

A collage of images featuring young people. At the top, a group of young women are smiling. Below them, a young woman is sticking her tongue out playfully. In the bottom left, a young man in a white hard hat and safety vest is smiling. In the bottom right, a young man is wearing a face mask and working with tools.

# MYTIME

YOUNG CARERS

## SAFEGUARDING POLICY AND PROCEDURES

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# WHAT TO DO IF YOU HAVE A SAFEGUARDING CONCERN:



- 1. RECOGNISE** – Is what they are telling you a safeguarding concern, if you are not sure please ask Mina and/or Elaine
- 2. RESPOND** - Listen to the allegation, do not act shocked or ask leading questions (you can use TED (tell, explain, describe))
- 3. REPORT** - To designated safeguarding lead, it is their responsibility to make further decisions.
- 4. RECORD** - Exactly what has happened using the words said by the child. This information should be signed, dated, and given to the safeguarding lead as soon as possible to store securely.
- 5. REFER** - This will be the role of the designated safeguarding lead who will make all further decisions. The only agencies that can investigate child protection cases are the Police and MASH (Multi-agency safeguarding hub).

If you have a safeguarding concern, please email [safeguarding@mytimeyoungcarers.org](mailto:safeguarding@mytimeyoungcarers.org) as soon as possible.

**IF IT'S AN EMERGENCY DIAL 999 AND ASK FOR THE POLICE.**

**MYTIME DESIGNATED SAFEGUARDING LEAD:** Mina Peroni, 01202 710701, [mina@mytimeyoungcarers.org](mailto:mina@mytimeyoungcarers.org)

**MYTIME DEPUTY DESIGNATED SAFEGUARDING LEAD:** Elaine Snow, 01202 710701, [elaine@mytimeyoungcarers.org](mailto:elaine@mytimeyoungcarers.org)

If Mina or Elaine are not available, please contact **CEO:** Krista Sharp: 07971 071871

**TRUSTEE FOR SAFEGUARDING AND CHILD PROTECTION:** Ben Antell [ben@mytimeyoungcarers.org](mailto:ben@mytimeyoungcarers.org)

## Useful numbers:

BCP – Children's First Response: 01202 123334

BCP Out of Hours: 01202 738256






Dorset – Children's Advice and Duty Service: 01305 228866

If a child or young person needs confidential help and advice direct them to Childline. Calls to 0800 1111 are free and children can also contact Childline online.

For information and resources - <https://learning.nspcc.org.uk/safeguarding-child-protection>

Every child and young person deserve to be safe and secure. They and their parents/ carers need to feel sure that the people in charge of these activities are trustworthy, responsible and will do everything they can to keep the child or young person from harm (including abuse, injury neglect and privacy). Unfortunately, sometimes people who work or volunteer may pose a risk and may wish to harm them. Also, accidents can happen unless steps are taken to minimise them. **Therefore, safeguarding children and young people is everybody's business.**

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance. They take the following into consideration:

-  The Children Act 1989 and 2004
-  Children and Social Work Act 2017
-  Working together to safeguard children (Department of Education, 2018)
-  What to do if you're worried a child is being abused: advice for practitioners (Department of Education, 2015)
-  Schedule 4 of the safeguarding Vulnerable Group Act 2006, which defines what 'regulated activity' is in relation to children

**MYTIME** has put in place safeguards to protect children and young people. **MYTIME** has also put in place safeguards to avoid putting their workers, volunteers and trustees in positions where harm might be alleged, and to ensure that all workers, volunteers, and trustees know exactly what to do should harm be suspected. **MYTIME** believes it is important to not only protect the vulnerable from harm but to actively promote the welfare of children and young people - not just to protect, but to safeguard. Therefore, we also have a responsibility to take action if we know, or suspect, that a child or young person is at risk of harm. **Doing nothing is not an option.**

## POLICY AIMS





- To demonstrate to all **MYTIME** Young Carers commitment to safeguarding and child support
- To ensure the child's development in ways that will foster security, confidence and independence
- To provide an environment in which children and young people feel safe, secure, valued and respected
- To ensure that children feel confident to approach adults if they are worried or concerned about anything and know that they will be listened to
- To raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- To ensure that all members of staff communicate effectively
- To maintain a structured procedure within the charity, followed by all members of **MYTIME** Young Carers staff in cases of suspected abuse
- To promote effective working relationships with all other agencies
- To ensure that all staff working within **MYTIME** Young Carers who have regulated activity access to children are checked as to their suitability. This will include verification of their identity, qualifications, and a satisfactory DBS check with a single central record facility for audit



## DEFINITIONS

The Children Act 2004 considers that anyone up to the age of 18 is a child or young person.

Safeguarding and promoting the welfare of children means:

-  Protecting children from maltreatment
-  Preventing impairment of children's health or development
-  Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
-  Taking action to enable all children to have the best outcomes








**Child protection** is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

**Abuse** is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm.

**Neglect** is a form of abuse and 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.

## EQUALITY STATEMENT

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face. We give special consideration to children who:

-  Have special educational needs or disabilities
-  Are young carers
-  May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
-  Have English as an additional language
-  Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
-  Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
-  Are asylum seekers

## KEY MYTIME PERSONNEL

**The nominated Child Safeguarding Lead Trustee is:**

Ben Antell

[ben@mytimeyoungcarers.org](mailto:ben@mytimeyoungcarers.org)

**The Designated Safeguarding Lead is:**

Mina Peroni

[mina@mytimeyoungcarers.org](mailto:mina@mytimeyoungcarers.org)

**The Designated Deputy Safeguarding Lead is:**

Elaine Snow

[elaine@mytimeyoungcarers.org](mailto:elaine@mytimeyoungcarers.org)

**The CEO is:**

Krista Sharp 01202 710701

[krista@mytimeyoungcarers.org](mailto:krista@mytimeyoungcarers.org)












## ROLES AND RESPONSIBILITIES

**Safeguarding and child protection is everyone's responsibility.** This policy applies to all staff and volunteers who work for or on behalf of **MYTIME** Young Carers. Our policy and procedures also apply to off-site activities.

The CEO and Trustees Will Ensure That:






-  We have an up-to-date Child Safeguarding Policy together with a staff code of conduct
-  Policies and procedures in regard to Child Safeguarding, Recruitment of Staff, and Management of Allegations, including the staff code of conduct, are consistent with statutory requirements and are reviewed annually
-  The Child Safeguarding Policy is publicly available on the website and by other means
-  All staff including temporary staff and volunteers are provided with the **MYTIME** Young Carers safeguarding policy
-  The charity has procedures for dealing with allegations of abuse against staff (including the CEO and Trustees), volunteers, and against other children
-  A referral is made to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned
-  A member of the Trustees, usually the Chair, is nominated to lead Child Protection issues in the event of an allegation of abuse made against the CEO
-  A member of the senior MYTIME staff has been appointed as the Designated Safeguarding Lead (DSL) by the Trustees and will take the lead responsibility for safeguarding. The DSL will undertake Designated Safeguarding Lead Training and also undertake 'Update' training every two years. All other staff have safeguarding training, updated as appropriate

### The Designated Safeguarding Lead Will:

-  Hold ultimate responsibility for safeguarding and child protection in the charity
-  Act as a source of support and expertise in carrying out safeguarding duties for the staff and volunteers working for MYTIME
-  Be appropriately trained with updates at least every two years and will refresh their knowledge and skills at regular intervals but at least annually
-  Refer a child if there are concerns about possible abuse. Referrals should be made in writing, following a telephone call using the appropriate Multi Agency Referral Form.
-  Keep detailed, accurate records of all concerns about a child regardless of the need to make an immediate referral.
-  Ensure that all such records are kept confidentially, stored securely, and are separate from child records, until the child's 25th birthday.
-  Liaise with the Local Authority and work with other agencies and professionals in line with Working Together to Safeguard Children 2018
-  Ensure that either they, or a suitable representative, attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report as required
-  Ensure that all staff sign a document, confirming they have read, understood and agreed to work within the parameters of the charity's child safeguarding policy, staff code of conduct, anti-bullying policy, e-safety policy, photography and filming policy and whistleblowing policy and ensure that the policies are used appropriately
-  Organise safeguarding inductions, regularly updated training and annual updates (including online safety) for all staff.
-  Ensure that the identities of the Designated Safeguarding Lead are clearly documented along with a statement explaining the charity's role in referring and monitoring cases of suspected abuse



All Staff Will:

-  Understand that it is everyone's responsibility to safeguard and promote the welfare of children and that they have a role to play in identifying concerns, sharing information and taking prompt action
-  Consider, at all times, what is in the best interests of the child
-  Understand how to respond to a child who discloses abuse in line with the charity's safeguarding policy.
-  Refer any safeguarding or child protection concerns to the DSL or if necessary (where the child is at immediate risk) to the police.
-  Provide a safe environment on any **MYTIME** programmes.

## POLICY PRINCIPLES

**MYTIME** Young Carers is committed to ensuring appropriate action is taken in a timely manner to safeguard and promote children's welfare. We ensure all staff and volunteers are aware of their statutory responsibilities with respect to safeguarding and are properly trained in recognising and reporting safeguarding issues. All staff at MYTIME Young Carers must provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

This policy will be reviewed annually.

## KEEPING YOUNG PEOPLE SAFE

Abuse and neglect are forms of ill-treatment of a child. A child may suffer abuse either directly (if harm is inflicted upon them), or indirectly, (if a guardian fails to act to prevent harm). Children may be abused in a family, institutional or community setting, by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults, and/or another child or children. Keeping children safe also includes educating and supporting them in the skills to ensure their own welfare.

## MYTIME WILL:

- Ensure we practice safe recruitment in checking the suitability of appropriate staff and volunteers to work with children and young people.
- Maintain personal and sensitive information according to our own Confidentiality Policy, the Data Protection Act and GDPR
- Ensure that any organisation that we contract or partner with to deliver services to children or young people has appropriate safeguarding policies and procedures
- Use procedures and policies for identifying and reporting cases, or suspected cases, of harm in line with those of the Pan-Dorset Safeguarding Children Partnership.
- Provide appropriate training to those working with children and young people.
- Have a designated and appropriately trained and informed individual to be the person with whom safeguarding concerns are discussed initially i.e. the Designated Safeguarding Lead.

## KCSIE (KEEPING CHILDREN SAFE IN EDUCATION)





Working closely with schools, all **MYTIME** staff must be aware of the KCSIE document - found here: [Keeping children safe in education 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/Keeping-children-safe-in-education-2021.pdf) and MYTIME staff that work with young carers in schools must read this document and follow the advice and guidance given when in school settings

## ONE CHANCE RULE

All staff are aware of the 'One Chance Rule' in relation to forced marriage, FGM and HBV. Staff recognise they may only have one chance to speak to a child who is a potential victim and have just one chance to intervene.

## CHARITY VALUES



We recognise that a child who is abused, or witnesses abuse, may feel helpless and humiliated, blame themselves, and find it difficult to develop and maintain a sense of self-worth. **MYTIME** will support all children by:

-  Encouraging self-esteem and self-assertiveness, through our **MYTIME** programmes as well as our relationships, while not condoning aggression or bullying.
-  Promoting a caring, safe and positive environment on all **MYTIME** programmes.
-  Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
-  Notifying the DSL as soon as there is a concern.



## PROCEDURES

### Standard Procedure

Any party bringing young carers to the centre will be expected to collect the following documentation:

-  A signed agreement, authorising any necessary emergency medical treatment for a young person/adult.
-  A signed consent form that indicates, for data protection purposes, that the use of photographs/films of the young person is permitted.

Upon request we will provide:

-  A copy of the safeguarding procedures document.
-  A copy of the locally compiled Risk Assessment which details any potential risk to the child/young person or the group, and outlines risk mitigation and management actions.

### Mobile Phones and Cameras

Staff are allowed to bring their personal phones to the site for their own use but will limit such use to non-contact time when children are not present. Staff members' personal phones will remain in their bags or cupboards during contact time with young carers. Staff will not take pictures or recordings of pupils on their personal phones or cameras. We will follow the Data Protection Act 2018 when taking and storing photos and recordings for use in the charity.

### Photography, Audio and Film Footage

Our policy on photography and filming is set out in a separate document. **MYTIME** Young Carers may take photos, audio and film footage of children during respite breaks as a visual memory aid for the children and to use as marketing material for the charity. **MYTIME** Young Carers realise that there may be various reasons why a child's parent/guardian would decide that they do not want these images and audio being made of their child. Therefore we request permission from each child prior to them attending a break to ascertain if they agree to **MYTIME** taking images and audio. This consent is compliant with GDPR. If **MYTIME** does not receive such consent then no images or audio will be taken of that child during the break for these purposes.



## PROCEDURES

### Travel

Staff who might be expected to transport young carers or work experience students in their private cars must have business insurance. Where possible any member of staff transporting a young person below the age of 18 should be accompanied by either another member of staff or by another young person. When transporting a young person by car permission from a parent/carer or guardian must be given.

In exceptional circumstances such as an accident or failure of a parent to collect a young person, a member of staff can transport a young person alone. In this circumstance a record of this journey must be recorded.

### Anti-Bullying/Cyberbullying





Our policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child safeguarding procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents which is shared with and analysed by the Trustees. All staff are aware that children with SEND and/or differences/perceived differences are more susceptible to being bullied/victims of child abuse. If the bullying is particularly serious, or the anti-bullying procedures are seen to be ineffective, the DSL will consider implementing child safeguarding procedures.

### Racist Incidents

Our policy on racist incidents is set out in a separate document and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents and report them to the Police.








### Physical Intervention

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him or herself or others.

-  The minimal force must only be used to prevent injury
-  We understand that physical intervention may cause injury or distress to a child
-  Any incidences of physical intervention are to be recorded
-  Only staff trained in the use of physical intervention will use physical intervention except in exceptional circumstances where there is immediate risk, in which case any adult can intervene.

## PROCEDURES

### If a Child is in Immediate Danger

-  Make a referral to children's social care and/or the police immediately if a child is in immediate danger or at risk of harm. Anyone can make a referral.
-  Tell the DSL as soon as possible if you make a referral directly.
-  If you are worried that a child may be at risk of abuse, harm or neglect please contact:
-  Bournemouth, Christchurch and Poole MASH **01202 735046** during office hours or at all other times to contact the Out of Hours service on **01202 738256**.
-  Dorset – Children's Advice and Duty Service, **01305 228558**
-  NSPCC Free Phone Child Protection Helpline: **0808 800 5000**
-  Or *in an emergency contact the police* by telephone on **999**

If You Have Concerns About a Child (As Opposed to a Child Being in Immediate Danger)  
Where possible, speak to the DSL first to agree a course of action.





### If You Have Concerns About a Staff Member or Volunteer

If you have concerns about a member of staff or volunteer, speak to the DSL. If you have concerns about the DSL, speak to the CEO. If you have concerns about the CEO speak to the Chairman of Trustees. The appropriate person will then follow the agreed procedures.



## PROCEDURES

### **If Allegations of Abuse Are Made Against a Child.**





**MYTIME** recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter” or “part of growing up”. In the case of children hurting other children our safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

-  Is serious, and potentially a criminal offence
-  Could put children at the site at risk
-  Is violent
-  Involves sexual exploitation or sexual abuse, such as indecent exposure or sexual assault

If a child makes an allegation of abuse against another child:

-  You must tell the DSL and record the allegation, but do not investigate it
-  The DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence








We will minimise the risk of peer-on-peer abuse by:

-  Challenging any form of derogatory or sexualised language or behaviour
-  Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
-  Ensuring children know they can talk to staff confidentially
-  Ensuring staff are trained to understand that a child harming a peer could be a sign that the child is being abused themselves

## PROCEDURES

### If a Child Makes a Disclosure to You

If a child discloses a safeguarding issue to you, you should:

-  Listen to and believe them
-  Allow them time to talk freely and do not ask leading questions
-  Stay calm and do not show that you are shocked or upset
-  Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
-  Explain what will happen next and that you will have to pass this information on. *Do not promise to keep it a secret*
-  Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it
-  Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly and tell the DSL as soon as possible that you have done so.

### Confidentiality

Timely information sharing is essential to effective safeguarding. Information must be shared on a 'need-to-know' basis, but you do not need consent to share information if a child is suffering, or at risk of, serious harm. Staff should never promise a child that they will not tell anyone about an allegation, as this may not be in the child's best interests. Staff and volunteers must follow the procedures set out below in the event of a safeguarding issue.

#### If You Suspect that FGM Has Taken Place or that a Child is at Risk of FGM

Any staff member who discovers that an act of FGM appears to have been carried out on a child under 18 must immediately report this to the police, personally. This is a statutory duty, and staff will face disciplinary sanctions for failing to meet it. The duty above does not apply in cases where a pupil is at risk of FGM or FGM is suspected but is not known to have been carried out.

Any member of staff who suspects a pupil is at risk of FGM, or may have had FGM carried out, must speak to the DSL and follow our local safeguarding procedures.

## PROCEDURES




### If You Have Concerns About Extremism

If a child is not at immediate risk of harm, where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to local authority children's social care directly if appropriate.

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include Channel, the government's program

<https://www.gov.uk/government/publications/channel-guidance> for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team. There is also a dedicated telephone helpline, **020 7340 7264**, that staff can call to raise concerns about extremism with respect to a child. You can also email **counter.extremism@education.gov.uk**.

Note that this is not for use in emergency situations. Call **999** or the confidential anti-terrorist hotline on **0800 789 321** if you:

-  Think someone is in immediate danger
-  Think someone may be planning to travel to join an extremist group
-  See or hear something that may be terrorist-related

### If You Suspect that Forced Marriage Has Taken Place or is going to Take Place

Contact should be made with Children's First Response via the DSL. Force marriage helpline: **020 7008 0515**, **fmu@fco.gov.uk**

### If You Suspect that Honour-Based Violence Has Taken Place or is going to Take Place



## PROCEDURES

### **Referral**

If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so. If you make a referral directly you must tell the DSL as soon as possible.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome.

The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must contact the local authority and make sure the case is reconsidered to ensure the concerns have been addressed and the child's situation improves.

### **Notifying Parents / Carers / Referrers**

The charity will normally seek to discuss any concerns about a child with their parents/ carer/referrer. This must be handled sensitively, and the DSL will, depending upon circumstance, make contact with the parent in the event of a concern, suspicion or disclosure. If a referral is made advice is sought in all cases from the authorities around disclosure to parents. It should be made clear on the referral parents have/not been informed and MYTIME urgently seek advice regarding this.

### **Record-Keeping**





All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the DSL.

Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

## PROCEDURES

### Contacting the Charity Commission

The CEO will be responsible for informing the charity commission if one, or more, of the following:

-  There has been an incident where the beneficiaries of the charity have been, or are being, abused or mistreated while under the care of the charity, or by someone connected with the charity, such as a trustee, member of staff, or volunteer.
-  There has been an incident where someone has been abused or mistreated, and this is connected with the activities of the charity.
-  Allegations have been made that such an incident may have happened, regardless of when the alleged abuse or mistreatment took place.
-  There are grounds to suspect that such an incident may have occurred.

As well as reporting to the Charity Commission, you should also notify the police, local authority and/or relevant regulator or statutory agency responsible for dealing with such incidents. Email: ***rsi@charitycommission.gsi.gov.uk***

Tel: **03000 66 9197**

## APPENDIX 1:

### **Types of abuse and how to recognise them.**

#### **Definitions of types of harm**

##### **Child Abuse**

Child abuse is any action by another person, adult or child, that causes significant harm to a child. The abuse may be any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Abuse (also called Significant Harm) can happen to a child at any age. Abusers can be adults but not just parents or carers, abuse often occurs within a relationship of trust e.g. a teacher, carer, family friend or youth leader. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

The following is taken from Pan-Dorset Safeguarding Children Partnership ( <https://pdscp.co.uk/parents-and-carers-2/abuse-what-is-it/> ) and there is further detail at <https://learning.nspcc.org.uk/child-abuse-and-neglect>

##### **Physical Abuse**

Physical abuse is deliberately causing physical harm to a child. This might involve punching, kicking, biting, burning, scalding, shaking, throwing or beating with objects such as belts, whips, or sticks. It also includes poisoning, giving a child alcohol or illegal drugs, drowning or suffocation.

Physical harm may also be caused when a parent or carer fabricates the symptoms of illness in a child.

In pregnancy an unborn child can be harmed by domestic violence.

## APPENDIX 1:

### **Emotional Abuse**

Emotional abuse is where repeated verbal threats, criticism, ridicule, shouting, lack of love and affection causes a severe adverse effect on a child's emotional development. It includes conveying to children that they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person.

Emotional abuse may include not giving a child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature inappropriate expectations being imposed on a child, over protection and limitation of exploration and learning.

It may involve seeing or hearing the ill-treatment of another person as in domestic abuse. It may involve serious bullying (including cyberbullying), 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 ill treatment of children, or it may occur alone. Children who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children serious harm.

### **Neglect**

Neglect is the ongoing failure to meet a child's basic needs whether physical or psychological and is likely to result in serious impairment of the child's health or development. It's dangerous and children can suffer serious and long-term harm.

Neglect is when a parent or carer fails to provide adequate food, clothing, shelter (including exclusion from home or abandonment), medical care, or protection from physical and emotional harm or danger.

It also includes failure to ensure access to education or to look after a child because the carer is under the influence of alcohol or drugs.

In pregnancy neglect may occur as a result of misusing alcohol or drugs.

## APPENDIX 1:

### **Sexual Abuse**

A child or young person is sexually abused when they are forced or persuaded to take part in sexual activities, whether or not the child is aware of what is happening. This may involve physical contact including penetrative sex, oral sex, masturbation, kissing, rubbing, or touching outside of clothing, or it may involve non-contact activities such as involving children in watching sexual activities, producing or looking at sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse and it can happen online.

Abusers can be men, women or other children. Help and advice for parents and carers can be found at Parents Protect , or at Stop It Now.

Sexual abuse also comes in many forms including Sexual Exploitation and FGM



For further information about sexual violence see Annex B in KCSIE 2021.

Child Sexual Exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status. this illegal activity is done my people who have power over young people and use it to sexually abuse them















This can involve a broad range of exploitative activity, from seemingly 'consensual' relationships and informal exchanges of sex for attention, accommodation, gifts or cigarettes, through to very serious organised crime.

Both girls and boys are at risk of sexual exploitation, and it is seriously harmful to children both emotionally and physically. Children and young people often find it very hard to understand or accept that they are being abused through sexual exploitation, and this increases their risk of being exposed to violent assault and life-threatening events by those who abuse them.













## APPENDIX 1:

What are the signs you need to know?

-  Repeatedly going missing-particularly overnight
-  Coming home with unaccounted gifts, i.e. clothes, money, food, jewellery, drugs or mobile phone
-  Having a relationship with an older partner with whom there may or may not be concerns
-  Mood swings and changes in behaviour
-  Excessive and secret use of Internet and /or mobile phone (potential grooming)
-  Spending more time in their room and was accessing their computer late at night
-  Having several SIM cards, frequent mobile phone top ups
-  Being unusually secretive
-  Losing contact with family and friends of their own age and associating with an older age group
-  Unrecognised cars arriving at the home, especially at strange times
-  Alcohol/Substance misuse
-  Unexplained injuries
-  Lacking self-esteem, leading to a change in personal appearance
-  Excessive washing or bathing particularly when returning from missing episodes

What makes a child more at risk?

-  If they come from a chaotic or dysfunctional household
-  A lack of friends in the same age group
-  Confused about their sexuality
-  History of domestic abuse or neglect
-  Learning disabilities
-  Have come into contact with other exploited youngsters, e.g. at school
-  Have suffered a recent bereavement or loss
-  Are homeless or living in residential care, a hostel or bed and breakfast
-  Have low self-esteem or confidence
-  Young carer

## APPENDIX 1:

### **‘Female Genital Mutilation’**

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female Genital Cutting, Female Circumcision and ‘Sunna’.

FGM is a form of child abuse and is illegal in the UK.

### **Forced Marriage**

A forced marriage is where one or both people do not consent to the marriage and pressure or abuse is used.

### **Child trafficking and Modern Day Slavery**

Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold. Unicef works with governments throughout the world to stop the estimated 1.2 million children trafficked world wide each year.

Modern day slavery is not an issue from history or confined to certain countries. It is a global problem including the UK and is still happening today. The National government passed an act in 2015 and there was an awareness campaign. This was all about slavery and how we can all help stop it.



See Annex B in KCSIE 2021

## APPENDIX 1:

### Grooming









Children and young people can be groomed online or in the real world, by a stranger or by someone they know – for example a family member, friend or professional.

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation.

Children and young people can be groomed online or in the real world, by a stranger or by someone they know – for example a family member, friend or professional.

Groomers may be male or female. They could be any age. Many children and young people don't understand that they have been groomed, or that what has happened is abuse.

Look out for the signs:

-  being very secretive about how they're spending their time, including when online
-  having an older boyfriend or girlfriend
-  having money or new things like clothes and mobile phones that they can't or won't explain
-  underage drinking or drug taking
-  spending more or less time online or on their devices
-  being upset, withdrawn or distressed
-  sexualised behaviour, language or an understanding of sex that's not appropriate for their age
-  spending more time away from home or going missing for periods of time.

### Radicalisation

The NSPCC has help and advice for parents who think their child may be in danger. The NSPCC Chief Executive has said: "Our mission is to keep children safe from harm. We are contacted daily by worried parents and children themselves on all sorts of issues including radicalisation and dangers associated with extremism. Grooming online or in person is a classic technique used by abusers to exploit vulnerable young people. Spotting the signs of such abuse has never been more important if we are to help protect children from sexual exploitation, gang related activity or other hate crimes'.

## APPENDIX 1:

### **Harmful sexual behaviour**

There is lots of help available for parents and carers who might be worried about how to talk about sexual consent with their children. The NSPCC Healthy Sexual Behaviour is a guide to keeping children safe and what to do if you're worried.

The age of sexual consent in the UK is 16, so sex with any boy or girl under 16 is unlawful whether or not both people have given their consent. A child under the age of 13 cannot consent to sex.

If someone is drunk, drugged, unconscious, or has been threatened or bullied then they cannot consent to sexual contact or activity, and sex without consent is rape.

Sexual consent is something that has to be 'got' (received) as well as 'given'.

Your child needs to understand that consent is not just about saying 'yes' or 'no'; many of the signs that a person is uncomfortable with something are non-verbal and it is important that teenagers look out for these signs. Such as; someone turning away from you, looking frightened or nervous, tensing up and pushing you away etc.

Many young people are unclear that consent is something that needs to be sought and given even in an intimate relationship. It is very important that your teenager understands that both people in a sexual relationship must agree to it and can change their mind and withdraw at any time if they want to stop.

As a parent it can feel awkward talking to your child about sexual consent; however it is important to have the conversation to help your child have healthy sexual behaviour.

Consent means agreeing to do something. when it comes to sex, this means someone agreeing to take part in a sexual activity.

Children and young people who develop harmful sexual behaviour harm themselves and others.

Abusive sexual activity includes any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base. In order to more fully determine the nature of the incident, the following factors should be given consideration.

## APPENDIX 2:

### Safer Recruitment and DBS Checks – Policy and Procedures

We will record all information on the checks carried out in the charity's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

#### Appointing new staff




When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards.
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state
- Ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.





## APPENDIX 2:

### Regulated activity applies to a person who will be:

-  Responsible, on a regular basis in the MYTIME centre or on MYTIME programmes, for teaching, training, instructing, caring for or supervising children
-  Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children
-  Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult:



-  Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant)
-  Where the individual has received a caution or conviction for a relevant offence
-  If there is reason to believe that the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009
-  If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

## APPENDIX 2:

### Contractors






We will ensure that any contractor, or any employee of the contractor, who is to work at the charity and come into contact with young carers has had the appropriate level of DBS check. This will be:

-  An enhanced DBS check with barred list information for contractors engaging in regulated activity
-  An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors. We will not keep copies of such checks for longer than 6 months. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances. We will check the identity of all contractors and their staff on arrival at the site.

### Volunteers

We will:

-  Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
-  Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
-  Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers
-  Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity
-  Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006.

Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

## APPENDIX 2:

### **Whistleblowing**




**MYTIME** is dedicated to the highest standards of operation, probity and accountability. In line with this commitment, employees and others with serious concerns about any aspect of our work are encouraged to come forward and voice those concerns. In the first instance if you have safeguarding concerns, or want to complain about a lack of action on a safeguarding concern, speak to the Designated Safeguarding Lead or to the Lead Trustee. However, if you have continuing concerns you are encouraged to make use of our Whistleblowing Policy.



## APPENDIX 3:

### **Allegations of abuse made against staff**

This section of this policy applies to all cases in which it is alleged that a current member of staff or volunteer has:



-  Behaved in a way that has harmed a child, or may have harmed a child
-  Possibly committed a criminal offence against or related to a child
-  Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children

It applies regardless of whether the alleged abuse took place on MYTIME sites. Allegations against a staff or a volunteer who is no longer working for or with the charity, and historical allegations of abuse will be referred to the police. We will deal with any allegation of abuse against a member of staff or volunteer very quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation. Our procedures for dealing with allegations will be applied with common sense and judgement.

### **Suspension**

Suspension will not be the default position, and will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. In such cases, we will suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

-  Redeployment within the charity so that the individual does not have direct contact with the child or children concerned
-  Redeploying the individual to alternative work so that they do not have unsupervised access to children

## APPENDIX 3:

### Definitions for outcomes of allegation investigations

**Substantiated:** there is sufficient evidence to prove the allegation




**Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive

**False:** there is sufficient evidence to disprove the allegation

**Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)







### Procedures for dealing with allegations

In the event of an allegation that meets the criteria above, the CEO (or Chair of Trustees where the Executive Director is the subject of the allegation) will take the following steps:

-  Immediately discuss the allegation with the designated officer at the local authority. This is to consider the nature, content and context of the allegation and agree a course of action including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or children's social care services. (The CEO or Chairman of Trustees may, on occasion, consider it necessary to involve the police before consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police)
-  Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or children's social care services, where necessary). Where the police and/or children's social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies
-  Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the site is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the designated officer, police and/or children's social care services, as appropriate

## APPENDIX 3:

### Procedures for dealing with allegations

-  If immediate suspension is considered necessary, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the school and their contact details
-  If it is decided that no further action is to be taken in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation
-  Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and consider what other support is appropriate. Other advice should be sought from the local trades unions and professional associations.
-  Inform the parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with children's social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against staff (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a staff member will be advised to seek legal advice
-  Keep the parents or carers of the child/children involved informed of the progress of the case and the outcome, where there is not a criminal prosecution, including the outcome of any disciplinary process (in confidence)
-  Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child

## APPENDIX 3:

Where the police are involved, wherever possible the charity will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the school's disciplinary process, should this be required at a later point.

### **Timescales**

Any cases where it is clear immediately that the allegation is unsubstantiated or malicious will be resolved within 1 week. If the nature of an allegation does not require formal disciplinary action, we will institute appropriate action within 3 working days. If a disciplinary hearing is required and can be held without further investigation, we will hold this within 15 working days

### **Specific actions**

Action following a criminal investigation or prosecution. The Executive Director or Chairman of Trustees will discuss with the local authority's designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or children's social care services.

Conclusion of a case where the allegation is substantiated If the allegation is substantiated and the individual is dismissed or the charity ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the case manager and the charity's personnel adviser will discuss with the designated officer whether to make a referral to the DBS for consideration of whether inclusion on the barred lists is required.

Individuals returning to work after suspension If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this.





### **Unsubstantiated or malicious allegations**

If an allegation is shown to be deliberately invented, or malicious the Executive Director (or the Chairman of the Trustees in the case of an allegation against the Executive Director) will consider whether any disciplinary action is appropriate against the child(s) who made it, or whether the police should be asked to consider whether action against those who made the allegation might be appropriate, even if they are not a child.

## APPENDIX 3:




### Confidentiality

The charity will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The case manager will take advice from the local authority's designated officer, police and children's social care services, as appropriate, to agree:

-  Who needs to know about the allegation and what information can be shared
-  How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality
-  What, if any, information can be reasonably given to the wider community to reduce speculation
-  How to manage press interest if, and when, it arises

### Record-keeping

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case. Such records will include:

-  A clear and comprehensive summary of the allegation
-  Details of how the allegation was followed up and resolved
-  Notes of any action taken and decisions reached (and justification for these, as stated above)

If an allegation or concern is not found to have been malicious, the charity will retain the records of the case on the individual's confidential personnel file, and provide a copy to the individual. We will retain these records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer. The records of any allegation that is found to be malicious will be deleted from the individual's personnel file.

## APPENDIX 3:





### References

When providing employer references, we will not refer to any allegation that has been proven to be false, unsubstantiated or malicious, or any history of allegations where all such allegations have been proven to be false, unsubstantiated or malicious.

### Learning lessons

After any cases where the allegations are substantiated, we will review the circumstances of the case with the local authority's designated officer to determine whether there are any improvements that we can make to the charity's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

-  Issues arising from the decision to suspend the member of staff
-  The duration of the suspension
-  Whether or not the suspension was justified
-  The use of suspension when the individual is subsequently reinstated.  
We will consider how future investigations of a similar nature could be carried out without suspending the individual

<b>The Policy will be reviewed annually, as set out below:</b>	<b>DATE</b>
<b>Policy reviewed centrally (CEO or designated person/s)</b>	
<b>Policy ratified by Trustees</b>	
<b>Implementation of Policy</b>	

<b>Role</b>	<b>Signed</b>	<b>DATE</b>
<b>Ben Antell Safeguarding - trustee</b>		
<b>Krista Sharp - CEO</b>		
<b>Mina Peroni – DSL</b>		



# MYTIME

## YOUNG CARERS



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