



Safeguarding & Risk Management Policy

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

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, governing guidance and complies with best practice and local authority requirements.
- (b) The policy recognises that the welfare of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sexual orientation, socio-economic background, all children have a positive and enjoyable experience in a safe environment. All children are 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 a 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 the 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 confidentiality, 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 with 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 on an annual basis as well as when there are changes in legislation and/or government guidance, as required by the Local Safeguarding Children's Board (LSCB) or as a result of any significant changes or events.



2 Risks to young people

(a) While most children grow up in a safe and happy environment, SussexAgainst 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 or cyberbullying
 - Harrassment or stalking
 - Acts of violence and/or aggression within the educational system
 - Victimisation
 - Self-Harm
 - Unsafe Environments and/or activities
 - Crime
 - Exploitation
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- Exposure to information and adult matters leading to psychologicalharm



3 Legal Framework

- (a) Children Act 1969
- (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 disabilities (SEND) Code of practise;
 - 0-25yrs-statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities.
 - HM Government 2014
- (k) Information sharing
 - Advice for practioner providing safeguarding services to children, young people, parent and carers.
 - HM Government 2014
- (a) 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 disability or physical disability, or
 - Has a physical or mental illness, chronic or otherwise, including addictions to alcohol or drugs;
 - Has a reduced 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;
 - Is living in sheltered accommodation or a residential care home
 - 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 above criteria, 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 vulnerabilities exist in relation to an activity or event involving adults that are planning.
- (c) Therefore, in order to support departments/institutions in identifying and managing potential risks of harm to people
- (d) effectively, and for the purpose of this policy only, a vulnerable adult should be identified (for the purpose of this policy only) as a person aged 18 or above who meets one or more of the criteria listed above.



(e) A young person can be abused in a variety of ways however the main categories are:

- Physical Abuse- Deliberate physical harm to children or vulnerable adult or any other form of harm which causes illness in the 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 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/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.
- (c) We will adopt child protection and safeguarding practices through procedures and a code of conduct for staff & volunteers. We will develop and implement an effective e-safety policy and related policies and procedures.
- (d) Staff and volunteers will be managed through supervision, support, training and reviews. All staff will be checked appropriately.



- (e) Information will be recorded and stored professionally and securely. Information will be shared about safeguarding and good practises with children, their families, staff and volunteer
- (f) Concerns will be shared with relevant agencies and will involve children, young people, parents, families and carers where appropriate.
- (g) Allegations against staff will be managed according to procedures.
- (h) 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.
- (i) Staff will ensure they practise safer caring.

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 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 must bring them 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.
- (d) 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) 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 name and address of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring written consent and mobile telephone number of one of their parents.
- (f) Both events and activities are to be defined broadly to include any occasions where Sussex Against Bullying will be providing a service.

Failed Pick-ups or late pick ups

- (g) Sussex Against Bullying is not a childcare provider, we are a voluntary support service for young people. If a parent is late picking up their child, a minimum of 2 staff members will stay behind to wait for the child's parents, if the parent is over 1hr late, they will try to make contact via the information on the child's registration form.
- (h) If in the event that the parent cannot be contacted and they are over 2hrs late, the staff member in charge shall contact the MASH out of hours line for advice the number for which can be found at the bottom of this policy.



- (i) Once advice from social services has been sought, the senior member of staff shall make contact with the DSL (Designated Safeguarding Lead) to inform them of what has happened.
- (j) We will never leave a child on their own
- (k) A member of staff will never give a lift to service users unless they are a professional youth worker/social worker and there is more than one person in the car with them.

Child to Adult ratios at Events

- a) To avoid a staff & volunteer being left alone with children/young people, at each event there needs to be 2 members of staff for each child.

7. Disclosure & barring

- (a) There are two types of checks 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 the 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 page.
 - 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:
 - Holiday projects

- Mentoring and support
 - Counselling service
 - Advocacy
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- (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.
- (d) The Board will take very seriously any allegations of impropriety on part of any member of Sussex Against Bullying.
- (a) A member of Sussex Against Bullying who discovers anything amiss should get in touch with one of the Designated Safeguarding leads within the organisation.
- (e) 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 the 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.



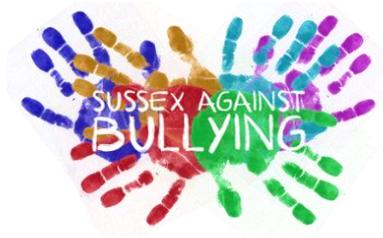
- (f) Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another supervises the children not directly affected by the emergency.

9. Prevention of bullying

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.
Prior to an event starting, the parent who has escorted their child to the event shall be asked to fill out a photograph permission slip, if permission has not been given for the child, the child cannot participate in photos.
- (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 only for that purpose.
- b) In an event of having to take action such as restrain or “break-up” a child confrontation, there needs to be a minimum of two people present at the time.

Useful links and contacts for safeguarding and child protection

dsl@sussexab.org.uk Or call 01243 290156 MASH Out of hours team

EDT (Emergency Duty Team)

Tel: 033 022 26664 or 07711 769657

Non-Emergency: WSChildrenservices@westsussex.gov.uk

Contacts for Allegations against staff and volunteer

LADO (Local Authority Designated Officer)

Lindsey.tunbridge@westsussex.gov.uk Tel: 0330

2223 339

Assistant LADO Claire Coles

claire.coles@westsussex.gov.uk Tel: 0330

2223 339

<https://www.portsmouth.gov.uk/services/health-and-care/children-and-families/keeping-children-safe/> <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection/reportingabuse>

<https://www.eastsussex.gov.uk/childrenandfamilies/worried-about-a-child/>