

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

## Safeguarding Policy

### Part 1 General Policy

The West Faversham Community Association Group (the Association) is firmly committed to the belief that all children and vulnerable adults have a fundamental right to be protected from harm and fully recognises its responsibility for child and adult protection. The safety and protection of all vulnerable people that the Association supports is paramount and has priority over all other interests, unless life is at imminent risk. The association adopts a child centred approach to safeguarding children and vulnerable people. All of the Associations' employees, trustees, volunteers and contractors are required to comply with the procedures contained within this policy.

This procedure is informed by 'Keeping Children Safe in Education (2016), Working Together to Safeguard Children (2015), the Kent Safeguarding Children Board (KSCB), The Prevent Duty (2015), What to do if you suspect a child is being sexually exploited (2012), Statutory Guidance on Children Who Run Away or go Missing from Home or Care (2014), Dealing with Allegations Against Teachers and other Staff (2012), Care Act 2014, Equality Act 2010.

There are four main elements to the policy.

1. Ensuring that the Association practices safe recruitment in checking the suitability of staff, trustees and volunteers who as part of their work will be expected to be engaged in regulated or controlled activity with children or with vulnerable adults.
2. Raising awareness of child protection and vulnerable adult issues amongst all paid and unpaid staff.
3. Ensuring that all staff and volunteers (including trustees) understand the importance of reporting cases or suspected cases of child or adult abuse to the DSL/s.
4. Establishing a safe environment in which children and vulnerable people and adults can develop and grow, where they are able to talk and be listened to.

The WFCA Designated Safeguarding Lead (DSL) for initial advice is the Director of Operations and this designated lead will make the necessary contacts with statutory services and record such contacts. In his/her absence the responsibility will lie with the Deputy DSL (DDSL) in consultation with the Chair or Vice Chair. The Director of Operations will also be the prevent lead.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

In the event of an urgent situation occurring where immediate contact with statutory children and vulnerable protection agencies is considered necessary the contact details are:

### **Concerned about an adult?**

**Call 03000 41 61 61**

(text relay 18001 03000 41 61 61).

### **Concerned about a child?**

**Call 03000 41 11 11**

(text relay 18001 03000 41 11 11)

**[social.services@kent.gov.uk](mailto:social.services@kent.gov.uk)**.

If you need to contact us outside of normal office hours, for example during the night,  
call **03000 41 91 91**.

**If you think someone is in immediate danger, the best thing to do is call 999 for the emergency services. <sup>1</sup>**

<sup>1</sup> Kent County Council advice - <http://www.kent.gov.uk/social-care-and-health/report-abuse>

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

## Part 2 Definitions

The following definitions apply throughout the Safeguarding Policy and associated procedures:

**Designated Safeguarding Lead (DSL):** The Designated Safeguarding Lead is specified in the Children Act 2004 and ensures the every organisation has a “named person” for safeguarding children and vulnerable people. Prior to that, the role had frequently been known as the Child Protection Officer. The Designated Safeguarding Person has a responsibility at both a strategic level within the organisation and on a day-to-day basis.

**Deputy Designated Safeguarding Lead (DDSL):** The DDSL will be trained to the same level as the DSL and will work with the DSL or act in the DSL’s absence.

**Child or Children:** The Children’s Acts 1989 and 2004 defines a child as a person under eighteen, for most purposes.

**Young Person:** The term young person will include those aged between 5 and 24 years. For the purposes of this policy, a young person aged under 18 years is regarded as a child.

**Vulnerable Adult or Adults:** A vulnerable adult includes all people aged 18 and over subject to the following criteria: “Over 18 who is or may be in need of community care services by reason of mental or other disability, age, or illness AND who is or may be unable to take care of themselves OR is unable to protect him or herself against significant harm or exploitation”

Examples of a vulnerable adult:

- Is elderly and frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability
- Mental health needs including dementia or a personality disorder
- Has a long-term illness/condition
- Is a carer of a friend or family member and is subject to abuse
- Is unable to demonstrate the capacity to make a decision and is in need of care and support

**Early Help:** Taking action to **support** a child, young person or their family **early** in the life of a problem, as soon as it emerges. It can be required at any stage in a child's life from pre-birth to adulthood, and applies to any problem or need that the family cannot deal with or meet on their own.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

Child in Need: This is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled.

Section 47 of the Childcare Act 1989: This chapter provides steps for how to undertake a strategy discussion/meeting with regards to referrals and information sharing.

### Forms of Abuse

The Children Act 1989 defines four types of abuse: physical, emotional, sexual and neglect.

These categories of abuse apply and will be relevant to vulnerable adults as well as to children who the Association has contact with as part of its activities.

Staff should also be aware of other factors that influence these forms of abuse such as racial or homophobic abuse.

At no time will the use of corporal punishment be tolerated.

With these 4 core forms of abuse, the Association recognises that there are particular areas of risk that those working in child care roles will need an understanding of:

- FGM (Female Genital Mutilation)
- Radicalisation (See Appendix 1)
- CSE (Child Sexual Exploitation (See Appendix 2)
- Children missing from care and home (See Appendix 3)
- Online safety (See Appendix 4)
- Gangs (See Appendix 7)

### Note on FGM

The Association understands its responsibility to protect children and vulnerable people from all kinds of harm, including those that may result from cultural practices such as FGM.

The Association will ensure all staff working in a child care setting are made aware of the circumstances in which a child or vulnerable adult may be at risk of FGM being likely to occur or have to occurred and how to report it.

All staff practitioners will be made aware of the statutory responsibility to report FGM.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

## Part 3 Procedures

### Personnel Recruitment

The Association will work to ensure that all paid and unpaid staff are suitable to work in an environment where they will encounter children and vulnerable people. The Association will use safer recruitment practice to protect children and vulnerable people using the government guidance of deter, detect, prevent, and reject. The Association will ensure they deter unsuitable applicants with job descriptions and advertisement that make clear the importance of safeguarding.

All staff and trustees will be interviewed by someone with safer recruitment training. All employees, trustees and volunteers are required to provide references that the Association deems appropriate, which are always personally verified in communication with the referee.

All paid and unpaid staff involved in regulated or intensive contact with vulnerable people as part of their work for the Association will be assessed for their suitability and be subject to the Disclosure and Barring Service which has replaced both the Vetting and Barring Scheme and the Independent Safeguarding Authority. The Association will use the DBS information to risk assess individual roles in line with guidance from Ofsted and the Department of Education. With additional guidance beyond the policy is when guidance will be taken from Ofsted best practice. The Association reserves the right to refuse to employ staff, trustees or volunteers whom it has a reasonable belief may pose a risk to children and vulnerable adults. This is part of our recruitment practice, outlined on our employment policy.

### Key Roles

- \*DSL - This role will be held by the senior officer of the charity/ group; this is currently the Director of Operations.
- \*DDSL - This role is similar to the DSL and fill in for the DSL if not available.
- Lead trustee – A Board member with responsibility for oversight of this policy and ensuring its compliance.
- Lead practitioner – An individual that leads a setting or service with WFCA who works with children and vulnerable people and has responsibility for safeguarding within the setting/service.
- Practitioner – An individual that has contact with children or vulnerable people through their role at WFCA.

\* a continuous rota of DSL/DDSL cover will be provided and maintained by the DSL and informed to the duty manager teams.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

### Training

All staff and volunteers will receive and will be required to read and sign this Safeguarding Policy, also be given the opportunity to discuss this with a DSL. Those working in child care roles will also be expected to read and discuss with a DSL Part 1 of Keeping Children Safe in Education.

**The DSL will be responsible for arranging the following training:** Designated Safeguarding Lead; Child Protection Level 2; Child Sexual Exploitation; Prevent; Safer Recruitment

**The DDSL will receive the following training:** Designated Safeguarding Lead; Child Protection Level 2; Prevent

**The Lead Practitioner and Practitioners will have:** Child Protection Level 2; Child Sexual Exploitation

All new starters will complete safeguarding training as part of this induction.

All staff and volunteers of the Association will take part in in-house annual safeguarding training provided by a DSL/ DDSL with training experience.

Practitioners working in childcare roles “practitioners” will also complete independently-run training.

The DSL and lead trustee will be responsible for ensuring the quality of internal training and also that external training is qualified on a regular basis.

Practitioners – will be provided with annual training on the safeguarding policy as part of their annual training programme as well as annual safeguarding refresh training.

Practitioner induction training will include training to identify and respond to signs of possible abuse and neglect at the earliest possible stages including:

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments which give cause for concern
- any reasons to suspect neglect or abuse outside the setting, for example in the

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

- child's home or that a girl may have been subjected to (or is at risk of) female
- genital mutilation<sup>13</sup> and/or

inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images

'What to do if you're worried a child is being abused: advice for practitioners will form a key part of this training

### Information Sharing

WFCA acknowledge it is key to the protection of children, young people and vulnerable adults that information relating to the protection of them is shared appropriately we will follow the welfare and for guidance and best practice from 'Information Sharing March 2015'.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

## Part 4- Reporting Concerns

All employees, trustees and volunteers have a duty to ensure that any suspected incident, allegation or other manifestation relating to child and vulnerable adult protection is reported to the DSL. This will include any use or reported use of corporal punishment or concerns of radicalisation.

All staff, volunteers and others working in direct or indirect contact with children and vulnerable people as part of the organisation's activities or as part of the environment where the activities take place, must be alert to the signs of abuse. Anyone who suspects that abuse is taking place in this environment or to whom a child or vulnerable adult discloses issues relating to safeguarding should contact the appropriate DSL immediately (on the same day). In some situations staff may have contact with adults whom have children, should their contact with this adult lead them to believe there is a risk of harm to the child this should be reported in the same way.

Disclosure or evidence for concern may occur in a number of ways including a comment made by a child or vulnerable adult, physical evidence such as bruising, a change in behaviour, or inappropriate behaviour or knowledge.

### Concerns

The Association understands that at times staff may see or hear things that in their judgement they feel are concerning although there is no clear evidence of abuse.

In these events, staff should use the 'concern form' to log this and pass to the DSL (see Appendix 5). It is the responsibility of the DSL to record this information and check for any previous concerns raised for this child or family, or vulnerable adult. Should a pattern emerge the DSL should report this.

### Allegations/ Disclosures / Incidents

These should be reported to the duty DSL immediately and brought to the attention of the DSL (Director of Operations) as soon as possible. 'Safeguarding Incident Forms' are available for the reporting as well as body maps. These should be used to record the information factually as presented and not include opinion or speculation. Staff should only use body maps to record something they can see and they must never examine a child or vulnerable adult (see Appendix 6 & 7).

Any child or vulnerable adult who reports that they may have been abused must be listened to carefully in all and any circumstances. 'Listened to' means just that; on no account should



<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

suggestions be made to a child or vulnerable adult as to alternative explanations for their worries; neither should any member of staff or volunteer attempt to question the child as part of any investigation, as this could lead to primary evidence for any future investigation being compromised.

Staff cannot promise total confidentiality to people who disclose allegations. Staff should make this clear to the person who approach them, whilst also offering reassurance that they have a right to be heard and that their allegation will be taken seriously.

All allegations brought to the attention of the Duty DSL will be reviewed along with any previous concerns. These will be assessed against the KSCB threshold document to decide on the most appropriate course of action.

The following definitions should be used by the DSL when determining the outcome of allegation investigations:

- a) Substantiated: there is sufficient identifiable evidence to prove the allegation;
- b) False: there is sufficient evidence to disprove the allegation;
- c) Malicious: there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false;
- d) Unfounded: there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances;
- e) Unsubstantiated: this is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

It is the responsibility of the appropriate DSL to make the decision as to whether to inform Specialist Children Services, NHS Community Mental Health Team (CMHT) and/or the Police in the Central Referral Unit depending on the nature of the allegation. This will be based on all of the evidence presented at that time and in the past, and review in alignment with KSCB thresholds. They may wish to seek advice from these agencies by phone when coming to this decision. They may also need to follow their legal duty to report the case to the Independent Safeguarding Authority. The Association will co-operate fully with the Police, Social Services, the NHS and all other parties involved. In some cases a referral to these services will not be appropriate instead the DSL should consider how best to support the child with other referrals such as Early Help, local charities, schools or our own services.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

**Should there be any immediate risk to the young person the case will be reported to the Police.**

#### **Allegation or a Concern regarding a staff member or volunteer**

When a complaint of abuse is made against an employee on behalf of a child there should be immediate consideration of whether a child or children are at risk of significant harm and in need of protection.

Any employee who becomes aware of a possible allegation or concern of a child or adult protection nature involving a member of staff must take immediate steps to ensure the matter is reported to the Director of Operations without delay. To avoid delay in the absence of the Director of Operations they should report to the most senior DDSL. An investigation may be impeded if a concern is reported late or is communicated through several individuals before the Director of Operations, and it is important that the Association establishes at an early stage, who the lead contact will be for liaison purposes, in the absence of the Director of Operations, this decision will be taken by the chair with the DDSL.

In the event that the allegation or concern involves the Lead practitioner or Deputy Designated Safeguarding Lead (DDSL) then the matter must be reported directly to the Director of Operations. Should the allegation or concern involve the Director of Operations then the matter must be reported to the DDSL who must also refer the matter to the Chair of Trustees. At all times any report of any allegation or possible concern will be dealt with in the strictest confidence, and if necessary staff can raise concerns directly with the Area Children's Officer (Child Protection) with full protection under the Public Disclosure Act 1998 ('Whistle-blowing').

**In all cases, the Director of Operations (or the Deputy in cases where the Director of Operations is involved), must have an immediate preliminary consultation about the allegation or concern with the LADO who will advise on further action in accordance with this procedure as appropriate. This consultation must take place prior to any form of investigation being undertaken by the Association or service and before the member of staff is made aware of the allegation.**

The reporting member of staff, i.e., Director of Operations 'DSL', DDSL, must also seek the advice of Peninsula regarding issues of process, responsibilities and communication. However, the guidance on suspension in this policy overrides any advice guidance from Peninsula.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

The Director of Operations or any other employee or trustee to whom an allegation has been reported, is not expected to investigate the allegation, or interview children, but to assess, after consultation with the LADO how the matter will proceed. Confidentiality must be maintained throughout this stage in order that any subsequent investigation is not prejudiced and that the interests of all parties are protected.

Where the allegation relates to the use of physical intervention to restrain a child (Section 93 of the Education and Inspections Act 2006 enables Association staff to use such force as is reasonable to keep a situation safe), the Director of Operations should consult with the LADO in the first instance as this may be appropriately managed within the Association. It is important for this consultation to take place to demonstrate that the Association has acted in an open and transparent manner in establishing if the allegation meets the threshold for referral. An allegation of assault beyond the use of reasonable force however, would need to be referred to LADO as a child protection matter.

### Considering Whether Suspension Is Appropriate

The suspension of an employee, particularly in situations of potential child or adult protection allegations will have a significant impact on the individual and therefore it is essential that the facts of the case, as they are known and alternative courses of action are carefully considered in deciding whether to suspend. The specific arrangements for the suspension of staff are set out in the Association's disciplinary procedure, It is also essential that the Disciplinary Procedures are followed in terms of providing appropriate support to the individual throughout the period of suspension.

The decision to suspend is taken by the Director of Operations and the Designated Trustees and not by the Police or the LADO. However, Social Care, in collaboration with other agencies, may advise the Director of any action recommended to ensure the protection of children and vulnerable adults, protection of employees and safeguarding of information and this advice should supersede any advice from the HR provider.

### Initial considerations

It may not be immediately obvious that suspension should be considered, and this course of action sometimes only becomes clear after information is shared with, and discussion had, with other agencies.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

In some cases early or immediate suspension may impede a Police investigation, and therefore the decision whether to suspend may have to be delayed until sufficient evidence has been gathered. **Suspension should be avoided in such cases wherever possible, and should not be seen as an automatic response to an allegation.**

Suspension should only be applied if one or more of the following grounds apply

- a child or children or vulnerable adult would be at risk
- the allegation is so serious that summary dismissal for gross misconduct is possible
- it is necessary to allow any investigation to continue unimpeded.

### Confidentiality

The Director of Operations, Board of Trustees and LA officers have a responsibility to safeguard confidentiality as far as is possible. Sensitive information must only be disclosed on a need to know basis with other professionals involved in the investigative process. Other people may become aware of the allegation and may not feel bound to maintain confidentiality. Therefore consideration should be given on how best to manage information, particularly in relation to who should be told what, when and how. This is particularly germane in respect of parents and carers and the media in light of new legislation and the anonymity clause.

### Disciplinary Investigation

No action under the disciplinary procedure shall be taken in circumstances which may interfere with the child protection investigation. Child protection and criminal investigations shall be treated as paramount and any further action under disciplinary procedures may therefore have to await full completion of the child protection and criminal investigations, but will be undertaken as soon as possible.

### Record Keeping

Details of allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS Disclosures reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the accused has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

### Planning and Recording

It is essential to record the decisions reached and the rationale behind them. Records should also be made of the agreed action and strategies to manage the situation. The plan should clearly indicate the following

- any restrictions to normal contact or activity
- issues of contact with children or vulnerable adults
- arrangements for monitoring and welfare support in relation to the member of staff
- monitoring the support available for the child or vulnerable person

### Post referral to SCS

Having made a referral to Specialist Children Services the DSL will ensure all records are up to date and stored appropriately, they will monitor the outcome of the referral to ensure a satisfactory outcome, should they not agree with the outcome from the SCS they should raise this with the Director of Children Services or the NSPCC.

### Post referral for additional support

In some situations the DSL having reviewed against the threshold document will not be able to make a referral to the specialist children services, but will make other referrals to other organisations such as SATEDA or early help. In these circumstances a clear record of this will be made and the reasons for the referral. It will be the responsibility to monitor the situation to ensure no escalation has occurred and review the referral as necessary.

### Disagreement with action taken

Should a member of staff or volunteer having referred a situation to the DSL not be satisfied with the outcome, they should first discuss this with the DSL. If their concerns are not resolved they should follow the whistle blowing process to log a concern with SCS and also internally.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

## Part 5 – On-going practice

### Working with the Disclosure and Barring Service

The Association has a statutory duty to make reports and provide relevant information to the Disclosure and Barring Service where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or vulnerable adults, or may have committed misconduct. The responsibility for reporting cases to the DBS lies with the appropriate DSL.

### Whistle blowing

A member of staff, trustee or volunteer who raises an issue where they believe the employer, a fellow employee, any volunteer or user of the building is acting in a way which is unlawful or falls below proper standards or contrary to this policy are protected by the Public Disclosure Act 1998, provided they comply with statutory procedures.

Any employee looking at whistle blowing can do so by using the grievance procedure and in the first instance should discuss it with their line manager, the Chair or the appropriate DSL. Any volunteer with such concerns must raise it with the person responsible for their management or the Chair. Anyone involved in whistle blowing will be supported and the Association will ensure that proper procedures are followed.

The NSPCC runs a whistleblowing call line for concerns relating to children's safety: 0800 028 0285.

### Risk assessments

A designated individual will complete a risk assessment before any new or changed programme or event, visit or activity involving children or vulnerable adults is provided by the Association or before admitting new children or vulnerable adults. The risk assessment may not only look at mitigating or removing potential risk but may also provide a stimulus to consider alternative working practices.

Children and vulnerable adults who are wheelchair users will be actively encouraged to participate in activities. However, where the safety of other children and vulnerable adults may be compromised, such as in contact sports, certain disabled children and vulnerable adults may be encouraged to seek out more suitable activities for their disability.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

### Photos, cameras, videos and CCTV images

The Association may take photographs of children, young people and vulnerable adults participating in activities and events. All reasonable steps should be taken to inform parents and carers that photos may be taken in advance of the event or activity and to obtain their consent. Where consent is not given any images made will not be saved or used in any way (e.g. in a publication or on the web site), unless the identity of the individual/s who have refused consent is protected.

The Association reserves the right to prohibit the use of cameras, videos and mobile telephones with picture taking capacity on its land and within any of its properties or at events it promotes.

Used security videos will be kept in a secure place and destroyed when no longer needed.

### Staff Behaviour

Employees should be aware of legislation under the Sexual Offences Act 2003 that makes it an offence for those in a position of trust to have a sexual relationship with a young person between the ages of 16 and 18 years who is currently being cared for or educated by the individual.

Employees working in Associations have a statutory responsibility to report all allegations of child abuse and to alert others where appropriate if they suspect that child abuse may have occurred.

Staff also need to be aware that if their own children come to the attention of the statutory agencies for child protection, then issues of suitability will need to be considered by the employer (as outlined in the KSCB Operational Guidelines).

### Signing in and out

In general where others (private, voluntary or statutory providers) are using the association's facilities as hirers, they are responsible for maintaining appropriate registers of any children or vulnerable adults present. The Association is responsible for reminding all providers of this responsibility.

Otherwise all callers to the building are required to sign in and out to comply with health and safety procedures. Where the Association is hosting community social or sporting events for

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

unaccompanied children (up to 18 years of age) or vulnerable adults, the Association will be responsible for maintaining a register of attendees and signing the group in and out of the premises.

For general community events and activities, where it is reasonable to expect that any children or vulnerable adults present will be accompanied by a parent or carer, the Association will make sure in its general signage, publicity and ticketing material that parents and carers are aware of their responsibility to sign in and out of the premises for themselves and for those they care for.

### Due Diligence

The Association works with young people in a variety of ways; this policy has given detail of how we will ensure the young people we work with directly safety is paramount. However, young people are involved in the centre through other providers whom we do not have a direct control over, therefore the following due diligence will be used.

### Contractors working with young people employed by the Association & partners

We will require the adults who are working with children on behalf of the Association to be responsible for the safety of children and young people in their care whilst at the centre. They must have current DBS checks, current safeguarding policies or statements and have carried out formal training. The Association will satisfy itself that contractors know about and are compliant with, these requirements.

### Private function hire

Our hiring agreement will state clearly that it is the responsibility of the hirer to ensure the safety of all attending their event including the safeguarding of children and vulnerable adults.

### Letting of rooms to users providing services to children

The Association, through the community centre, hires rooms to individuals and businesses that provide services to children, such as drama and dance classes. As part of the due diligence on the activities taking place at the centre and being advertised by the centre, hirers carrying out services for children will be expected to provide;



<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

- A current DBS certificate at the time of hiring and annually of the person taking the sessions
- A safeguarding policy statement, showing an understanding of the child abuse and reporting systems

*Hirers working with children through the centre will be expected to take part in our safeguarding system. Hirers will sign an agreement stating that when working with children, concerns and incident will be reported to the WFCA DSL team. This will then be handled by WFCA in the same way as if it had been raised by WFCA staff/ volunteers.*

### Policy Status

This policy will be reviewed annually by the DLS and lead trustee for presentation to the Board for annual approval.

Each meeting at Wider Leadership, Senior Leadership and Board level will have an item for discussion of safeguarding.

The lead trustee works with the DSL and will have oversight of the safeguarding arrangement and ensure this policy is followed and report concerns to the Board.

This policy will be available to all staff/volunteers/users/beneficiaries

Copies will be held in the following locations:

- Staff intranet
- Trustee intranet
- Reception
- Admin office
- Director of Operations office (master copy)

### Status of policy

This policy applies to all employees, trustees and volunteers who have a legal duty to protect the personal safety of all children, young people and vulnerable adults using the facilities, resources and activities provided by the Association.

Other agencies (whether private, voluntary or statutory) using the building and its facilities will be expected to comply with these policies or their own safeguarding policies, a copy of which they will be asked to provide to the Association.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

**Date**

**Signed**

## Appendix 1 – WFCA - Prevent Duty

### Introduction

Radicalisation is defined in the Prevent Strategy as “the process by which a person comes to support terrorism and forms of extremism leading to terrorism.”

The Association acknowledges the growing and serious risk to children and vulnerable people of radicalisation and aims to remove the risks of this taking place at the Association’s premises and commits to ensuring those working with people at risk are able to escalate concerns correctly. This document has been informed by ‘The Prevent Duty’ (2015).

The Association acknowledges that Kent is considered a low risk for radicalisation, however will work with authorities to maintain this.

### Our ethos and environment

When responsible for caring for children or vulnerable people, the Association will always aim to ensure the environment is conducive to free and open discussion amongst service users, staff and volunteers.

West Faversham Community Association School Holiday Club and operated Youth Club programmes will ensure their work plans deliver the promotion of British values through the planning process as well as being an environment in which young people can freely express themselves.

West Faversham Community Association will advocate ‘educate against hate’ and ensure multiple methods of sign posting to ‘educate against hate’ are used.

### Staff

The Director of Operations (senior officer) will be the Prevent lead and DSL.

The Association will ensure all staff understand the risk of radicalisation and how to escalate any concerns. Escalation of concerns will be encouraged and never dismissed out of hand. The lead practitioner and others in regular contact with children and vulnerable people will attend Prevent training carried out by the Designated Safeguarding Lead.

The Designated Safeguarding Lead will have Prevent training as will the Deputy Designated Safeguarding Lead, through online or ‘in person’ training.

The Association will have an open approach to talking about concerns of radicalisation between all of its staff and volunteers across the group, ensuring they are always able and comfortable to raise and identify concerns.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

### British values within the Association

The Association advocates the British values essential to tackling radicalisation as defined by parliament: democracy; the rule of law; individual liberty; mutual respect and tolerance.

### IT

The Association operates 2 ICT systems - only the open public system will be accessible to children and vulnerable people. The public system has no data storage facilities. Internet access is controlled through the use of filters and flagging software. All users of the public system are required to login so any inappropriate access can be traced.

### Reporting concerns

Staff and volunteers will be encouraged to bring any concerns regarding radicalisation of children and vulnerable people to the attention of the duty Designated Safeguarding Lead / Deputy Designated Safeguarding Lead.

The DSL will ensure the report is logged and brought to the attention of all DSL's. The DSL will gather evidence and where appropriate refer to the local authority Designated Officer or the police, thereby beginning the 'channel process' <sup>1</sup> or a prevent referral.

Situations of imminent risk of crime being or having been committed will be reported to the police.

### Implementing Prevent in letting the Association's rooms and facilities

The Association as a non-political association does not discriminate against any group when deciding to hire out its rooms. However, The Association stands against hate and extremism and when it is known or suspected at the time of booking that an individual or group hirer may intend to use the room/s or facilities to encourage crime or radicalisation, staff will refer the booking to the Director of Operations. The booking will risk-assessed and if there is a genuine concern in the professional judgement of the Director of Operations, the booking will not be allowed.

Likewise, should information subsequently come to light that suggests there is a high chance of risk, the Association reserve the right to cancel the booking – this will be referred in the terms of hire with the following statement.

"West Faversham Community Association does not allow its premises to be used for the purpose of encouraging crime, preaching hate or attempting to radicalise individuals or groups. Should evidence suggest a hirer is likely to allow any of the above to occur it reserves the right to cancel the booking/s.

Additionally, West Faversham Community Association reserves the right to inform the police and any other relevant body of a booking it has cancelled under this term and also to inform the police before, during or after an event taking place should they believe it may be, is or was used to preach hate, encourage crime or radicalise individuals or groups.

<sup>1</sup> Programmes to support people at risk of radicalisation were noted in the 2007 Prevent strategy but did not develop substantively until the following year. In many areas, these programmes are now delivered through Channel, a police-coordinated, multi-agency partnership that evaluates referrals of individuals at risk of being

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

drawn into terrorism, working alongside safeguarding partnerships and crime reduction panels.

## Appendix 2 – WFCA - Child Sexual Exploitation

### Introduction

*Child sexual exploitation is when people use the power they have over young people to sexually abuse them. Their power may result from a difference in age, gender, intellect, strength, money or other resources.*<sup>1</sup> Sexual abuse covers penetrative sexual acts, sexual touching, masturbation and the misuse of sexual images – such as on the internet or by mobile phone.

The Association acknowledges there is a significant risk amongst local young people and volunteers of child sexual exploitation owing to the higher level of deprivation experienced in the area of the Associations' activities. The Association aims to ensure this risk is minimised or removed at all opportunities.

This policy section has been developed from "Keeping Children Safe in Education (Sept 2016)", "Working Together to Safeguard Children (March 2015)" and "What to do if you suspect a child is being sexually exploited (2012)"

### Sexual exploitation and the law

It is important to understand what is meant by the age of consent (the age at which it is legal to have sex). This is 16 for everyone in the UK. Under the age of 16, any sort of sexual touching is illegal. It is illegal to take, show or distribute indecent photographs of children, or to pay or arrange for sexual services from children. It is also against the law if someone in a position of trust (such as a teacher) has sex with a person under 18 that they have responsibility for.

### Our Ethos and Environment

West Faversham Community Association will always aim to ensure that the environment is conducive to free and open discussion amongst service users and staff. The aim of this environment is to ensure children are comfortable and feel able to express themselves in safety.

### Training

All staff and volunteers (whose work puts them in contact with children), will receive training on the signs of child sexual exploitation, which will be refreshed on an annual basis.

The Lead Practitioners, Designated Safeguarding Lead and Deputy Designated Safeguarding Leads will receive training in child exploitation appropriate and sufficient to enable them to carry out child exploitation training for other staff and volunteers.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

### Vigilance

Those working in childcare settings will ensure they are vigilant in noticing children leaving the setting for short periods of times, leaving early, receiving expensive gifts, or other possible signs of exploitation and in reporting any such concerns without delay.

### Reporting

Any issues or concerns will be reported to the Designated Safeguarding Lead regardless of the amount of evidence. These will then be reviewed by the DSL or DDSL in conjunction with any other information and, where appropriate or necessary to address any immediate risk, these will be referred to Kent Safeguarding Children's Board (KSCB) with reference to the KSCB thresholds.

A case file will be prepared and all the Designated Safeguarding Leads will be made aware of the issue/s in ways that protect confidentiality and the child. Where an imminent risk to a child is identified the police will also be informed.

<sup>1</sup> <http://www.nhs.uk/Livewell/abuse/Pages/child-sexual-exploitation-signs.aspx>

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

## Appendix 3 – WFCA - Missing Children

### Introduction

West Faversham Community Association aims to provide a place of safety and comfort to children and vulnerable adults from the community; it is therefore possible that when in a time of crisis, children and vulnerable people may come to the centre as a place of safety. West Faversham Community Association acknowledges that these situations must be handled sensitively and professionally.

### A child presenting/being found

Should a child present or be found on the property of the Association who staff/ volunteers believe to be a missing child, they will inform the Designated Safeguarding Lead (DSL) who will inform the police and where appropriate, Kent Safeguarding Children's Board.

Wherever possible, a known youth worker or practitioner should make contact with the young person first to ensure they are reassured and encouraged to remain on the premises.

### Young people falling out of contact

Although the services provided by West Faversham Community Association are offered informally with no requirement to attend, staff and volunteers will be expected to raise any concerns they have regarding the non-attendance of any young person.

Additionally, in line with guidance about the signs of child sexual exploitation, youth workers will report any concerns of young people leaving for short periods of time or leaving early from a setting.

### Young people not in education, employment or training (NEETS) falling out of contact

West Faversham Community Association works with 70 NEETs aged 16 - 25. If, in any of the projects being provided, a young person unexpectedly stops attending or making contact, the Association, through the Designated Safeguarding Lead, will make contact with the referral agency for that young person and where appropriate, Kent Safeguarding Children's Board.

### Reports of a child known to West Faversham Community Association, going missing from home or care

Should it be brought to the Associations' attention that a child known to the Association has gone missing from home or from their place of care, the Designated Safeguarding Lead will be informed straight away. The Designated Safeguarding Lead will arrange for a 'building sweep' to be carried out immediately and

then at intervals throughout the day, recognising that the centre may be considered a safe place for many of the young people who use it.

### Child missing whilst in our care

It is our policy to use regular registration procedures throughout the day/session to identify any missing child, to keep the building secure and to act quickly to search the building and its

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

surroundings making effective use of CCTV in the event of a missing child. Parents, carers and where appropriate, the police will be notified after 15 minutes of absence. Please see our policy ‘School Holiday Club – Missing Child’

### Reporting

Staff and volunteers will report any case of a young person going missing straight away to the DSL. In situations where a report is made about a child that has not also or already come in via the police or other official channel, the DSL will decide who should be notified including, where appropriate, Kent Safeguarding Children’s Board, the police or both.

## Appendix 4 - Online Safety of Young People

### Introduction

Internet technology (IT) is now an integral part of children’s lives and provides them with access to a wide range of information and increased opportunities for instant communication and social networking.

<b>WFC A GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

Using the internet can benefit children's education and social development, but it can also present several risks. Children are often unaware that they are as much at risk online as they are in the real world, and parents may not be aware of the actions they can take to protect them.

It is WFCAs policy that the educational and social benefits of the internet should be promoted, but that this should be balanced against the need to safeguard children.

## Risks

**Content** - The internet contains a vast store of information from all over the world which is mainly aimed at an adult audience and may be unsuitable for children. There is a danger that children may be exposed to inappropriate images such as pornography, or information advocating violence, racism or illegal and anti- social behaviour that they are unable to evaluate in a critical manner.

**Contact** - Chat rooms and other social networking sites can pose a real risk to children as users can take on an alias rather than their real names and can hide their true identity. The sites may be used by adults who pose as children in order to befriend and gain children's trust (known as "grooming") with a view to sexually abusing them.

Children may not be aware of the danger of publishing or disclosing personal information about themselves such as contact details that allow them to be identified or located. They may also inadvertently put other children at risk by posting personal information and photographs without consent. The internet may also be used as a way of bullying a child, known as cyberbullying.

**Commerce** - Children are vulnerable to unregulated commercial activity on the internet that could have serious financial consequences for themselves.

**Desensitization** - They may visit sites that advocate extreme and dangerous behaviour such as self-harm or suicide or violent extremism, and more vulnerable children may be at a high degree of risk from such sites. All children may become desensitised to pornography, violence, sex and drug use or self-harm by regularly viewing these online.

**Over use** - Children may also be adversely affected by obsessive use of the internet that may have a negative impact on their health, social and emotional development and their educational attainment.



<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

### Within the context of WFCA

Practitioners have a key role in protecting young people from harm that could be caused by technology, this will be through helping the children they work with to keep themselves safe on-line and dealing with safeguarding issues arising from e-safety incidents.

### Control of access

WFCA will seek to ensuring safe systems are in place through use of safe filtering to block access to unsuitable sites. Young people under the direct care of WFCA will not have unsupervised access to the internet

### Supporting young people's understanding

Practitioners will be able to guide young people on the following areas to help ensure the safety of young people while using the internet;

- the benefits and risks of using the internet
- how their behaviour can put themselves and others at risk
- what strategies they can use to keep themselves safe
- what to do if they are concerned about something they have seen or received via the internet
- who to contact to report concerns
- that they won't be blamed if they report any e-safety incidents
- that cyberbullying cannot be tolerated
- the basic principles of "netiquette" (how to behave on the internet).

WFCA will ensure information on internet safety and links to key support sites are easily available to young people using the internet.

WFCA practitioners will seek to provide guidance to young people on all forms of internet use however a particular focus will be on social networking, and the sharing of images of themselves. This will include ensure older young people have a full understanding of the law around sharing indecent images.

### Working with young people to prevent and respond to cyberbullying

Cyberbullying is defined as the use of IT to deliberately hurt or upset someone. Unlike traditional physical forms of bullying, the internet allows bullying to continue past school

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

hours and invades the victim's home life and personal space. It also allows distribution of hurtful comments and material to a wide audience.

WFCA practitioners will work with young people to ensure they understand that actions they take may be cyberbullying and what to do if they are a victim of cyber bullying.

#### **Non-contact sexual abuse**

Children may also be sexually abused on-line through video messaging such as Skype. In these cases, perpetrators persuade the child concerned to carry out sexual acts while the perpetrator watches/records. The perpetrators may be adults but may also be peers.

In the event of an incident, the child should be taught how to use the CEOP "Report abuse" button (normally displayed on the screen) and parents should contact the police to report the incident. Any reporting of an incident to or suspicion of an incident having occurred by a practitioner will be reported to a DSL with the incident report form.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

## Appendix 5 - Young People and Gangs

### Introduction

WFCA is aware of the growing risk of involvement of young people in the area with Gangs, and risks to the young people associated with this. Addressing concerns arising from a young person's involvement in a gang is a multi-agency issue; partnership working and information sharing are key to safeguarding children and young people at risk of gang-related harm. WFCA will seek to be actively involved in this partnership working to avoid or reduce the impact of harm of children from gangs.

It is important to note that young people can be put at risk by gang activity both through participation in and as victims of gang violence.

Overall, children particularly vulnerable to suffering harm in the gang context are those who are:

- Not involved in gangs, but living in an area where gangs are active, which can have a negative impact on their ability to be safe, health, enjoy and achieve, make a positive contribution and achieve economic well-being;
- Not involved in gangs, but at risk of becoming victims of gangs;
- Not involved in gangs but at risk of becoming drawn in, for example, siblings or children of known gang members; or
- Gang-involved and at risk of harm through their gang-related activities (e.g. drug supply, weapon use, sexual exploitation and risk of attack from own or rival gang members).

Safeguarding should focus on young people who are vulnerable of making the transition to gang involvement as well as those already involved in gangs. Practitioners should be aware of particular risks to young people involved in gangs from violence and weapons; drugs and sexual exploitation.

### Definition of a Gang

Being part of a friendship group is a normal element of growing up and it can be common for groups of children and young people to gather together in public places to socialise. Although some group gatherings can lead to increased antisocial behaviour and youth offending, these sorts of activities should not be confused with the serious violence of a gang.

Defining a gang is difficult, they tend to fall into three categories; Peer Groups, Street Gangs and Organised Crime Groups.

**A Street Gang** can be described as a relatively durable, predominantly street-based group of children who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

A Street Gang will engage in criminal activity and violence and may lay claim over territory (not necessarily geographical but it can include an illegal economy territory); they have some form of identifying structure featuring a hierarchy usually based on age, physical strength, propensity to violence or older sibling rank. There may be certain rites involving antisocial or criminal behaviour or sex acts in order to become part of the gang. They are in conflict with other similar gangs.

**An Organised Criminal Group** is a group of individuals normally led by adults for whom involvement in crime is for personal gain (financial or otherwise). This involves serious and organised criminality by a hard core of violent gang members who exploit vulnerable young people and adult. This may also involve the movement and selling of drugs and money across the country, known as 'county lines' because it extends across county boundaries. Young women and men may be at risk of sexual exploitation in these groups. There is a distinction between Organised Crime Groups and Street Gangs based on the level of criminality, organisation, planning and control, however, there are significant links between different levels of gangs. Activity can include Street Gangs being involved in drug dealing on behalf of Organised Criminal Groups and the sexual abuse of girls by Organised Criminal Groups.

### Gang-Related Activity and Young People

The risk or potential risk of harm to the child may be as a victim, a perpetrator or both - in relation to their peers or to a gang-involved adult in their household. Teenagers can be particularly vulnerable to recruitment into gangs and involvement in gang violence. This vulnerability may be exacerbated by risk factors in an individual's background, including violence in the family, involvement of siblings in gangs, poor educational attainment, or mental health problems.

A child who is affected by gang activity or serious youth violence can be at risk of significant harm through physical, sexual and emotional abuse. Girls may be particularly at risk of sexual exploitation.

Violence is a way for gang members to gain recognition and respect by asserting their power and authority in the street, with a large proportion of street crime perpetrated against members of other gangs or the relatives of gang members.

The specific risks for males and females may be quite different. There is a higher risk of sexual abuse for females and they are more likely to have been coerced into involvement with a gang through peer pressure than their male counterparts.

A recent study of street crime confirms that much of it is primarily concerned with respect and recognition rather than monetary gain. Gang members will sometimes video their

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

offences and post them on websites. While this renders them more vulnerable to prosecution (these sites can be a good source of intelligence), it serves to consolidate their reputation for toughness and hence the 'respect' to which they aspire.

Respect matters to children in relation to gangs because to be 'disrespected' makes a child a target for anyone who wants to make a name for themselves. An act of 'disrespect' that goes unpunished can be perceived as inviting a challenge from rivals within their own gang as well as members of other groups. In certain neighbourhoods, being 'mugged' is often a prelude to a career of street crime prompted by fear as children endeavour to rebuild respect in their social group in the wake of an attack.

Violence is also a way for gang members to gain recognition and respect by asserting their power and authority in the street, with a large proportion of street crime perpetrated against members of other gangs or the relatives of gang members.

### Identification and Risk Factors

There are particular risk factors and triggers that young people experience in their lives that can lead to them becoming involved in gangs. Many of these risk factors are similar to involvement in other harmful activities such as youth offending or violent extremism. There are certain indicators that WFCA practitioners will be trained to be vigilant of and when identified required to act upon:

- Becoming withdrawn from family;
- Sudden loss of interest in school – decline in attendance or academic achievement;
- Starting to use new or unknown slang words;
- Holding unexplained money or possessions;
- Staying out unusually late without reason;
- Sudden change in appearance – dressing in a particular style or 'uniform';
- Dropping out of positive activities;
- New nickname;
- Unexplained physical injuries;
- Graffiti style tags on possessions, school books, walls;
- Constantly talking about another young person who seems to have a lot of influence over them;
- Broken off with old friends and hanging around with a new group;
- Increased use of social networking sites;
- Starting to adopt codes of group behaviour e.g. ways of talking and hand signs;
- Expressing aggressive or intimidating views towards other groups of young people some of whom may have been friends in the past;
- Being scared when entering certain areas;
- Being concerned by the presence of unknown youths in their neighbourhood.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

An important feature of gang involvement is that, the more heavily a child is involved with a gang, the less likely they are to talk about it.

### Support and Interventions

Suspected gang involvement will be reported by practitioners to the Duty DSL using an incident report form, or when minor behaviour changes are observed be recorded through the concerns logging process.

DSL will use the KSCB guidance and threshold document to report any suspected gang involvement, they will also work with the local PSCO to start interventions.

WFCA will seek to provide support to the young people and put in place early help support packages to reduce the risk of further gang involvement, or victimisation by gangs.

<b>WFCA GROUP</b> <b>WEST FAVERSHAM COMMUNITY CENTRE</b> BYSING WOOD ROAD, FAVERSHAM, KENT ME13 7RH		
<b>West Faversham Community Association</b> Registered Company No 07296070 Charity Registration No 1139228	<b>Community Asset Management CIC</b> Registered Company No 11200774	<b>Kent Community Training</b> Registered Company No 10349844

**Author:** J Browning

**Authorised:**

**Issue Date:** 1/2/17

**Effective Date:**

**Issue No:** 2

**Revision date:** 1/3/18

## Appendix 6 – Radio Station

### General Broadcasts

- Presenters will not play material or express views which promote the use of drugs or encourage un-consensual sex or underage sexual activities
- The station will not engage in conversation of a sexual nature
- Explicit material will not be played before 9pm
- All volunteers will undergo basic internal safeguarding training

### Call-ins

- Only when a member of the safeguarding trained team (L2) is present in the studio will call in be taken by those under 18.
- No records will be stored of confidential data relating to young people
- Any broadcasts with a young person on air (call ins) will be delayed and a safeguarding trained team member will be able to halt the broadcasts

### Young people Volunteers

- Any young person volunteer will be accompanied by an adult aged 18+ whom has completed level 2 safeguarding training, hold a DBS and hold a DBS and been approved by the Director of Operations or Head of Community Activities for working with children
- Volunteers without a DBS and WFCA statutory and mandatory training will be allowed in the studio when young people are present in the studio