity, an ICA HSO and the parents/carers should be contacted immediately.

The next steps will depend on the nature of the illness or injury and the situation:

- 18.1.** If minor – the child or young person should be taken home by the HSO (or designated other) or collected by a parent/carer.
- 18.2.** If requiring treatment but a non-emergency and a parent / carer is not available use common sense. For example, call 101 for advice or let the HSO (or designated other) take the child or young person to hospital, remaining until a parents / carer arrives).
- 18.3.** If serious – 999 should be called and instructions followed.

## 19. Lost Children

ICA employees and volunteers will take necessary precautions to ensure that children in their care are safe. However, in the unlikely situation where a child is lost or missing while at ICA's premises or at an off-site activity, an ICA HSO should be contacted immediately, as should the child's parents/carers to determine a course of action.

Next steps include reporting directly to Portland's local Police Stations at:  
Portland Fire Station, Grove Rd, DT5 1DS or Osprey Quay, DT5 1BL or calling 101.

## 20. Left Children

In the event that a child is not collected from ICA's premises or an off-site activity and the parents/carers cannot be contacted, an ICA HSO should be contacted. They will use their discretion and/or contact relevant organisations where required.

### Main contact for issues related to ICA's Safeguarding & Child Protection Policy:

Kim Wilcocks, CEO

T: 01305 823789

E: [office@islandcommunityaction.org.uk](mailto:office@islandcommunityaction.org.uk)

LINKED POLICIES	
POLICYNUMBER	POLICY TITLE
1	Confidentiality Policy
2	Conflict of Interest Policy
3	Disciplinary Policy
4	Environmental Policy
5	Equal Opportunities, Diversity & Inclusion Policy
6	Financial Procedures Policy
7	UK GDPR Policy
8	Grievance Policy
9	Health & Safety Policy
10	Lone Working Policy
11	Online Cookie & Privacy Policy
12	Risk Management Policy
13	Safeguarding_Children & Young People Policy
14	Safeguarding_Vulnerable Adults Policy
15	Training & Development Policy
16	Transport Policy
17	Whistleblowing Policy

### APPROVAL

This policy was referred to and signed by the CEO and Chair of the Board of Trustees.

Date...31<sup>st</sup> March 2025... Review date...31<sup>st</sup> March 2026...

Chief Executive Officer..... 

Chair of Board Signature..... 

# CODE OF CONDUCT\_ADULTS WORKING WITH CHILDREN & YOUNG PEOPLE

### **The Purpose and Scope of ICA's Code of Conduct.**

This behaviour code outlines the conduct that ICA expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code is there to help us protect children and young people from abuse. It has been informed by the views of children and young people.

ICA is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

### **The Role of Staff and Volunteers**

In your role at ICA you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

You are responsible for:

- Prioritising the welfare of children and young people
- Providing a safe environment for children and young people
  - Ensuring equipment is used safely and for its intended purpose
  - Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following our principles, policies and procedures including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- Staying within the law at all times
- Modelling good behaviour for children and young people to follow
- Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the ICA Health & Safety Officer (currently Katy Pascoe or Jackie Carpenter)
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
  - This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

### **Respecting Children and Young People**

You should:

- Listen to and respect children at all times
- 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 (if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity).

## **Equality, Diversity and Inclusion**

You 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, and appreciate that all participants bring something valuable and different to the group/organisation
- Challenge discrimination and prejudice
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

## **Appropriate Relationships**

You should:

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid showing favouritism
- Be patient with others
- Exercise caution when you are discussing sensitive issues with children or young people
- Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- ensure that, whenever possible, there is more than one adult present during activities with children and young people
  - If a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
  - If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible (unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely).

## **Inappropriate Behaviour**

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- 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, including having any form of sexual contact with a child or young person
- Purposely give children or young people your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account when they are unrelated and not required to engage with you for work (activity) based reasons.
- 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.

## **Upholding this Code of Conduct**

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave ICA. We might also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to the ICA Health & Safety Officer (currently Katy Pascoe or Jackie Carpenter) . If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

**More information about abuse, dealing with abuse and safeguarding is available via ICA's Safeguarding\_Children and Young People Policy**

**Based on NSPCC Learning's Example Code of Conduct for Adults Working with Children and Young People. See:**

<https://learning.nspcc.org.uk/media/1586/behaviour-code-adults.pdf>

# CODE OF CONDUCT\_CHILDREN & YOUNG PEOPLE

## Why we have a behaviour code

This code of behaviour is there to make sure everyone who takes part in ICA's activities knows what is expected of them and feels safe, respected and valued.

ICA must make sure that everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand what will happen if there is inappropriate behaviour.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

This code of behaviour aims to:

- Identify acceptable and unacceptable behaviour
- Encourage cooperation, honesty, fairness and respect
- Create an environment where your self-esteem, self-respect and self-confidence will grow
- Encourage you to recognise and respect the rights of others
- Encourage you to take responsibility for your own behaviour
- help resolve conflicts and make it clear what will happen if you decide not to follow the code.

## Dos and don'ts for children and young people

You should:

- Be supportive and kind to others
- Be friendly
- Listen to others
- Be helpful
- Have good manners
- Treat everyone with respect
- Take responsibility for your own behaviour
- Talk to [insert name/role] about anything that worries or concerns you
- Follow this code of behaviour and other rules (including the law)
- Join in and have fun!

You shouldn't:

- Be disrespectful to anyone else
- Bully other people (online or offline)
- Behave in a way that could be intimidating
- Be abusive towards anyone.

## What happens if I do not follow the code of behaviour?

This code of behaviour is part of our process for making sure everyone who takes part in our activities gets the support they need.

### **Minor or first-time incident**

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to change your behaviour.

This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

### **Formal warning**

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity.

They will make a record about what happened and inform your parents or carers if it is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future.

We might also decide that further steps should be taken, such as restricting you from taking part in some activities.

### **Final warning**

If the support we have put in place isn't helping you to change your behaviour, we might need to give you a final warning. Again, this will be recorded and we'll inform your parents or carers as appropriate.

At this point, we might need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

### **Child protection procedures**

If any member of staff or volunteer becomes concerned that your behaviour suggests you might be in need of protection or that you might present a risk of harm to other children and young people, our staff and/or volunteers will follow ICA's Safeguarding for Children & Young People Policy, which might involve making a referral to the local authority.

If child protection procedures are necessary, we will talk this through with you and your parents/carers as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

### **The role of parents and carers**

We see parents/carers as important in encouraging positive behaviour and will involve them as appropriate.

**We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.**

**Based on NSPCC Learning's Example Code of Conduct for Children and Young People. See: <https://learning.nspcc.org.uk/media/1595/behaviour-code-children.pdf>**

## APPENDIX 2

# EXAMPLE PARTICIPANT CONSENT AND INFORMATION FORM\_CHILDREN & YOUNG PEOPLE

**Insert activity/event name**

(Please retain this page for your information).

**DATA PROTECTION** – This form provides information about your young person for the **insert name of project**. It will be used by ICA, in addition to the wider planning group (**insert names of partners, if any**) to register your child for relevant workshops and to ensure we have the information we need to provide any additional support requirements and to keep them safe whilst in our care.

The data you provide will be stored securely and in line with current UK GDPR. It will be kept only for as long as it is required (e.g. for project use, evaluation purposes and any queries that might arise throughout the lifetime of the project or beyond). For further information, see ICA's GDPR policy at: <https://islandcommunityaction.org/compliance>

**NB:** Where required, staff, volunteers and external facilitators/trainers will be DBS checked and a Safeguarding Level 3 – Designated Lead training officer will be present. Relevant insurances will be in place.

Please keep this top section for your own information.

**DEADLINE FOR COMPLETED CONSENT FORMS:** **Insert deadline**

<b>Project:</b>	
<b>Date, time and venue:</b>	<b>Insert details</b>
<b>Drop off:</b>	<b>Insert details</b>
<b>Collection:</b>	<b>Insert details</b>
<b>Itinerary</b>	<b>Insert details</b>
<b>Supervision</b>	Example text... <i>Four DBS checked adult supervisors will be escorting the group, however, young people will be unsupervised during their time at Thorpe Park. There will be regular check ins and all staff will be fully contactable at the meet up point. Wrist bands with contact details for the supervisors will be given to all young people attending the trip.</i>
<b>Additional details:</b>	Example text <i>1. Please ensure your young person is wearing comfortable and suitable clothing for being outside and going on rides. 2. Please supply your young person with a filled water bottle. 3. Please ensure your young person has their own food (or money to purchase food). 4. ICA takes no responsibility for personal equipment, clothing or effects. Neither does ICA provide automatic insurance to cover the loss or damage of such items.</i>
<b>Organiser contact details:</b>	<b>Insert details</b> Name T: E:

<b>Child's name:</b>		<b>D.o.B:</b>	
<b>Child's mobile number:</b>			
<b>1. Emergency contact name (main):</b>		<b>Contact number:</b>	
<b>2. Relationship to child:</b>			
<b>3. Emergency contact name (alternative):</b>		<b>Contact number:</b>	
<b>4. Relationship to child:</b>			
<b>Child's home address:</b>			
<b>GP surgery:</b>		<b>Contact number:</b>	
<b>GP name (if known):</b>			
<b>Details of medications currently being taken:</b>			
<b>Details of any disabilities, medical conditions, allergies or additional needs:</b>			
<b>Please provide us with any detail that may aid us in supporting your young person... We may be able to provide support and adjustments for your young person. This will be dependent on resources available to us at the time.</b>			
<b>How is your young person getting home from this activity?</b>	If relevant		
<b>Future contact:</b> (to hear about other ICA events and projects, please provide your email or phone number):			
<b>I give consent for my young person's photograph to be taken and used for publicity and evaluation purposes for ICA (please tick):</b>	Yes	No	
<b>I give consent for my young person's personal details to be kept on record by ICA (data will be managed in line with UK GDPR guidelines – treated as confidential and not shared externally without consent):</b>	Yes	No	
<b>I give consent for my young person to participate in this activity and I am aware of the related risks (please tick):</b>	Yes	No	
<b>I give my permission for members of staff to give consent for my young person to receive any medical emergency treatment.</b>	Yes	No	
<b>I have ensured that my young person understands that it is important for their safety and the safety of the group to understand and follow the rules and instruction given by staff members.</b>	Yes	No	
<b>Signed:</b>		<b>Date:</b>	

## EXAMPLE CODE OF CONDUCT\_CHILDREN & YOUNG PEOPLE

<b>RULES – Please ensure your young person has read, understood and accepted the following rules.</b>	<b>Please tick</b>
I will take my role of <b>insert role</b> a seriously when representing ICA (in addition to the wider project group) both inside and outside of meetings.	
I am aware that ICA (in addition to the wider project group) are not related to a political party, and I should not act in a way that promotes my personal political views or opinions within the decision making process.	
I will not take part in, start or tolerate any discriminative or bullying behaviour e.g. name calling, excluding others or making fun of someone.	
I will treat everyone with kindness and respect, this includes not swearing or being rude. I will also support the development of an atmosphere of teamwork and integrity.	
I will try my best to always listen to other people and will always consider their opinions and ideas.	
I will never attend any activity, meeting, forum or event under the influence of drugs, alcohol and/or other illegal substances.	
I will ensure that I am to the best of my ability, on time for all meetings.	
If I cannot attend a meeting, I will send apologies at least three hours in advance to either my named project contact.	
If I fail to attend three consecutive meetings, I understand that I will be contacted by the mentoring/leadership team for clarification regarding my absences. Where required, I also understand that the mentoring/leadership team will provide support, advice and guidance to help with my attendance.	If required e.g. for Youth Council
I will ensure that I stay up to date with my own tasks and will also help with other events/projects linked to ICA (in addition to the wider project group).	

**APPENDIX 3**

**VIDEO & PHOTOGRAPHY CONSENT FORM**

Date(s) of activity/event:.....

Location of activity/event:.....

Name (parent/carer):.....  
(Please Print)

Name (child/young person):.....  
(Please Print)

Address:.....  
(Please Print)

.....

.....

Telephone No: .....

Thank you for your contribution to Island Community Action (ICA). This is to confirm that you agree to the proposed film/photograph being taken and used by ICA (or its funders) to promote its activities across print and/or digital media.

We hope that you and your child enjoy taking part in this ICA activity/event.

I agree to take part on the terms and conditions set out above:

Signed .....

Date .....

## APPENDIX 4

### ICA: SAFEGUARDING\_REPORTING FORM\_CHILD/YOUNG PERSON

DETAILS	
Name of the person raising the concern:	
Address:	
Telephone (Home):	
Mobile:	
Email:	
Name of the child or young person affected:	
Address:	
Telephone (Home):	
Mobile:	
Email:	

<p>Provide details of the concern or allegation (please include dates, times and other relevant details, stating if the information given is fact, opinion or hearsay):</p>	
<p>Provide details of any visible injuries, including bruising. Attach photographs, where possible (please also include details of any indirect signs, such as behavioural changes):</p>	
<p>Provide details of any witnesses (please include full name, address and contact details):</p>	

<p>Where possible, provide details of the child's or young person's account (please include how any bruising or other injuries occurred):</p>		
<p>Have the parents / carers been contacted?</p>	<p>Yes</p>	<p>No</p>
<p>If yes, provide details of what has been said:</p>		

<p>Have any other individuals or organisations been contacted?</p>	<p>Yes</p>	<p>No</p>
<p>If yes, provide details (please include the names of any individuals you spoke to and their direct contact details, if available)</p>		
<p>Has anyone been alleged to be responsible for the concern or allegation?</p>	<p>Yes</p>	<p>No</p>
<p>If yes, provide details (please include their name and any contact details, if available):</p>		

**NEXT STEPS**

Have any next steps been agreed?	Yes	No
If yes, provide a brief outline here (please include details of any follow-up actions, meetings or calls and any ideas that may stop this incident from being repeated):		

**Where possible any referral to relevant statutory services (e.g. Dorset Council’s Local Authority Designated Officer (LADO), Children's Advice and Duty Service (ChAD) and/or Dorset Police) should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.**

Completed by (please print).....

Signatures.....

Date.....