



Safeguarding & Risk Management Policy

This policy makes it clear what Sussex Against Bullying will do to keep young people safe and to safeguard their staff.

1. Organisational statement

- (a) Sussex Against Bullying acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority requirements.
- (b) The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children have a positive and enjoyable experience in a safe environment. All children are to be protected from abuse by staff of Sussex Against Bullying whilst taking part in activities with the organisation. They are also to be protected outside of activities by the appropriate sharing of information.
- (c) Sussex Against Bullying acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.
- (d) As part of our safeguarding policy Sussex Against Bullying will promote and prioritise the safety and wellbeing of children and young people. We commit to;
 - Ensuring everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
 - Ensuring appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
 - Ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
 - Preventing the employment/deployment of unsuitable individuals.
 - Ensuring robust safeguarding arrangements and procedures are in operation.
- (e) The policy and procedures will be widely promoted and are mandatory for everyone involved in Sussex Against Bullying. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.
- (f) We will review this policy annually as well as when there are changes in legislation and/or government guidance, as required by the Local Safeguarding Children Board or as a result of any other significant change or event.

2. Risks to Young People

- (a) Whilst most children grow up in a safe and happy environment Sussex Against Bullying recognises that there are risks to all children. Some children need protection from many situations including;
- Sexual abuse
 - Grooming
 - Physical and emotional abuse
 - Neglect
 - Domestic abuse
 - Inappropriate supervision by staff or volunteers
 - Bullying and cyber bullying
 - Harassment & stalking
 - Acts of violence and / or aggression within the educational system
 - Victimisation
 - Self-Harm
 - Unsafe environments and / or activities
 - Crime
 - Exploitation
 - Exposure to information and adult matters leading to psychological harm

3. Legal Framework

- (a) Children Act 1989.
- (b) United Convention of the Rights of the Child 1991.
- (c) Data Protection Act 1998.
- (d) Human Rights Act 1998.
- (e) Sexual Offences Act 2003.
- (f) Children Act 2004.
- (g) Safeguarding Vulnerable Groups Act 2006.
- (h) Protection of Freedoms Act 2012.
- (i) Children and Families Act 2014.
- (j) Special educational needs and disability (SEND) code of practice;
 - 0-25 years – statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities.
 - HM Government 2014.
- (h) Information sharing;
 - Advice for practitioners providing safeguarding services to children, young people, parents and carers.
 - HM Government 2015
- (i) Working together to safeguard children;
 - A guide to inter-agency working to safeguard and promote the welfare of children.
 - HM Government 2015.

4. Definitions

- (a) A child is any person under the age of 18. Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be vulnerable if he/she:
- Has a learning or physical disability; or
 - Has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or
 - Has a reduction in physical or mental capacity; or
 - Is in the receipt of any form of healthcare; or
 - Is detained in custody; or
 - Is receiving community services because of age, health or disability; or
 - Is living in sheltered or residential care home; or
 - Is unable, for any other reason, to protect himself/herself against significant harm or exploitation.
- (b) It is recognised that people who meet one or more of the criteria above may not be vulnerable at all, or all of the time. However, until a department/institution has direct contact with people on an individual basis, it may be impossible to identify whether vulnerability exists in relation to an activity or event involving adults that they are planning.
- (c) Therefore, in order to support departments/institutions in identifying and managing potential risks of harm to people effectively, and for the purposes of this policy only, a vulnerable adult¹ should be identified (for the purposes of this policy only) as a person aged 18 or over who meets one or more of the criteria listed above.
- (d) A young person can be abused in a variety of ways however the main categories are;
- Physical Abuse - Deliberate physical harm to children and vulnerable adults or any other form of harm which causes illness in a child or vulnerable person.
 - Sexual Abuse - Forcing or manipulating a child or vulnerable adult to take part in sexual activities.
 - Neglect - This involves the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child' or vulnerable adult's health or development.
 - Emotional Abuse - This involves the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's emotional wellbeing and/or development.
 - Financial Abuse – Where a child is used or manipulated to allow another person to gain financially.

5. Safeguarding

- (a) Children will be valued, listened to and respected.
- (b) Sussex Against Bullying will appoint a designated safeguarding officer for young people. We will adopt child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers. We will develop and implement an effective e-safety policy and related procedures.
- (c) Staff and volunteers will be managed through supervision, support, training and reviews. All staff will be checked appropriately.
- (d) Information will be recorded and stored professionally and securely. Information will be shared about safeguarding and good practice with children, their families, staff and volunteers.
- (e) Concerns will be shared with relevant agencies and will involve children, young people, parents, families and carers where appropriate.
- (f) Allegations against staff will be managed according to procedures.

- (g) Sussex Against Bullying will create and maintain a safe environment for young people with an effective anti-bullying policy. We will deal with complaints effectively and ensure policies are updated annually and in line with changes to law and guidance.
- (h) Staff will ensure they practice safer caring (*Appendix A*).

6. Safeguarding children at events / activities

- (a) There are three kinds of events/activities:
 - Those open to adults and children of all ages.
 - Those for children accompanied by a 'parent'.
 - Those for unaccompanied children, which are sometimes run alongside other events/activities.
- (b) At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- (c) At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- (d) At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- (e) Both event and activities are to be defined broadly to include any occasions where Sussex Against Bullying will be providing a service.

7. Disclosure & barring

- (a) There are two types of check available from the DBS:
 - Standard - contains details of all spent and unspent convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) that are not 'protected'. Protected convictions and cautions are normally old and minor; they are filtered by the DBS so they are not disclosed and they must not be taken into account by employers. The filtering rules and the list of offences that will never be filtered are now available for you to view on the DBS's web pages.
 - Enhanced - contains the same information as the standard check but also any relevant and proportionate information held by the local police forces. In addition, where the role is eligible, registered bodies can request a check on whether a person is barred from working with children or adults in regulated activity (particular types of work with children and adults).
- (b) Sussex Against Bullying offers the following activities for children:
 - Youth clubs
 - Youth events
 - Mentoring & support

- (c) Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.
- (c) The Board will take very seriously any allegation of impropriety on the part of any member of Sussex Against Bullying. A member of Sussex Against Bullying who discovers anything amiss should get in touch immediately with the designated safeguarding person.
- (d) The Board will review the allegation and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of Sussex Against Bullying.

8. Health & safety aspects of safeguarding children

- (a) Before starting any event for unaccompanied children, the Board will carry out a risk assessment (*Appendix B*) and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Board will keep a record of all risk assessments.
- (b) Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

9. Prevention of bullying

- (a) We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a Sussex Against Bullying event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Board will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Board will consider banning a child from future events, but only in full accordance with the rules and procedures of Sussex Against Bullying. Allegations of adults bullying children will be dealt with under paragraph 6 (c) above.

10. Photographing children

- (a) People must expect to have their photograph taken at many of our events and we reserve the right to publish suitable photographs of those attending, along with the names of members involved.
- (b) Photographs that are taken will be with the subject's knowledge and will have appropriate content. No young person will be photographed unless the top half of their body is covered by at least a sleeveless top and the bottom half is covered by at least shorts or a skirt.

11. Managing behaviour, discipline and acceptable restraint

- (a) Adults supervising children at Sussex Against Bullying events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.
- (b) Unacceptable behaviour at Sussex Against Bullying events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.

- (c) Sussex Against Bullying may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the designated safeguarding person.
- (d) A parent who is aggrieved by this ban may appeal to Sussex Against Bullying who will hear the views of all relevant persons. The decision of Sussex Against Bullying is then final. Any such appeals should be made to and will be determined by the designated safeguarding person.

12. Procedures

- (a) All staff will be allowed time to familiarise themselves with this policy.
- (b) Organisations are required under health and safety legislation to protect people as far as is 'reasonably practicable'. In particular, the Management of Health and Safety at Work Regulations 1999 require organisations to assess the risks in their workplaces and to put plans in place to control the risks.
- (c) The Children and Vulnerable Adults Risk Assessment process will be initiated by the following circumstances (although other situations may trigger this procedure if deemed appropriate by the department/institution):
 - Recruitment to a new or existing post which involves working with children and/or vulnerable adults;
 - The commencement of new activities or events involving or potentially involving children and or vulnerable adults;
 - Changes being made to activities or events involving or potentially involving children and or vulnerable adults.
- (d) Please note that where there are multiple posts, activities or events of a similar nature, it is unnecessary to complete an individual risk assessment for each of them. Instead, it is possible to complete an overarching assessment for a particular type of post, activity or event and ensure that it manages the relevant risks appropriately.
- (e) Once it has been identified that the risk assessment process should be initiated, it is vital that the person responsible for the relevant recruitment campaign, activity or event includes completion of this within his/her planning process and ensures that it is completed.

13. Risk assessments

- (a) A risk assessment must be completed in advance of the relevant recruitment campaign, activity or event by a competent person (where there are not current, adequate and documented risk management procedures already in place).
- (b) Risk assessments must be completed by a competent person; that is, is someone who understands the job, activity or event and is aware of the hazards. It is important to note that the organisation's insurance may be invalid if a claim is made and no risk assessment is in place.
- (c) The purpose of the risk assessment is to enable the responsible person to identify, mitigate and remove any potential risks relating to contact with children or vulnerable adults. This can also be a prompt to consider alternative working practices, such as minimising occasions where an individual is alone with a child or vulnerable adult and considering whether the activity could be supervised or observed by others.
- (d) Any actions identified as a result of completing the risk assessment must be completed within the timescales specified on the form. The risk assessment should:

- Identify the nature, length and frequency of the contact and if it would be supervised or unsupervised;
 - Consider if there will be children and adults who are particularly at risk;
 - Consider whether any children or vulnerable adults have allergies, are on medication, have any disabilities (physical or mental), or any behavioural difficulties;
 - Identify any potential areas for harm;
 - Evaluate the risks;
 - Determine actions to prevent harm occurring, which might include consideration of alternative working practices, and prompt individuals to ensure that they are implemented;
 - Identify those situations that would require a DBS check or a basic disclosure check.
- (e) Completed risk assessments should be retained by Sussex Against Bullying whilst and activity/event is ongoing and for five years after it has ceased (or the risk assessment has been superseded). Where an activity is ongoing but unchanged it should review the risk assessment on a regular basis to ensure that the measures put in place are still relevant and appropriate.

14. Referrals

- (a) All safeguarding concerns that have been sent to the safeguarding officer will be assessed and where necessary a referral to the Multi-Agency Safeguarding Hub will be made. Guidance and forms (*Appendix C*) can be found at www.westsussexscb.org.uk/2016/04/multi-agency-safeguarding-hub-mash/.

Review date: 7th August 2019

Reviewing person: Designated safeguarding person

SAFER CARING CODE OF PRACTICE

Appendix A

When working with children and/or vulnerable adults, staff, students and volunteers are expected to take account of the guidance below in the way that they conduct themselves.

- ❖ Consider the wellbeing and safety of event participants in advance through proper planning and development of safe methods of working/activities.
- ❖ Wherever possible, work in an open environment with children where they can be seen by others.
- ❖ Avoid unnecessary physical contact.
- ❖ Avoid taking a child or vulnerable adult alone in a car on journeys, however short.
- ❖ Avoid taking a child or vulnerable adult to the toilet, unless another adult is present or another adult is aware (this may include a parent, group leader or other responsible person).
- ❖ In a situation where you are alone with a child or vulnerable adult, make sure that others can clearly observe you.
- ❖ Set expectations of the standards of behaviour required from participants in an activity/event and encourage them to accept responsibility for their own performance and behaviour.
- ❖ Ask participants in an activity/event to take reasonable steps to ensure their own safety and that of others, and to report any inappropriate behaviour they experience/witness or any concerns that they may have.
- ❖ Avoid showing favouritism towards particular participants.
- ❖ Report incidents of alleged abuse to the relevant person, and ensure that any allegations are recorded.
- ❖ Report any concerns about poor practice to senior management.
- ❖ Report any accidents to the designated person for recording and investigation where required.
- ❖ Avoid personal relationships with a child or vulnerable adult.
- ❖ It is not appropriate for staff to have a physically or emotionally intimate relationship with a young person under the age of 18. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which created a new criminal offence of abuse of “a position of trust”.
- ❖ Staff, students and volunteers should remember that inappropriate behaviour can also occur over the telephone, email, social media or internet.
- ❖ Social media use should be carefully monitored to be appropriate. Facebook instant chat and other similar functions should not be used to interact with children or vulnerable adults. Wherever possible, communication should be only public pages and avoid colloquial language/abbreviations which may be misinterpreted (e.g. LOL)

- ❖ **Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted.**
- ❖ **Participate in training available to you to support you in your work with children and vulnerable adults.**
- ❖ **First aid treatment should be given with more than one adult present unless a delay would be life-threatening.**
- ❖ **Do not take children or vulnerable adults to your home.**
- ❖ **Maintain confidentiality about sensitive information.**
- ❖ **Where it is necessary for staff, students or volunteers to take photographs or video images of children or vulnerable adults, written consent must be obtained (from parents/guardians in the case of children) before these images are taken in order to comply with the Data Protection Act 1998. Personal details and photos which clearly identify an individual must only be published where he/she (or his/her parent/guardian) has given specific agreement. Subjects should be suitably dressed in photographs (e.g. when taking place in a sporting activity).**

RISK ASSESSMENT

Appendix B

RISK ASSESSMENT FORM						
Date of activity		Location of activity				
Date of assessment		Review period				
Estimated attendees		Staff required				
Completing person		Signature				
Description of activity						
<p style="text-align: center;">The risk assessment form needs to be completed in full. When something is done it must be indicated by the initials of the person who has completed it or confirms it has been completed.</p> <p style="text-align: center;">Examples of risks and hazards are;</p> <ul style="list-style-type: none"> Slips & trips Liquids & spills Manual handling Security Injuries Equipment Venue (e.g glass doors/windows) Poisoning Contamination / irritation Transport Environmental Other people 						
What are the risks or hazards?	Who might be harmed and how?	What is already being done about it?	What needs to be done?	Who needs to do it?	When do they need to do it?	Done
EXAMPLE						
Manual handling	Staff at risk of injury from moving boxes	A trolley is available for use	Staff are to be reminded on safe handling and use of the trolley	Activity lead	01/01/10	JT

MASH REFERRAL

Appendix C



Request for Support Form (Professionals)

Information supplied will be shared with other professionals supporting families to provide relevant services. Where families request support, parental consent should be gained (or young person consent where appropriate.) **In the case of a Child Protection concern or professional worry, no consent for referral is required.**

Please complete this form as thoroughly as possible. Please include copies of any relevant assessments or additional information that will help in identifying the right level of support for the family / young person.

Please send completed referral to MASH@westsussex.gcsx.gov.uk

Date of Referral?

Are there immediate safeguarding concerns?								Yes/No
Are the parent/s/carers / aware of this referral?								Yes/No
Have the parent/s/carers / given consent for this referral and for us to share their information with other agencies?								Yes/No
Does the child or young person know about this referral? If so what do they think about it? If not what do you think they might feel about it?								Yes/No
Your name and agency/relationship to family: Address, contact number and email:								
Family Name(s) / Young Person's Name:						EDD/DOB:		
Alternative Surname(s):						FWI:		
Family Address (inc. postcode):						Holistix:		
						NHS number:		
						Religion:		
						First language:		
Home telephone number:						Interpreter needed y <input type="checkbox"/> n <input type="checkbox"/>		
Mobile – Carer / Young Person:						Immigration Status:		
Email address:								
Does the Young Person have a Caring Role? y <input type="checkbox"/> n <input type="checkbox"/>								
Household details – all those living in the family home (unless referral for Young Person only)								
Full Name	DOB	Age	Gender	Family Member (Mum, Dad, Child, Nan etc)	Ethnicity	Disabilities / long term health conditions:	Education setting	

Significant others: Details of other family/friend networks (not living in the family home)							
Full name	DOB	Relationship to family			Contact details		

GP Details:	
Name and Surgery:	
Risk Factors:	
Are there any known risk factors / safety issues (e.g. family member that poses risk to professionals or themselves, dangerous animals, community issues etc?) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide further information:	
Signs Of Safety – please be as detailed and clear as possible when completing this section as this will help us decide what level of support is needed (i.e. Joe Bloggs is displaying aggressive behaviour at home – What does this look like? How frequent is this? How long has it been going on? Why does this worry you? How does this impact on the child/young person/family?)	
What are you worried about / Reasons for referral? (risks and complicating factors, and harm past and present i.e. safeguarding concerns , inappropriate caring role, CSE concerns, substance misuse, young person’s emotional wellbeing or functioning (e.g. Low mood / self-esteem, self-harm, suicidal ideation, education, anxiety, taking medication))	
What’s going well? (family strengths and proven ability to keep safe from harm/meet needs)	
What needs to happen next / change in order to support the family / young person? (i.e. Safety planning, any specific service recommendations for the family)	
Child / Young person / Parent comments	
Signature	Cc’d to

Please send completed referral to MASH@westsussex.gcsx.gov.uk