



SAFEGUARDING POLICY

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Overview:

As a Christian organisation, Rise:61 affirms the belief in the God-given value of every individual with whom we work or have contact. In recognition of God's wholehearted commitment to all, we are committed to treating each individual with value and dignity and aim that none suffers abuse of any kind.

It is the responsibility of each one of us to safeguard children, young people and adults at risk of harm against any form of harm and to report any abuse discovered or suspected. Rise:61 is committed to supporting, resourcing and training all those who work with children, young people and adults at risk of harm across our projects.

Rise:61 have entered a partnership with the safeguarding charity Thirtyone:eight as a demonstration of our commitment to safeguarding. This partnership enables us to gain both up-to-date, expert understanding from a national level and to provide the same level of support and guidance to our local projects.

There are a number of additional policies and guidance documents referred to within this policy which are available from the Rise:61 office. Please contact safeguarding@rise61.org for further information.

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Organisational Details

Name of Organisation: Rise:61

Office Address: St. Michaels Community Centre, St. Michaels Road, Salisbury, SP2 9LE

Tel No: 07471 234764

Email address: hello@rise61.org

Charity Number: 1158086

Part One: Safeguarding Policy

Introduction

Rise:61 is committed to the prevention of abuse and the appropriate handling of suspicions or concerns regarding the abuse of children, young people and adults at risk of harm. We recognise that each individual worker (employed staff, volunteer or trustee) is responsible for ensuring everyone in their care is kept safe from harm and any concerns regarding the infliction of harm or the failure to prevent harm are reported appropriately.

Rise:61 will ensure that children, young people and adults at risk of harm in our care are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Duty of Care

According to the Children's Act 1989 and 2004 parents are seen as having sole responsibility for their child. However, when children or young people attend groups and activities the parents hand over some of their responsibilities to us. These responsibilities can be best understood in the light of section three (3.5) of Children's Act (1989) where it states that a person who does not have parental responsibility for a child but does have a duty of care for that child and should therefore 'do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare.'

Rise:61 ensures that staff and volunteers demonstrate reasonable care by ensuring good implementation of this and other relevant policies, the outworking of which include (but are not limited to):

- Risk assessments completed for all activities,
- Consent and medical forms completed for every young person in the activity,
- Appropriate adult to child ratios in place,
- Safe recruitment of all staff and volunteer team,
- Systems in place for reporting concerns,
- Health and safety policy in place with building and equipment kept well maintained.

The responsibilities conferred onto a youth or children's worker are those that are derived from civil law and are known as the legal duty of care. The courts have interpreted this to mean the duty (as opposed to authority) to act as a careful parent would.

Our duty of care starts when a young person arrives at an activity and until they leave. When our activities are taking place within a designated building or place of worship we recognise the need to keep the child there until the time agreed for the activity to end with parent/guardian, we will then keep the child with us until they have been collected by their parent/guardian. If we are unable to do this then we will inform the parents immediately and maintain contact with the child as we are responsible for them for that time period. We will only let them walk home themselves if we have permission for them to do so by their parents.

If the activity is taking place outdoors then we consider it a 'drop-in' as the children are able to come and go as they please. We will make a note of who takes part in the activity and will only let them regularly attend if we have written

consent from their parents. Any new children will be asked to take a parental consent form home to their parents to be filled in for the next time they attend. If they live locally we will encourage them to do this immediately but if not we will take their name and a contact number for their parents as well as any medical conditions they may have. We will only let them have food if they have had a parental consent form filled in.

At Rise:61, any young person must have written consent to attend an on-site activity (see [Link A](#)). If we have not acquired this, a phone call to a parent is sufficient until written consent is gained. All young people must fill in a registration form on arrival including emergency contact details and sign up to the behaviour pledge.

The duty of care also extends to young people's property, if a team member agreed to look after a young person's phone while they played dodgeball then liability can arise if the phone is lost or stolen. This also applies to property which is confiscated.

Where there is a breach of duty of care then there is a possibility of a legal action for negligence and the individual worker who was negligent may be sued and held personally liable for any damages. Employers can also be held vicariously liable for the actions of their employees and volunteers. Hence the need for Employers and Public Liability Insurance which Rise:61 has in place and renews annually ensuring appropriate cover for children and youth activities.

A. Responding to an Allegation or Suspicion of Abuse

Rise:61 follows the processes found in the Wiltshire Safeguarding Vulnerable People Partnership, which is found in [Link D](#) and also explained in more detail below.

1. What to do if you are worried a child is being abused or neglected?

If a child, young person or adult at risk of harm **discloses abuse or neglect** to a Rise:61 worker, they should follow the following steps:

Listen & Inform

- Listen to them without interrupting
- Take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Record

- immediately write down what was said by the child and yourself to the best of your memory; note anything else about the child which is connected i.e. visible injuries, demeanour of the child e.g. crying, withdrawn; keep the record safe

Report

- Contact the Safeguarding Lead immediately or their deputy
- Completing the Safeguarding disclosure form found in [Link B](#).

Advice

- If in doubt seek advice

If you have **concerns about a child's welfare** then you should:

- Complete the Safeguarding Concern Form, found in [Link C](#)
- Inform the Safeguarding lead or their deputy

If there is a suspicion or allegation of abuse by the Designated Safeguarding Lead, you should contact their Deputy or the Trustee Responsible for Safeguarding.

If a child needs immediate medical attention or immediate protection you should call 999 and then inform the Designated Safeguarding Lead.

The absence of the nominated safeguarding leads should not delay referral of the allegation to the relevant bodies. Therefore, if for some reason, the Designated Safeguarding lead/Deputy Safeguarding lead and/or the Trustee Responsible for Safeguarding within the Trustee Board are all unavailable then the individual should take action

themselves (in accordance with their training and following the process detailed here). They should continue to make every effort to contact the Designated Safeguarding lead as the process develops.

2. What will the Designated Safeguarding Lead or their Deputy do?

They will:

- consider further actions required, including consultation with MASH (number below) or seeking advice from thirtyone:eight (number below)
- record in writing the discussions, decisions and reasons for decisions
- keep the Trustee with Safeguarding Responsibility informed

If a referral is not required the Designated Safeguarding Lead will oversee relevant action, e.g. pastoral support, and/or early help assessment and monitor the situation locally. If the concern continues the Designated Safeguarding Lead will contact MASH to make a referral.

Where concerns do not meet the threshold for intervention by Social Services, yet there are additional and unmet needs the Designated Safeguarding Lead will consult with relevant agencies and undertake an Early Help CAF and Team around the child meetings where appropriate. For more information, see this [Early Help CAF Leaflet](#).

If there is a suspicion or allegation of abuse by a paid worker, volunteer or trustee of RISE:61, then the Designated Safeguarding lead will inform the Local Authority Designated lead for Allegations (LADO) within one working day. The Trustee with Safeguarding Responsibility within the Trustee Board will also be informed. The LADO will consider the facts and decide on the next course of action after consultation with other multi-agency parties. This could be doing an internal investigation if the allegation threshold is not met or if it is met involving other agencies to investigate it. During the course of the enquiry it is recommended that the staff or volunteer concerned is not involved in face to face children or youth work and that they take a period of special leave during which salary continues to be paid. If the enquiry is not concluded within a month or two this action may need to be reassessed. RISE:61 staff and volunteers must report any allegation made about themselves or others to their supervisor or his/her delegated representative.

3. What will MASH do?

They will

- Acknowledge receipt of the referral
- Decide on next course of action (within 1 working day)
- Provide feedback decision to referrer (e.g. further assessment including: strategy discussion/child protection enquiries; no further action required for children's social care and early help assessment/CAF recommended; referral to other agency for service provision).

Important Numbers

Multi-agency Safeguarding Hub (MASH) 0300 456 0108 mash@wiltshire.gcsx.gov.uk

Out of Hours Emergency Duty Service: 0300 456 0100 (5pm to 9am weekdays; 4pm Friday to 9am Monday)

If a child is in immediate risk, dial **999** and ask for police assistance.

For advice:

We have a subscription to service provider 'thirtyone:eight' who provide a 24-7 safeguarding helpline:

Tel: 0303 0031111

Available for RISE:61 to consult with if helpful and/or necessary (but not official partnership):

Diocesan Safeguarding Team

Visit: <https://www.salisbury.anglican.org/parishes/safeguarding>

Email: safeguarding@salisbury.anglican.org

Mon – Tue (8am-9pm) & Wed (8am-1pm)

Wed (1pm-9pm), Thur & Fri (8am-9pm)

Suzy Fatcher (Diocesan Safeguarding Adviser)

Jem Carter (Safeguarding Adviser)

Tel: 07500 664800

Tel: 07469 857888

All of the relevant contact numbers will be made available to team members via the safeguarding page on the website, safeguarding poster (on display during sessions) and in the volunteer handbook.

4. Role of the Safeguarding leads

The role of the safeguarding lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. It is not the role of the Safeguarding lead, or anyone within Rise:61, to investigate allegations and concerns, unless directed to do so by the relevant statutory agency or advised by Thirtyone:eight to explore and gather more information. A written record of the concerns, observations or disclosure should be made as soon as practically possible (ideally within 1 hour) in accordance with these procedures and kept in a secure place. The date, time, location and people present should be included in the written record. Our reporting forms can be found in [Link B](#) and [Link C](#). Paper copies of the recording forms will be available to team members in the activity box. However it is preferable to use the electronic version. The disclosure form is accessed via the safeguarding page on the website, The concern form is accessible on our Shared Drive. Both are saved directly into our secure safeguarding team folders

a.) DBS Referrals

Where there is a proven allegation against a worker (employed staff, volunteer or trustee), there is a requirement under law to make a referral to the DBS who manage and maintain the lists of people barred from working with children, young people and adults at risk of harm. We have a duty to ensure that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups. The duty is upon us as a 'regulated activity' provider, which includes churches and other voluntary organisations. They must be informed by way of a referral where the 'employer' (of a paid or volunteer worker) withdraws permission for an individual to be engaged in the relevant activity, or would have done so had that individual not resigned, retired, been made redundant, or been transferred to a position which is not regulated or controlled. The referral should be made when the organisation has obtained sufficient evidence and, where appropriate, has consulted with the relevant statutory designated lead. Further information and advice is available from Thirtyone:eight on 0303 003 1111.

b.) Charity Commission Notification

Any serious safeguarding incident involving a Rise:61 worker must also be reported to the Charity Commission by the Designated Safeguarding lead or Trustee Responsible for Safeguarding. They have a duty to report what happened and explain how this was handled, even if you have reported it to the police or another agency. Further guidance can be obtained from the Charity Commission. This applies to where the incident relates to a worker whether employed or a volunteer.

B. Prevention of Abuse

1. Regular Safeguarding Meetings

Rise:61 recognises the important role team communication and collaboration plays within safeguarding and as a result holds monthly meetings where we review and discuss our safeguarding processes and make any changes needed. This is also a space where we review any concerns within the staff team so that we can ensure we are getting a full picture of how a child or young person is and act on this accordingly. Notes and actions are recorded.

2. Safer Recruitment of Staff and Volunteers

Having in place robust practices surrounding the recruitment of staff and volunteers; including trustees, is an essential element in our safeguarding arrangements. These help to deter, detect and prevent those we would wish not to be working with children, young people and adults at risk of harm from doing so at the earliest point. Rise:61 will ensure all staff and volunteers are appointed and supervised in accordance with safe recruitment policy and guidelines. It is advised that suitable questions around safeguarding should be asked as part of the interview process.

Specific guidance on recruitment practice can be found below:

The following procedures will be adhered to when appointing **paid workers** who will work with children.

- When a vacancy is advertised it should reference our safeguarding policy and our commitment to safeguarding and mention the need for the successful candidate to have a DBS check.
- Applications should be scrutinised and any discrepancies/anomalies/gaps noted to explore at interview

- Criminal record self disclosure – with explanation or links to filtering rules and spent / unspent and signposts to impartial advice - sent to shortlisted candidates and to be returned prior to interview date
- Interview arrangements – at least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards.
- Interview – explores applicant’s suitability for work with children as well as suitability for the requirements of the post.
- Any self-disclosed criminal history or issues of suitability – check information would not be filtered / protected, discuss context with candidate at interview, record what was discussed, seek additional advice if necessary
- Identity, right to work, qualifications should be checked within a week of offering a role to a candidate
- Conditional offer of employment made on condition of satisfactory references and identity documentation
- References - receive and check (if not obtained and scrutinised previously) any issues are clarified with referee and/or candidate
- DBS Certificate – Apply for relevant level of DBS check, which will be sent back to the applicant. Applicant should then present the original certificate to the recruiting manager. The recruiting manager should make a note on the Single Central Record of the date it was seen by them. Any disclosed information relevant to suitability should be compared with the self-disclosure. For applicants who are signed up to the DBS update service, permission must be sought from the candidate to view the certificate by the recruiting manager. If it isn’t at the appropriate level or the disclosure details have changed, a new DBS must be obtained.
- Barred list check – check the candidate is not barred from taking up the post (this check should only be undertaken for those working in regulated activity, more guidance at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf) or disqualified from childcare – (for relevant posts only) go to <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006> for more guidance on who is bound by the disqualification rules
- They should have the safeguarding policy explained to them and sign a declaration stating they understand and will follow them
- A successful applicant can be allowed to work under close supervision whilst waiting the result of the DBS check so long as a written reference has been obtained.
- All staff will receive regular training in child protection.

The following procedures will be adhered to when appointing **volunteers and trustees**.

- Volunteers should complete an application form which gives their full name, current address, date of birth and details of their skills and experience alongside criminal record self disclosure – with explanation or links to filtering rules and spent / unspent and signposts to impartial advice
- Previous experience of working with children should be explored and the name of at least one referee should be obtained
- This reference should be taken up in writing or over the phone. References will be received and checked (if not obtained and scrutinised previously) any issues are clarified with referee and/or candidate
- DBS Certificate – Apply for relevant level of DBS, which will be sent back to the applicant. Applicant should then present the original certificate to the recruiting manager. The recruiting manager should make a note on the Single Central Record of the date it was seen by them. Any disclosed information relevant to suitability should be compared with the self-disclosure. For applicants who are signed up to the DBS update service, permission must be sought from the candidate to view the certificate by the recruiting manager. If it isn’t at the appropriate level or the disclosure details have changed, a new DBS must be obtained.
- They should have the safeguarding policy explained to them and sign a declaration stating they understand and will follow them
- They should be given a ‘role description’ explaining their role and responsibilities.
- A volunteer can be allowed to work under close supervision whilst waiting the result of the DBS check so long as a reference has been received.
- Volunteers will be given training in child protection.

The following procedures will be adhered to when appointing **one-off volunteers** who will work with children.

- One-off volunteers undertaking tasks for RISE:61 will be subject to the same procedure as volunteers stated above. This requirement may be waived if the person is known to RISE:61 and will not have unsupervised access to young people in the course of the task.
- ‘Known to RISE:61’ means that at least two people who are staff, volunteers or people who have significant connections with RISE:61 could, if asked provide references for the person. One-off applies to volunteers giving not more than one day’s time a year, over a maximum of three occasions. Once someone is volunteering with RISE:61 on a regular basis, ‘regular’ meaning annually more than one day’s time or three occasions, then they will be subject to the RISE:61 guidelines for volunteers in this document.

All new volunteers and staff will be subject to a six month probationary period, upon completion a review will be completed to confirm suitability on both sides.

Rise:61 is not responsible for the selection, approval or appointment of those working with children or young people in any affiliated organisation or group. These groups and organisations are responsible for appointing people to work with children and young people according to their own policies for protecting children and young people.

3. Guidance on Recruiting Workers with a Criminal Record

If there is evidence that an applicant for a role has a criminal record, either through self-disclosure or through the DBS check, or it comes to light that a current worker or volunteer has a previously undisclosed criminal record, then the following guidelines outline the relevant process.

a.) Context

Data Protection Act 2018, The Police Act 1994, the Rehabilitation of Offenders Act 1974 and the ROA (Exceptions) Order 1975 will apply. As Rise:61 we recognise that gaining employment is an essential part of successful individual rehabilitation and that failure to secure employment or meaningful volunteer opportunities can be a key reason for re-offending. Consideration must be given as to whether Rise:61 is an appropriate place for this rehabilitation for each individual. It is unlikely that any policy can cover all of the circumstances which may arise, but the intention is to ensure equal opportunity and fairness to all prospective members of staff and volunteers.

b.) Recruitment and Employment

Offers of work will be based primarily on the person's ability to undertake the tasks as stated in the job or role description. The nature of any criminal conviction will be considered as to its relevance to the work in question and will not of itself be a reason for non-employment. An assessment will be carried out by the Trustees. Risks will be assessed and consideration given to not allowing a risk to be knowingly imposed on any of those whom Rise:61 is serving, or on other staff or volunteers. An examination of the circumstances and events leading to an offence will be considered, as will repeat offences and the time since an offence took place. Careful attention will be given to relevant references and advice sought from appropriate agencies, taking into account the requirements outlined below. When there is an offence relating to children, young people or adults at risk of harm, or there is a known or suspected risk, Rise:61 will undertake a risk assessment (*please refer to appendix B for a sample risk assessment*) and agree appropriate action to mitigate any risks. For existing workers, this may involve removing the person from the relevant activity, either temporarily or permanently. Alternatively, Rise:61 reserves the right to supervise the individual concerned, if any known risk is assessed as manageable and will set boundaries for that person, which they will be expected to keep. This may involve the use of behavioural supervision agreements. Whatever action is taken, appropriate pastoral care will also be offered.

c.) Requirements

Information contained in a Disclosure or obtained from an individual about a criminal record will be treated in strict confidence and on a need-to-know basis in accordance with The Disclosure and Barring Service code of practice and GDPR. Disclosures from applicants for a role will be kept securely retained for no longer than six months from the date they were received, and disposed of securely. Information on spent convictions will be asked only of those who are applying for work which allows exempted questions under the Rehabilitation of Offenders Act. Applicants who wish to submit confidential information concerning any criminal convictions will be encouraged to do so separately from the application form, sent to the Trustee responsible for Safeguarding or other nominated person.

d.) Decision

The decision to employ someone with a criminal record is the legal responsibility of the trustees. Consideration should be given to any and all possible risks and how these can be minimised or excluded, including:

The length of time since the conviction

The severity and nature of the offence(s)

Whether there was a repetition of offences

All and any potential risks

Evidence of rehabilitation

4. Training and Supervision

Training

Rise:61 is committed to on-going safeguarding training for all workers, including trustees; developing a culture of awareness of safeguarding to help protect everyone. All workers receive online safeguarding training through the Wiltshire training portal during their induction period. This will be updated every 3 years and supplemented by regular

in-person training. Workers involved in recruitment and management will also receive appropriate training which includes safeguarding considerations. Appropriate evidence of training in safeguarding will be detailed to trustees annually as part of an annual cycle of review of policy and practice.

DBS checks

All staff and volunteers who have regular, unsupervised contact with children must hold a current satisfactory Enhanced DBS disclosure with children's barred list check. This DBS check is redone within 3 years and staff understand that they must disclose without delay, anything that may appear on future DBS certificates.

Supervision of Staff and Volunteers

Rise:61 commit to ensuring all staff and volunteers are appropriately line managed and/or supervised by a named individual who arranges regular meetings. This is critical to the cycle of review and to ongoing development in all areas, not just safeguarding. Part of the role of the line manager/supervisor is to ensure all training needs are met and that those they supervise have understood their responsibilities with regard to safeguarding and are able to raise any concerns or suspicions appropriately. The Line Manager/supervisor should also be aware of each worker's performance in their role and their approach to personal relationships with the children, young people and adults at risk of harm in their care. It is expected that each Line Manager/Supervisor will regularly observe the worker in their role. They should also keep a written record of supervision meetings and ensure any concerns or training needs are addressed. Evidence of training attended should be kept. Appropriate evidence should be presented to trustees as part of an annual cycle of review which demonstrates good working practice in this area.

5. Whistle-blowing *(for more information see Rise:61 Whistleblowing Policy)*

In addition to effective management of allegations against staff, there is a mechanism in place for staff and volunteers to raise legitimate concerns (e.g. improper actions or omissions) about other workers. This is known as 'whistleblowing'. The reporting principles of which are contained in the Public Disclosure Act 1998 which gives legal protection to workers against being dismissed or penalised as a result of disclosing certain legitimate concerns. The policy is designed so that workers can raise safeguarding or other concerns internally and at a high level. It is not necessary for the worker to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. The worker has no responsibility for investigating the matter - it is Rise:61's responsibility to ensure that an investigation takes place.

Individuals are encouraged to put their name to any disclosures they make. Concerns raised anonymously are less credible but will still be considered at the discretion of Rise:61. If told not to raise or pursue wrongdoing, even by a person in authority such as a manager, employees should not agree to remain silent. They should report the matter to their line manager, supervisor or designated trustee. Rise:61 upholds the importance of creating and working in a culture which encourages individuals to feel safe, open and transparent.

There may also be occasions when a worker has a personal difficulty which they know to be impinging on their professional competence. Workers have a responsibility to discuss each situation with their line manager or supervisor so professional or personal support can be offered. Confidentiality cannot be guaranteed where personal difficulties raise concerns about the welfare and safety of children, young people or vulnerable adults.

6. Pastoral Care – supporting those affected by abuse

Rise:61 is committed to offering pastoral care to all those affected by abuse. This may be young people or those working within the organisation as employees, volunteers or trustees who have been personally affected by abuse in the past or have been involved in dealing with abuse in some form as part of their current role. In offering pastoral care, we seek to work with each individual to provide the most appropriate support, working with an individual's home church if applicable and any local contacts, including relevant statutory agencies.

Support may be provided in a variety of ways including through personal contacts, local clergy or other church connections, pastoral care teams, through counselling agencies, specific Safeguarding services or any other possibilities. The main aim is to ensure that no-one feels isolated because of their experiences, and no one is left to deal with difficult feelings or stress because of the safeguarding aspects of their role within Rise:61.

7. Information Sharing

Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults. A key factor identified in many Child Safeguarding Practice Reviews (CSPR's) and Safeguarding Adults Reviews (SARs) has been a failure by practitioners to record information, to share it, to understand its significance and then take appropriate action. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard

children or adults at risk of abuse or neglect. Rise:61 staff and volunteers should not assume that someone else will pass on information which may keep a child, young person or adult safe. They should use their professional judgement when making decisions on what information to share and when and if in doubt seek advice.

The most important consideration is whether sharing information is likely to safeguard and protect a child, young person or adult at risk. The Seven Golden Rules of Information Sharing are:

Data Protection legislation is not a barrier to sharing information - Remember that the Data Protection Act 2018 / GDPR and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

Be open and honest - about information sharing with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

Seek advice from other practitioners - If you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

Share with informed consent where appropriate - and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.

Consider safety and well-being - Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

Share information necessary, proportionate, relevant, adequate, accurate, timely and secure way - Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

See **Appendix A** for our Information Sharing Flowchart which helps to work out where information sharing is appropriate..

8. Categories of Abuse

Abuse is any form of maltreatment of a child, young person or vulnerable adult and includes somebody inflicting harm or failing to act to prevent harm. Abuse may take place in any context; a family setting, an institution or a community setting and may involve someone known to the child or may involve a stranger. Abuse may be perpetrated by an individual or by a group and may be by an adult or by another child or children.

Statutory Definitions

Although the statutory definitions of abuse vary slightly in England, Scotland and Wales, the following are broad definitions on which we base this policy.

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexting is another form of sexual abuse and refers to the sending of sexually explicit messages or images usually between mobile phones. Sexting is now a criminal offence. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.
- tend to a child's basic emotional needs.

Abuse and Additional Needs

Additional needs covers a wide range of disabilities and impairments, including but not limited to moderate, severe, profound and multiple learning disabilities; physical or visual impairments; deafness; autism and autistic spectrum needs, physical or mental health needs; speech, language and communication needs and behavioural, emotional and social development needs. This range of needs have a different impact on each individual child and their experience of disabling barriers. Any one child's experience of their impairment will be unique to them.

Research consistently shows that disabled children and young people are more likely to experience abuse (NSPCC 2018) and specifically more likely to experience multiple kinds of abuse and multiple episodes of abuse. The increased risk applies to disabled children in all impairment groups and all forms of abuse.

One of the factors that places disabled children at higher risk is that they may have less access to services and support which would otherwise protect them. Consideration needs to be given of any barriers to communication and sense of isolation they may have, either as a result of their needs or as a consequence of our own attitudes or assumptions. Consideration needs to be given to appropriate training for all workers engaging with children and young people with additional needs to ensure there are no ongoing skills gaps or any lack of awareness.

In implementing this policy and our safeguarding procedures, Rise:61 seeks to ensure that specific consideration is given to those with additional needs and to ensure that our services and safeguarding support is accessible in ways appropriate to all, regardless of any disability or impairment. Consideration should also be taken to children with sensory needs such as hearing or visual impairment.

Specific Contexts

Criminal exploitation and gangs

Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes. The word 'gang' means different things in different contexts, the government in their paper 'Safeguarding children and young people who may be affected by gang activity' distinguishes between peer groups, street gangs and organised criminal gangs.

- Peer group - A relatively small and transient social grouping which may or may not describe themselves as a gang depending on the context.
- Street gang - "Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity."
- Organised criminal gangs - "A group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most crime is their 'occupation.'"

It's not illegal for a young person to be in a gang – there are different types of 'gang' and not every 'gang' is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime. County Lines is the police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines". Children as young as 12 years old have been exploited into

carrying drugs for gangs. This can involve children being trafficked away from their home area, staying in accommodation and selling and manufacturing drugs.

Dangers of criminal exploitation or gang involvement are wide ranging, including being subject to threats, blackmail and violence; being exploited and forced to commit crimes; not being able to leave or cut off ties with the gang, risk of emotional abuse, physical harm, rape and sexual abuse.

Self-harm .

Can take a number of forms, including but not limited to overdoses, cutting and the misuse of drugs or alcohol. Local Safeguarding Children Boards vary in their approach to deliberate self-harm, as some will see it as part of a wider mental health issue and not in itself a form of abuse whilst others will look at the motivating factors to establish whether there is any underlying abusive cause or whether this amounts to self-abuse. It is appropriate to discuss incidents of self-harm with Thirtyone:eight and the local authority children's social care team. Further advice can also be obtained from child and adolescent mental health services (CAMHS), a local general practitioner (GP) and, sometimes, from direct access counselling services.

Domestic Abuse (including Coercion and Control) is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over, who are or have been intimate partners or family members, regardless of gender or sexuality. This can encompass but is not limited to psychological, physical, sexual, financial or emotional abuse. If there are children in the household, they are witnesses to the abuse and then they are also considered to be emotionally abused, whether or not they are in the same room as any threatening behaviour:

- Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
- Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (see below) and forced marriage (see below), and it is clear that victims are not confined to one gender or ethnic group.

Relationship Abuse

Relationship abuse is unacceptable behaviour between two people. You don't have to be an 'official' couple to experience abuse and it doesn't matter what your relationship looks like; gay, straight or bi, or whether you're a girl, boy or have another gender identity. It isn't always physical, it can be emotional and sexual abuse too. If your relationship leaves you feeling scared, intimidated or controlled, it's possible you're in an abusive relationship.

Female genital mutilation (FGM)

FGM is the ritual cutting or removal of all or some of the external female genitalia. It is a criminal offence in the UK and any suggestion that it is being sought or has been carried out should be referred using the process outlined in this policy.

Child trafficking

Child trafficking is transporting children across national borders, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Such children may speak little English. The police should be contacted immediately if a member of staff or volunteer comes across such a child.

Child sexual exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused. Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups. CSE can happen in person or online. An abuser will gain a child's trust or control them through violence or blackmail before moving onto sexually abusing them. This can happen in a short period of time. Once an abuser has images, video or copies of conversations, they might use threats and blackmail to force a young person to take part in other sexual activity. They may also share the images and videos with others or circulate them online. Children or young people might be invited to parties or gatherings with others their own age or adults and given drugs and alcohol. They may be assaulted and sexually abused by one person or multiple perpetrators. The sexual assaults and abuse can be violent, humiliating and degrading..

Forced marriage and honour-based violence

Disclosures of actual or possible forced marriage should not be treated as simply a family matter or be disclosed to other family members, but should be referred to the relevant statutory agencies.

Radicalisation

Radicalisation in this context is the process by which a child, young person or vulnerable adult comes to support extremist ideologies which may be associated with terrorist groups, or other forms of fundamentalist teaching within faith groups which is deemed to have potential for abuse or risk from harm. Every local authority has a dedicated police lead or team to deal with concerns and to assess whether the criteria for intervention is met.

Complex (organised or multiple) abuse

This is abuse which involves one or more abusers and a number of children. The abusers may be acting in concert, or in isolation, or may be using an institutional framework or position of authority to abuse children. The internet may also be used.

Bullying or cyberbullying

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone. You might see evidence of physical injuries, including unexplained bruises, being afraid to go to school or other activities, asking for or stealing money, problems with eating or sleeping.

Grooming

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

Children and young people can be groomed online, in person or both – by a stranger or someone they know. This could be a family member, a friend or someone who has targeted them – like a teacher, faith group leader or sports coach. When a child is groomed online, groomers may hide who they are by sending photos or videos of other people. Sometimes this'll be of someone younger than them to gain the trust of a "peer". They might target one child online or contact lots of children very quickly and wait for them to respond. A groomer can use the same sites, games and apps as young people, spending time learning about a young person's interests and use this to build a relationship with them. Groomers might also try and isolate children from their friends and family, making them feel dependent on them and giving the groomer power and control over them. They might use blackmail to make a child feel guilt and shame or introduce the idea of 'secrets' to control, frighten and intimidate. It's important to remember that children and young people may not understand they've been groomed. They may have complicated feelings, like loyalty, admiration, love, as well as fear, distress and confusion.

PART TWO Best Practice Guidelines

Introduction

The following provides specific guidance about expectations for those who work as staff and volunteers for Rise:61 with children and young people. The overriding principle of working safely in this context is that workers should take every opportunity that is reasonable to ensure that their actions do not cause harm, or fail to prevent harm, or provide opportunity for misunderstanding, misinterpretation or unnecessary allegations to be made. In doing so, the following guidance should be followed.

(Note: 'Workers' refers to all those who work with and have contact with children, young people and adults at risk of harm through the activity of Rise:61. This includes staff, trustees and all volunteers.)

1. Position of Trust and Expected Behaviour

As a result of their role, all those working with children, young people and adults at risk of harm are in 'positions of trust' in relation to those in their care. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship. Workers should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others.

It is unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop with a child, young person or adults at risk of harm for as long as the relationship of trust continues. This can be achieved by staff and volunteers respecting boundaries and privacy of those being cared for, knowing how to deal with issues of discipline appropriately and developing an awareness of issues related to equality, inclusion and additional needs. Any incident, behaviour or attitude that has potential to be misinterpreted or which could lead to a breach of trust should be reported at the earliest opportunity.

All workers have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work. There may be times when a worker's behaviour, or actions in their personal life, come under scrutiny because their behaviour is considered to compromise their position or indicate an unsuitability to work with children or young people. The behaviour of a worker's partner or other family members may raise similar concerns and require careful consideration by an employer as to whether there may be a potential risk to children and young people in the workplace. All workers and trustees will have signed the Rise:61 Code of Conduct which can be accessed from the office.

2. Record Keeping and Data Protection

Workers may have access to personal or sensitive information about children and young people in order to undertake their responsibilities. These details must be kept confidential at all times and only shared when it is in the interests of the child to do so. Such information must not be used to intimidate, humiliate, or embarrass the child or young person concerned. If a worker is in any doubt about whether to share information or keep it confidential he or she should seek guidance from their manager or Safeguarding lead. Any actions should be in line with the Rise:61 Data Protection Policy. Trustees should provide clear advice to staff and volunteers about their responsibilities under this legislation. Whilst workers need to be aware of the need to listen to and support children and young people, they must also understand the importance of not promising to keep secrets. Neither should they request this of a child or young person under any circumstances.

Records of contact with children, young people and adults at risk of harm will be kept for every activity in accordance with the Data Retention Policy of the organisation. The record should cover the number of children, young people and adults at risk of harm in attendance; the activities done or the issues covered in conversation; and any unusual events (e.g. fire alarms, unexpected guests, behaviour incidents). These records safeguard children, young people and adults at risk of harm and also all workers.

Every child, young person, adult at risk of harm, parent or carer should be able to view what is recorded about them. This information will be kept in a way that does not breach the confidentiality of an individual. Whilst it is important to observe data protection requirements, safeguarding is always the priority. Information about the prevention and detection of crime is exempt from Data Protection requirements. It may, therefore, be inappropriate to release

information to a parent that has been disclosed by a child, young people or adults at risk of harm, without first consulting the statutory agencies.

Information of a sensitive nature (e.g. a child/ young person/ adult at risk of harm disclosing abuse) will need to be kept separately in a secure place and recorded using a report form. However, a cross reference could be recorded along the lines of "Jenny spoke to Bill tonight - see separate note in her file".

3. Social Contact

Social contact and communication between workers and children, young people or adults at risk of harm, in whatever form, should take place within clear and explicit professional boundaries.

Workers should not request or respond to personal information from a child or young person, other than that which is appropriate as part of their professional role. Workers should ensure that all communications are transparent and open to scrutiny and should also be clear in their approach to communication, so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details (including e-mail, home or mobile telephone numbers) to any child, young person or adults at risk of harm, unless the need to do so is agreed in advance with their management and parents/carers. Communications outside agreed protocols may lead to disciplinary and/or criminal investigations.

Where social contact is an integral part of work duties, care should be taken to maintain appropriate personal and professional boundaries. This also applies to social contacts made through interests outside of work or through the worker's own family or personal networks. All contacts established or continued with children, young people or adults at risk of harm outside of the normal work environment should be open and transparent, with appropriate caution for safe working practices being adopted.

This means that workers should:

- *ensure that all contact with children, young people or adults at risk of harm is transparent and open to scrutiny and therefore have no secret contact or private communication*
- *consider the appropriateness of all their contacts and communication, according to their role and nature of their work*
- *maintain appropriate levels of accountability in relation to their contact with children, young people and adults at risk of harm and advise management of any social contact they have which may give rise to concern*
- *report and record any situation, which may place anyone at risk or which may compromise the organisation or their own role or standing*

4. Appropriate Relationships

a.) Gifts, Rewards and Favouritism

It is acknowledged that there are specific occasions when workers may wish to give a child or young person a personal gift. The giving of gifts or rewards to children, young people or adults at risk of harm should be part of an agreed plan for supporting positive behaviour or recognising particular achievements. Workers need to be aware that the giving of gifts can be misinterpreted by others as a gesture either to bribe or 'groom' a young person. Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Care should also be taken to ensure that workers do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. There are occasions when children, young people or parents wish to pass small tokens of appreciation and this is acceptable. However, it is unacceptable to receive gifts on a regular basis of any significant value.

b.) Infatuations

Occasionally, a child, young person or adults at risk of harm may develop an infatuation with someone who works with them. Workers should deal with such situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach and they are transparent and accountable. A worker who becomes aware that a child or young person is developing an infatuation should discuss this at the earliest opportunity with a manager so that appropriate action can be taken to avoid any hurt, distress, misunderstanding or embarrassment. Such concerns should be reported and recorded with an agreed plan of action implemented to ensure professional boundaries are maintained.

c.) Sexual Contact and Relationships

All workers should clearly understand the need to maintain appropriate boundaries in their work with children and young people. Intimate or sexual relationships between workers and children or young people will be regarded as a grave breach of trust and a matter of gross misconduct. This includes contexts in which the worker and the young person are close in age. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is always unacceptable, due to the breach of trust and the nature of the worker's position of power. Any sexual activity between an adult and a young person under the age of consent is also a criminal offence.

This means that workers should NOT:

- *have any form of intimate relationship with a child, young person or adults at risk of harm*
- *have any form of communication with a child/young person or adults at risk of harm in their care which could be interpreted as sexually suggestive or provocative*
- *make sexual remarks to, or about a child/young person or adults at risk of harm*
- *discuss their own sexual relationships with or in the presence of children/young people or adults at risk of harm*

5. Physical Contact

Not all children and young people feel comfortable about physical contact. Permission should be sought from a child or young person before physical contact is made. Where the child is very young, there should be a discussion with the parent or carer about what physical contact is acceptable and/or necessary.

a.) General Principles

When physical contact is made with a child, this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. However, physical contact should never be secretive, or for the gratification of an adult, or represent a misuse of authority. If a worker believes that their action could be misinterpreted, or if an action is observed by another as being inappropriate or possibly abusive, the incident and circumstances should be reported to the manager as outlined in the Safeguarding Policy and parents/carers should also be informed in such circumstances. Workers should always be prepared to report or explain their actions and accept that physical contact will be open to scrutiny.

Where a child seeks or initiates inappropriate physical contact with an adult, the situation should be handled sensitively and care taken to ensure that contact is not exploited in any way. Careful consideration must be given to the needs of the child and advice and support given to the worker concerned.

b.) Activities that may require Physical Contact

In some contexts, workers will have to initiate some physical contact with children, for example in sporting, drama or other physical activities. This may be to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury. Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. Contact should be relevant to their age or understanding and workers should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

This means that workers should:

- *Treat children with dignity and respect and avoid contact with intimate parts of the body*
- *Where appropriate explain the reason why contact is necessary and what form that contact will take*
- *Seek consent of parents where a child or young person is unable to do so because of a disability*
- *Consider alternatives, where it is anticipated that a child might misinterpret any such contact*
- *Be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact*

c.) Managing Challenging Physical Behaviour

All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. Workers should not use any form of degrading treatment to punish a child. The use of corporal punishment is not acceptable and whilst there may be a legal defence for parents who physically chastise their children, this does not extend, in any circumstances, to other adults who work with children and young people.

Where children display difficult or challenging behaviour, workers must follow an agreed plan of work, and use strategies appropriate to the circumstance and situation. The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed. Where a child has specific needs in respect of particularly challenging behaviour, a positive handling plan may be drawn up and agreed by all parties. The use of physical intervention should only be used to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. When used it should be undertaken in such a way that maintains the safety and dignity of all concerned. The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they may cause. The minimum necessary force should be used and the incident and subsequent actions should be documented and reported. The parents/carers should be informed as soon as possible.

This means that workers should:

- *try to defuse situations before they escalate*
- *inform and agree with parents any behaviour management techniques used*
- *be mindful of factors which may impact upon behaviour e.g. bullying, abuse*
- *always use minimum force for the shortest period necessary*
- *record and report as soon as possible any incident where physical intervention has been used*
- *ensure they have appropriate training to handle challenging behaviour*

A recommended guidance on safe ratios whilst working with children over the age of 8 years old is 1 adult to be present to every 10 children.

d.) Children and Young People in Distress

There are some contexts in which workers will need to manage occurrences of distress and emotional upset. When a distressed person needs comfort and reassurance, this may involve appropriate physical contact. Young children in particular may need immediate physical comfort, for example after a fall, separation from parent etc. Adults should use their judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries.

This means the worker should:

- *consider the way in which they offer comfort to a distressed child in an age-appropriate way*
- *be circumspect in offering reassurance in unsupervised or one-to-one situations, but always record such actions*
- *not assume that all children seek physical comfort if they are distressed*

e.) Personal Care

Children, young people and adults at risk of harm are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard those in our care and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of those concerned and sensitive to the potential for embarrassment.

This means that workers should:

- *avoid any physical contact when children are in a state of undress*
- *avoid any visually intrusive behaviour*
- *where there are changing rooms announce their intention of entering before doing so*

This means that workers should NOT:

- *change in the same place as children*
- *shower or bathe with children*
- *assist with any personal care task which a child or young person can undertake by themselves*

f.) First Aid and Administration of Medication

It is expected that there should always be at least one worker present who is trained in basic first aid techniques. When administering first aid, workers should ensure that another adult is aware of the action being taken. Parents

should always be informed when first aid has been administered. In circumstances where young children need medication during the course of their activities, an agreed plan should be in place and appropriate permissions given by parents/carers for administration of medication. Depending upon the age and understanding of the child, they should, where appropriate, be encouraged to self-administer medication or treatment including, for example any ointment or use of inhalers.

6. Use of ICT, Phones and Social Media

Rise:61 recognises that Information and Communication Technology is a key aid to learning and the effective running of the organisation. Computers can be used to acquire, organise, store, manipulate, interpret, communicate and present information. For the young people we work with, it is a key skill for everyday life. Rise:61 recognises the role it plays in managing ICT so that information is secure, with tiered access to sensitive information depending on need. Rise:61 will ensure its workers and young people have access to quality hardware and software, and take a structured and progressive approach to the learning of the skills needed to enable them to use it effectively. Detailed guidance is described below

a) *Use of ICT*

- Drive passwords are required to be strong with two step authentication set up and must be changed every 6 months.
- Sensitive documents and data stored on the Rise:61 drive will have access limited by drive permissions or restricted by password. This information will only be accessible to staff and volunteers dependent on need.
- Computers and phones should be locked and password protected when not in use
- Staff and volunteers should not access or allow young people to access pornographic or inappropriate sites on Rise:61 equipment or on their own personal equipment whilst carrying out their work for Rise:61
- Staff should not allow young people or families to use their phone or laptop unsupervised, and should ensure access to any sensitive information is restricted before allowing this.

b) *Email/Text*

- If leaders use email to communicate with children and young people, these will be recorded, and should always be done using a RISE:61 e-mail account that can be checked by another person. Personal email accounts should not be used for communicating with young people.
- Email/Text should be used to communicate specific information (times and dates of events, for example), rather than as a relationship building tool. Conversation (repeated sending of emails/texts between two individuals) is discouraged.
- Any significant email or text conversations of a safeguarding nature should be recorded on the concern or disclosure forms.
- Care should be taken when using text messages and e-mails to communicate with young people as messages can easily be misinterpreted. Avoid abbreviations in texts that can have ambiguous meaning e.g. 'lol' which could mean 'laugh out loud' or 'lots of love' and always end your texts with your name and no 'kisses' etc. If you have a concern about any message you receive, i.e. if sexual or abusive language is used then inform your line manager.
- Works should use group rather than individual email/texting wherever possible.
- Unless in emergencies, texts/emails should not be sent out between 10pm and 8am.
- All delivery staff are provided with work phones on a business contract and must use this to communicate with young people and families unless in exceptional circumstances.
- Volunteers should not communicate with young people via text/email unless agreed with their line manager in advance. Volunteers can communicate with young people via official Rise:61 group chats.

c) *Social Media*

- RISE:61 run open social networking pages so information is transparent and open.
- Two designated people will be given responsibility for setting up, managing and moderating RISE:61 social networking sites.
- All staff and volunteers should ensure their facebook is set to private. You can add a young person if aged over 18 to facebook but only if they friend request you first. Inappropriate language, photographs and advocating the use of drugs or excessive use of alcohol online will be considered a breach of the RISE:61 child protection and safe from harm guidelines.
- Staff and volunteers will not engage with young people they work with who are under 18 on social media e.g. commenting or liking any of the posts on their personal profiles.
- Young people can tag themselves in photographs if they wish but RISE:61 will not tag them.
- Do not delete conversations on social media in case they are needed to be referred to at a later date
- Staff and volunteers that have pre-existing connections on social media with young people that Rise:61 work with that have been established before their involvement with Rise:61 may keep these.

7. Lone working and working 'One-to-One'

There are some contexts in which it is appropriate to work with a young person alone, such as mentoring or pastoral contexts. Due to the nature of this context, it is vital to have clear procedures and agreements in place. 'One-to-one' situations have the potential to make a child/young person more vulnerable to harm by those who seek to exploit their position of trust. Those working in 'one-to-one' settings with children and young people may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when one to one situations are unavoidable, reasonable and sensible precautions are taken.

Workers should consider the safest and most appropriate venue for meeting a young person one-to-one and how to make this space the safest it can be. There should be a written agreement in place which outlines the expected setting and purpose of the work. This should include the worker and young person outlining expectations, and could also include the agreement of their parent/carer, school or church, social worker or other professional contact. There are occasions where workers will need to undertake a risk assessment in relation to the specific nature and implications of 'one-to-one' work. These assessments should take into account the individual needs of the child/young person and the individual worker and any arrangements should be reviewed on a regular basis. Meetings with children and young people outside regular agreed working arrangements should not take place without prior agreement of managers and parents or carers. Workers should be aware of the need to be transparent and accountable in all their work and the particular risks of working alone with a young person.

8. Home Visits

There may be workers for whom home visits are an integral part of their work. In these circumstances it is essential that appropriate procedures and risk assessments are in place to safeguard children and young people and the adults who work with them.

A risk assessment should include an evaluation of any known factors regarding the child/young person, parents and others living in the household. Risk factors such as hostility, child protection concerns, complaints or grievances can make workers more vulnerable to an allegation. Specific consideration should be given to visits outside of 'office hours' or in remote or secluded locations. Following an assessment, appropriate risk management measures should be in place before visits are agreed. Visits should not be made alone, unless there is prior permission from the Safeguarding lead and an existing relationship between the worker and the family. There will be occasions where risk assessments are not possible or not available, e.g. when emergency services are used. In these circumstances, a record must always be made of the circumstances and outcome of the home visit. Such records must always be available for scrutiny.

Under no circumstances should an adult visit a child in their home outside agreed work arrangements or invite a child to their own home or that of a family member, colleague or friend. If in an emergency, such a one-off arrangement is required, the worker must have a prior discussion with a manager and the parents or carers and a clear justification for such arrangement is agreed and recorded. This means that workers will agree the purpose for any home visit with their line manager, undertake a risk assessment where possible and ensure any behaviour or situation which gives rise to concern is discussed with their manager and, where appropriate action is taken.

9. Transporting Children and Young People

There will be occasions when workers are expected or asked to transport children or young people as part of their duties. Workers who are expected to use their own vehicles for transporting children, should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded.

Under normal circumstances, staff and volunteers should not transport a single child or young person. However, this may be necessary in an emergency or when other possibilities have been explored but are not possible and this is the only means of the child attending a particular group or activity. In these circumstances, workers should do their utmost to spend the least amount of time alone in a car with a young person and should ensure they have written permission from their line manager and the parents/carers, (*please refer to [link B](#).*) In emergency contexts, where not giving a child a lift alone would cause them to be put at risk from harm, then this must be recorded and reported to a manager and parents/carers.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Workers should also be aware of current legislation and adhere to the use of car

seats for younger children. Where workers transport children in a vehicle which requires a specialist licence/insurance, they should ensure that they have an appropriate licence and insurance to drive such a vehicle. A child or a young person should always be seated in the back seats of the car and never in the front passenger seats for good practice.

It is inappropriate for workers to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/carers.

See [Link E](#) for driver information form

10. Praying

The following guidance provides additional considerations when praying with or for a child/young person/ adult at risk of harm, which may be relevant to a range of contexts, including one-to-one meetings.

- *Always talk and pray with someone in a group of more than two if possible. Otherwise the guidance for one-to-one meetings should be followed as usual practice.*
- *Prayer should be offered by someone of the same biological gender as the young person, if possible. However, consideration should be given where a young person approaches a leader of a different gender to ask for prayer and this should be handled sensitively. For example, by suggesting another leader of the same gender or where appropriate to the relationship this can be accommodated as safely as possible, for example, by inviting another leader to join or simply ensuring transparency and accountability. These considerations also apply to those with non- binary gender identification.*
- *Whilst it is understandable to want privacy when praying, it should usually take place in an open space or a public venue. Where this is not possible or the context is already in a one-to-one context or more private setting such as an office or classroom, then the worker must ensure all efforts for transparency and accountability have been made.*
- *Whilst confidentiality is important, as in any context, there should be no promise of confidentiality.*
- *When praying for someone, the worker should not initiate a physical touch. If appropriate, they could ask if it is OK to touch an arm or shoulder, but this should not be assumed and any touch should be primarily to offer comfort. A hug initiated by a child or young person can be reciprocated appropriately in response to their distress or for comfort.*

11. Residential, Outings and Overnight Activities

Workers should take particular care when supervising children and young people on trips and outings, where the setting is less formal than the usual workplace. Workers remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Where activities include trips away from the normal workplace and/or overnight stays, it is best practice to visit the venue in advance whenever possible. Activities should be well planned in advance and any necessary risk assessments undertaken in relation to activities and arrangements for personal care and sleeping. Children, young people, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/child ratios and to the gender mix of staff especially on overnight stays. Health and Safety arrangements require workers to keep colleagues/employers aware of their whereabouts, especially when involved in activities outside the usual workplace.

The following guidelines are intended to ensure the safeguarding of children, young people and adults at risk of harm during residential activities, whether staying in camps, churches, hostels or other accommodation. All workers will:

- *Respect the privacy of young people. Leaders will ask before entering accommodation, changing rooms or washing facilities and (except for emergencies) only enter the accommodation or changing rooms of young people of the same biological gender.*
- *Allocate accommodation on the basis of biological gender. Therefore, there will be separate accommodation for males and females. (Note: where there is a young person who identifies as transgender or as a non-binary gender, advice can be sought from Thirtyone:eight on good practice in this context.)*
- *Always use separate accommodation for leaders or if unavailable ensure permission is sought for shared accommodation from trustees and parents/carers.*
- *Always ensure that there are leaders of the same gender as the young people attending.*

12. Working in Partnership

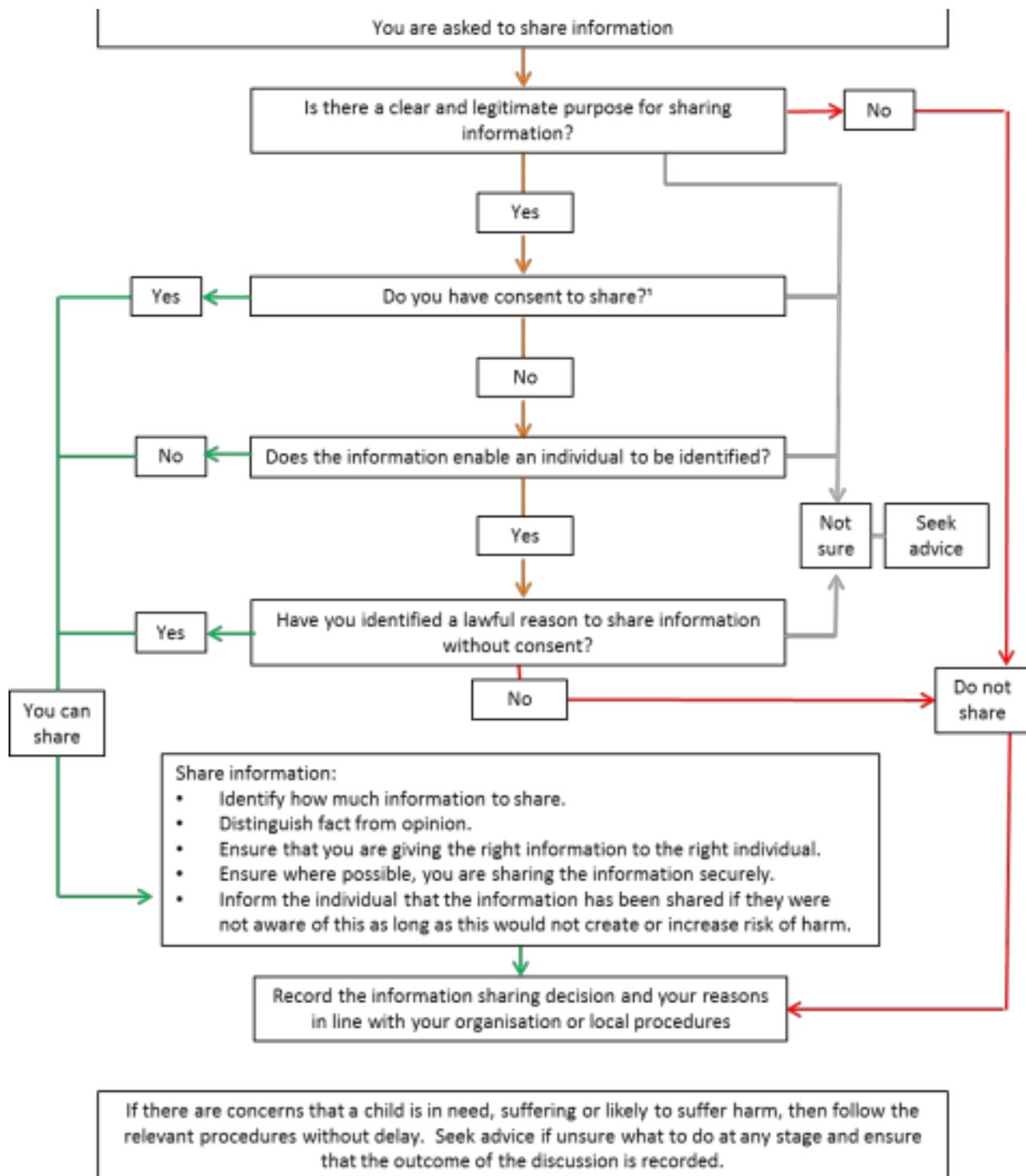
The diverse nature of the organisation and settings in which Rise:61 works means there can be great variation in practice when it comes to safeguarding children, young people and adults at risk of harm. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations to ensure that the partner organisation's and Rise:61's safeguarding policies are compatible and that the procedures within each are followed, should any incident or allegation occur. It is also our expectation that any organisation using our premises, as part of a letting agreement, will have their own policy that meets our safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children, young people and adults at risk of harm and to all those with whom we work in partnership.

Policy End

Appendix A - Information Sharing Flowchart



1. Consent must be unambiguous, freely given and may be withdrawn at any time

Taken from Information sharing advice for safeguarding practitioners HM Gov.
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice> [January 2018]

Appendix B (Risk Assessment Template - Available on Team Google Drive)

Activity: **Location:** **Date of risk assessment:**

Please fill out this form as you identify a risk. Detail the action to be taken and instruct whom this will involve. Once completed, rate the overall activity as either low, medium or high risk. All high risk activities must be approved externally by our insurers before the activity takes place. Please return completed risk assessments to the Operations Team for approval.

What are the hazards?	Who might be harmed and how?	Significance of the risk (L/M/H)	Probability of it occurring? (L/M/H)	What are you already doing?	Do you need to do anything else to control this risk?	Risk Rating (L/M/H)	Action by who?	Action by when?	Done

What are you doing to involve young people in taking responsibility for their own safety?

•

Overall risk rating: **Review date:** **Prepared by:** **Signed off by:**

Glossary

“Adult”	An adult is anyone over the age of 18 and is viewed as a mature, fully developed person. An adult is legally responsible for their actions. When a young person reaches the age of 18 the responsibility for their wellbeing may transfer to adult service providers.
“Child”	A child is anyone under the age of 18
“Adults at risk of harm”	Although they cease to be subject of the Safeguarding Children Procedures, some adults may continue to be vulnerable. An ‘Adult at Risk’ is defined as any person aged 18 years and over who is or may be, in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
“Worker”	In the context of this policy, anyone working for Rise:61, either as an employed member of staff or in a voluntary capacity, including as a trustee.