



## **Safeguarding Policy**

## **1. Scope of the Policy**

- 1.1. This policy applies to all employees of Lincs Inspire Limited (hereafter Lincs Inspire or “we”) and other workers including casual staff, agency workers authorised to work with children, young people and adults at risk. It forms part of the terms and conditions of service and applies to all centres, sites operated by Lincs Inspire and working activities delivered on behalf of Lincs Inspire.
- 1.2. This policy has been written using guidance from the following publications and organisations:
  - HM government ‘Working Together to Safeguard Children’
  - NSPCC National Designated Safeguarding Officer Training
  - Local Safeguarding Children Board Procedures
  - Safenetwork.org.uk
  - NSPCC Child Protection in Sport Unit
  - Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)
  - Community Leisure UK

## **2. What is Safeguarding?**

- 2.1. Safeguarding looks at the wider practice around the needs of children, young people and adults at risk of abuse and neglect. It focuses on creating a safe environment where their welfare is actively promoted. This includes helping children, young people and adults at risk to achieve their potential and ensuring they are safe and adequately cared for.
- 2.2. Government guidance ‘Working Together to Safeguard Children’ emphasises that *Safeguarding is everyone’s responsibility; everyone who works with children or young people has a responsibility for keeping them safe. Fears about sharing information or concerns cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children. No one who works with children should assume that someone else will pass on information which they think may be critical to keeping a child safe. If they feel a child is at risk of or being harmed they must share their concern with their identified colleague (Designated Safeguarding Officer), the local authority children’s social care team or a voluntary body such as NSPCC.*

## **3. Key Principles and definitions:**

- 3.1. The guidance given in this policy document is based on the following key principles:
  - The welfare of children is the primary concern.
  - All children and young people, whatever their age, culture, disability, gender, language, race, religion or belief and/or sexual orientation have the right to protection from abuse.
  - All incidents of suspected poor practice and/or allegations of poor practice should be taken seriously and responded to quickly and appropriately; this includes allegations of poor practice against employees, volunteers and contractors.
  - All employees have a responsibility to act on any concerns and to protect children and adults at risk in order that appropriate agencies can make enquiries and take necessary action to protect the child or adult at risk.

- 3.2. **Definition of a Child** – There is no single law that defines the age of a child across the UK. However, it is agreed that **a child is anyone who has not yet reached their 18th birthday**. The fact that a child has reached 16 years of age, is living independently, is a member of the armed forces or is in custody does not change their status or entitlement to services or protection.
- 3.3. **Definition of an “Adult at Risk”** - 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, who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation, this includes people encountering domestic violence, substance misusers and asylum seekers.
- 3.4. For the benefit of simplification, where the word child/children is used throughout this policy, it is applied to young people and adults at risk. Where the word parents is used, it is applied to guardians/ carers.

#### **4. Policy Statement:**

- 4.1. Lincs Inspire believes it is never acceptable for anyone to experience abuse of any kind and recognises its responsibility to safeguard and promote the welfare of all children and adults at risk taking part in our activities and visiting our centres, including those children or adults at risk who may be employees of the organisation or volunteer in some way in the services we offer.
- 4.2. It is committed to ensuring its safeguarding procedures reflects government guidance and complies with recognised best practice.
- 4.3. Lincs Inspire is working in partnership with North East Lincolnshire Council, Local Safeguarding Children Board and other agencies to safeguard and promote wellbeing and to share information effectively.
- 4.4. We will seek to safeguard children by:
  - Valuing them, listening to and respecting them
  - Adopting child protection guidelines through procedures and a codes of conduct for staff and volunteers
  - Safe recruitment practices and clear procedures for all necessary checks
  - Training our staff and volunteers in the recognition of and responding to child protection concerns as a minimum on a biennial basis
  - Providing effective management for staff and volunteers through supervision, support and training
  - Implementing our organisations policies and safeguards relating to the use of photography, communication and IT
  - Ensure appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s who raise or disclose the concern
  - Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
  - Sharing information about child protection and good practice with children, parents, staff and volunteers through this policy statement
  - Sharing information about concerns with agencies who need to know and where appropriate, involving children, parents and carers.
- 4.5. It is also provided to supply staff, contractors and volunteers with guidance on the procedures they should adopt in the event that they suspect a child or adult at risk may be experiencing or at risk of, harm. We are committed to reviewing our policy

and good practice every two years or whenever changes in law or guidance require it.

## 5. Confidentiality and Information Sharing

5.1. The legal principle of Safeguarding Children is that the welfare of the child is paramount.

5.2. This means that privacy and confidentiality should be respected where possible but if doing so leaves a child at risk of harm, the child's safety will always come first. The right of the child to protection takes precedence over their right to confidentiality. If you believe a child has been or is being abused you must report it.

5.3. However, it is important to observe confidentiality within our organisation. This means that:

- Names of children or young people or adults at risk or staff members about whom there are concerns or who have breached codes of conduct are not shared around the organisation but only with those who are directly involved or need to know
- Records are retained in either a central, lockable, non-portable container or electronically in the confidential folder with restricted access, and are only accessed by those people who 'need to know', i.e. Designated Safeguarding Officers.
- If it is believed that a child may be at risk of or is suffering significant harm consideration must be given to if this should be discussed with the child and their family and if possible their agreement to refer to Children Safeguarding and Reviewing service should be sought.
- However such consultation and agreement does not have to be sought should it be felt that this would put the child at increased risk of significant harm **or** ○ place another person (including the referrer) at risk of serious harm (adult) or significant harm (another child) **or**
  - it would undermine any possible criminal investigation **or** ○ it would lead to unjustified delay in making enquiries about allegations.

5.4. Any information shared must always be accurate and up to date following the **Seven Golden Rules for Information Sharing**:

- **Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
- **Be open and honest** with the person (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** if you are in any doubt, without disclosing the identity of the person where possible.
- **Share with 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, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case. Most guidance relating to services for children (such as safeguarding and health care) stresses the importance of listening to the wishes of the child. However, the authorities have a duty to act in the best interests of the child, which may mean contradicting their wishes.

- **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- **Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people 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.

## 6. Safeguarding Structure

- 6.1. All senior and operational managers provide a site based lead on safeguarding issues and will be responsible for:
- Acting as a first point of contact for Lincs Inspire staff concerned about the safety and welfare of a child
  - Contacting the Designated Safeguarding Officer (DSO) in cases where there is concern a child may be being harmed, for their decision on whether to make a formal referral to the authorities.
  - Ensuring all staff are aware of the safeguarding policy and their role and responsibilities within it
  - Advising and providing guidance to staff concerned about a child protection issue
  - Arranging staff counselling where appropriate
  - Keeping accurate records of any issues relating to children and adults and the action taken
- 6.2. In the absence of an Operational Manager the relevant Operations Officer will take responsibility for addressing any potential safeguarding issues and referring them to DSO.

## 7. The Designated Safeguarding Officer (DSO)

- 7.1. Lincs Inspire will have in place a Designated Safeguarding Officer (DSO). There will also be a Deputy to ensure there is always someone available to contact for advice.
- 7.2. The DSO and their Deputy(ies) are dedicated, responsible members of staff who deal with all incidents, allegations and issues which may be of a safeguarding or child protection nature.
- 7.3. The DSO and their Deputy(ies) will receive specific training appropriate to their role and will be the person(s) who makes the key decision whether to make a formal referral to the authorities. They will, therefore, keep themselves up to date on 'best practice' in safeguarding.
- 7.4. The DSO will also ensure that the Lincs Inspire Safeguarding Policy is reviewed and updated and that training is provided to the members of staff and volunteers. Their other responsibilities include:
- Acting as the designated point of contact for the operations managers following staff or volunteers concerns about the safety and welfare of a child
  - Advise and provide guidance to staff or volunteers concerned about child protection issues
  - Ensure the Lincs Inspire Safeguarding Policy and procedures are implemented and followed and in particular to inform social services/ police of relevant concerns about individual children

- Liaising with the local authority and professional bodies for support and advice and keeping a list of local contacts
- Be aware of the Local Safeguarding Children's Board (LSCB) and be familiar with local procedures
- Ensure the appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover as quickly as possible (e.g. within a working day)
- Liaise with children's services and other agencies as appropriate
- Keep the Lincs Inspire Board informed about any action taken or further action required relating to allegations against a member of staff
- Ensure that an individual case record is maintained of any action taken by Lincs Inspire staff, the liaison with other agencies and the outcome
- Deal with any follow up after an incident

## **8. Local Authority Designated Officer (LADO)**

- 8.1. At a borough level, the local authority will have a Local Authority Designated Officer (LADO) who is involved in the management and oversight of individual cases, especially those involving allegations made against members of staff or volunteers.
- 8.2. If an allegation is received against a member of staff or volunteer, the LADO can provide advice and guidance to the DSO, liaising with police and other agencies and monitoring progress of cases to ensure that they are dealt with as quickly as possible, with a consistent, thorough and fair process.
- 8.3. The LADO is also available to offer guidance to individual members of staff should they feel that concerns or issues they have raised have not been dealt with appropriately by the DSO.

## **9. Conduct of Staff and Volunteers**

- 9.1. All staff and volunteers are made aware about the appropriate behaviour in relation to children and adults at risk, this is necessary to protect the child and also protect the member of staff or volunteer against any misunderstandings or allegations.
- 9.2. Breaches of this policy may result in disciplinary proceedings being taken against the member of staff concerned and in extreme cases could result in possible referral to an investigatory body such as the police.
- 9.3. It is especially important that young employees and volunteers are aware of the Code of Conduct as their age and inexperience may make them more vulnerable.
- 9.4. Staff and volunteers should:
  - Avoid spending time with children unobserved, move into the view of others or leave the door open
  - Always have another person present. Where a private conversation is absolutely necessary inform another member of staff of your whereabouts and approximately how long you will be with the child
  - Watch out for each other, especially if you believe your colleagues being drawn into situations that could be misinterpreted
  - Physical contact does not have to be avoided completely but be aware of your actions and how they may be interpreted. Where necessary, for example when there has been an accident, ensure that you are treating the injury in the presence of other people (preferably a parent or carer but if they are not available, another member of staff). *See section below 'Safe Touch'*

- Do not have, or appear to have, favourites
  - Do not give lifts to children in your car, unless there are extenuating circumstances, such as medical emergency. In this case, refer to the Flowchart 3.
  - Do not take or invite children to your home
  - Do not use physical punishments or any actions that involve restraining a child
  - Do not arrange meetings with children outside of working hours. If you come into contact with a child from work in a social setting, be polite but try to move away. If this is not possible, try to maintain a professional distance
  - Do not buy gifts or equipment for any children in your care unless you have obtained the permission of your line manager
  - Do not give a child your personal contact information and do not ask them for theirs unless it is needed for businesses purposes (registers, etc)
  - Avoid contact using social media sites unless with prior permission of your line manager and with the agreement of the child's parent/carer . Do not send or accept "friends requests" to and from children.
- 9.5. As previously stated a number of our staff members are still classified as children as far as safeguarding is concerned. Therefore, it may be necessary for consideration to be given to exceptions for a number of areas above, such as members of staff giving each other lifts into or home from work or staff members, who are friends using social media to keep in contact. However, in these circumstances, care must always be taken by all concerned in relation to possible safeguarding situations or allegations.

## 10. Safe Touch – when physical contact is necessary for instruction

- 10.1. The concept of 'safe touch' recognises that in some sports such as swimming or art forms such as dance or drama it may be quite common for people teaching/working with children to have physical contact with them in order to instruct them.
- 10.2. For a touch to be 'safe' it needs to be:
- **Necessary** – are you sure that demonstration or verbal instruction is not adequate
  - **Permitted** – permission for contact sought and given, accept if permission is refused
  - **Clear and contextual** – tell the child where and how you will touch them and explain why it is necessary and cannot be done by other means.
- 10.3. Overriding all of the guidance and procedures relating to physical contact with children is our responsibility to keep children safe at all times when in our care.
- 10.4. Therefore, should a situation arise in which a child appears to be in or heading towards imminent danger, for example a child in a swimming pool is out of their depth or struggling to stay afloat, and the quickest most effective way of keeping them safe is to touch them, then a member of staff should never allow concerns over Safeguarding to delay them in responding and keeping a child from harm.

## 11. What is Abuse?

- 11.1. Abuse can take many forms but the main categories of abuse are;
- 11.1.1. **Physical Abuse** which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child or young person.

### Possible Indicators of Physical Abuse

- Physical observations
- Bruising especially on the trunk, the face, upper arm, shoulders and neck consistent with gripping and fingertip bruising or finger marks
- Burns and scalds especially cigarette burns and burns caused by lengthy exposure to heat
- Human bite marks
- Fractures, particularly spinal fractures
- Swelling and lack of normal use of limbs
- Any serious injury with no explanation or conflict explanations / inconsistent accounts
- Untreated injuries

### Possible Behavioural Observations of Physical Abuse

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries / fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover – up clothing.

11.2. **Sexual Abuse** is forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact including penetrative and nonpenetrative acts. It may include involving the child in looking at or producing pornographic images or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

The Sexual Offences Act 2003 sets the age of consent in UK as 16. The legislation also gives extra protection to 16 and 17 year-olds stating it is illegal to take, show or distribute indecent photographs, pay for or arrange sexual services, or for a person in a position of trust (e.g. teachers, care workers, sports coaches and staff member or volunteer) to engage in sexual activity with anyone under the age of 18.

### Possible Physical Observations Indicators of Sexual Abuse

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Soreness in genital area, anus or mouth
- Unexplained recurrent urinary tract infections and discharges or abdominal pain

### Possible Behavioural Observations - Indicators of Sexual Abuse

- Sexual knowledge inappropriate to the age of the child
- Sexualised behaviour in young children
- Sexually provocative behaviour / promiscuity
- Hinting at sexual activity
- Inexplicable falling off in school performance
- Sudden apparent changes in personality
- Lack of concentration, restlessness, aimlessness
- Socially withdrawn
- Overly Compliant behaviour
- Poor trust in significant adults
- Aggressive behaviour, onset of wetting, day and night • Onset of insecure, clinging behaviour.

## Indirect Sexual Abuse

Indirect sexual abuse can include:

- Genital exposure - 'flashing'
- Using children in, or exposing children to, pornographic material
- Encouraging two children to have sex

11.3. **Neglect** is the persistent failure to meet a child or young person's basic physical and/or psychological needs which is likely to result in the serious impairment of their health or development. It can include failing to provide adequate food, clothing or shelter, failing to protect a child from physical or emotional harm, failure to access appropriate medical care or education or neglect of or unresponsiveness to a child's emotional needs.

Neglect is sometimes seen as less serious than other forms but its effects can be very damaging.

### Possible Behavioural Observations - Indicators of Neglect

- Constant Hunger
- Constant tiredness
- Frequent lateness or non-attendance at school
- Destructive tendencies
- Low self esteem
- Neurotic Behaviour
- No social relationships
- Running away
- Compulsive stealing or scavenging

### Possible Physical Observations - Indicators of Neglect

- Poor personal hygiene
- Poor state of clothing
- Emaciation, pot belly, short stature
- Poor skin and hair tone
- Untreated medical problems

11.4. **Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe or persistent adverse effects to their emotional development. It may involve leading the child to believe they are worthless, unloved or inadequate. It may involve age or developmentally inappropriate expectations; either those expectations which are beyond their developmental capability or overprotection and limitations on exploring and learning or preventing the child from taking part in normal social interaction.

### Possible indicators of Emotional Abuse

- Physical, mental and developmental lags
- Acceptance of punishment which appears excessive
- Over reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour, such as rocking, hair twisting or thumb sucking
- Self-mutilation
- Fear of parents being contacted

- Extremes of passivity or aggression
- Drug or solvent abuse
- Running away
- Compulsive stealing or scavenging

#### 11.5. **Financial abuse:**

- Misuse or theft of money
- Fraud or extortion of material assets
- Misuse or misappropriation of property, possessions or benefits • Exploitation or pressure in connection with wills, property or inheritance

#### 11.6. **Neglect and acts of omission:**

- Ignoring medical or physical care needs
- Failure to access care or equipment for functional independence
- Failure to give prescribed medication
- Failure to provide access to appropriate health, social care or educational services
- Neglect of accommodation, heating, lighting etc
- Failure to give privacy and dignity

#### 11.7. **Discriminatory:**

- Discrimination demonstrated on any grounds including sex, race, colour, language
- Culture, religion, politics or sexual orientation
- Discrimination that is based on a person's disability or age
- Harassment and slurs which are degrading
- Hate crime

Please note that many of the symptoms in all areas described above can be caused by a variety of other factors which are not related to the abuse.

### **12. How to spot an Abuser**

12.1. There is no way to identify someone who will hurt children. People who pose a threat to children (especially sexual abuse) can be skilled at making sure no one knows. There are warning signs however. Look out for someone who:

- pays an unusual amount of attention to a child or groups of children and provides presents, money or favours
- seeks out vulnerable children for example a child with a disability
- tries to spend time alone with a single child or particular group of children on a regular basis
- takes a child or small group of children to places the group doesn't usually meet or have activities such as their home
- is vague about where they have worked before or when they were employed
- avoids supervision or co-working
- encourages secretiveness about their activities with children
- talks or behaves inappropriately towards children

12.2. It must be remembered that potential abusers can be male or female and that they do not have to be adults. Children and young people can abuse their peers or children that are younger or older than themselves.

### **13. How to Respond to Allegations of Abuse: If a child chooses to 'disclose' to you**

- 13.1. When working with children they may 'disclose' (tell you) information about an abusive experience they have had or are having. It is therefore important that all members of staff and volunteers respond appropriately.
- 13.2. The key things to be remembered are:
- Stay calm
  - Listen to what is being said, without rushing or probing
  - Reassure the individual that he or she was right to talk to you
  - Do not promise confidentiality; explain that you will need to share the information with others who can help
  - Refer the information to the Operations Manager/ Senior Manager immediately
  - Record accurate and factual information including date, time and persons involved.
  - **Remember that it is not your job to prove if this information is true or not** – any investigation will be carried out by Safeguarding Services and/or the Police. Your job is only to support the child and forward your concerns and an accurate record to the Manager for their report to the Designated Safeguarding Officer or their Deputy, **immediately** (see Contact Information page).
- 13.3. Designated Safeguarding Officer and their Deputy are responsible for referring suspected cases of child abuse to the Local Safeguarding Children's Board (LSCB), who have the necessary expertise in child care and are legally bound to safeguard the welfare of children.
- 13.4. All the records of any referrals are maintained securely.

#### **14. Raising a Concern relating to something you have seen**

- 14.1. If a child has not disclosed to you but you are concerned about a child, do not keep it to yourself. Record your concern using the Safeguarding Incident Form giving as much information as possible.
- 14.2. Report your concern to the Operations Manager/ Senior Manager **immediately**.

#### **15. When working off site**

- 15.1. Lincs Inspire has a responsibility to ensure that everyone delivering its services is aware of Safeguarding and Child Protection and if appropriate is subject of a Disclosure and Barring Service (DBS) Check. This includes when working off site.
- 15.2. If a child protection issues arises whilst delivering outreach work in another organisation (such as a school) then that organisations child protection policy should be followed and the incident reported to their named/designated person and the Lincs Inspire's Designated Officer made aware of your report so that if necessary, they can liaise with the other organisation but as a minimum can support you as the referrer.
- 15.3. If the activity is being run at a location that may not have its own policy (such as a community hall) the Lincs Inspire procedures are to be followed and the Designated Safeguarding Officer is to be contacted.
- 15.4. In all cases if you are unsure and would like to seek advice before making a referral, the NSPCC Helpline is available on 0808 800 5000.

#### **16. Allegation against a member of staff or volunteer**

- 16.1. An allegation against a member of staff or volunteer may arise from a number of sources such as a report from a child (not necessarily the 'victim'), a concern raised by another member of staff or a complaint from a parent or carer.
- 16.2. If any complaint is received against a member of staff or a volunteer working for Lincs Inspire, which could be considered to be of a safeguarding nature, no matter how minor the allegation may appear, the DSO or a deputy must be notified **immediately**. They will then liaise with the LADO within one working day of the allegation having been received. If an allegation requires immediate attention but is received outside of normal office hours contact should be made with the Social Services Emergency Duty Team or the police and the LADO notified as soon as possible. Referrals should not be delayed in order to gather information and a failure to report an allegation or concern in accordance with procedures is a potential disciplinary matter.
- 16.3. As soon as possible after an allegation is made or a concern of suitability is raised, the DSO should inform the parent(s) or carer(s) of the child(ren) involved. The LADO should be consulted first to ensure that this does not impede the investigative or disciplinary processes. In some circumstances such as if the child is injured and requires medical treatment, the parent(s)/carer(s) may need to be told straight away.
- 16.4. After receipt of an allegation against a member of staff or volunteer they should:
- Be treated fairly and honestly and helped to understand the concerns expressed and the process involved
  - Be kept informed of the progress and outcome of any investigation and the implications of any disciplinary or related process
  - If suspended, be kept up to date about events in the workplace as per the Lincs Inspire disciplinary process
- 16.5. Dealing with a suspected case of child abuse or being accused of such an act, can be a very emotional and disturbing time for all concerned. It is important that staff are aware of support services within the organisation. The options available to the staff in such situation are:
- Talk to the line manager
  - Contact Operations manager/ Senior Manager to discuss and consider occupational health referral
  - Union lead support
- 16.6. If a member of staff who has been suspended pending an investigation into a Safeguarding issue returns to work they may require additional help and support, especially if they will be having contact with the child concerned or person making the allegation.

## 17. Safe Recruitment

- 17.1. Lincs Inspire's recruitment and selection procedure ensures a thorough process of selection, reference and preliminary identity checks take place. This is reinforced through the application of DBS checks for all relevant posts, following the guidance of the Disclosure and Barring Service.
- 17.2. All adverts, job descriptions and pre-employment information, relating to posts that have access to children, depict Safeguarding as a high priority for Lincs Inspire Limited. This aims to discourage any potential abusers from pursuing an application. Therefore:

- Job Descriptions for posts that require a Disclosure will stipulate that the post is exempt from the Rehabilitation of Offenders Act
  - Job Advertisements for positions where the employee will require a Disclosure will stipulate that the post is exempt from the Rehabilitation of Offenders Act
  - Job Application Forms will stipulate that the applicant must refer to the job description to ascertain whether the post is exempt from the Rehabilitation of Offenders Act and then to complete the Equal Opportunities form accordingly
- 17.3. The company's induction process is applied to all new starters or employees transferring to a new post within the company. This process informs staff of their duties and responsibilities in relation to the welfare of children in their care. Staff are required to confirm their understanding of all information provided as part of the induction process and this is further endorsed through on the job training.
- 17.4. A training programme for all relevant staff is in place. All staff who work significantly with children will receive refresher Safeguarding training as a minimum every three years.

## **18. Safe Use of Photography**

- 18.1. Lincs Inspire Limited endeavour to protect, as far as is reasonably practicable, all customers using their facilities from being exposed to potential abuse via the inappropriate taking and transmission of photographic images.
- 18.2. The term "photography" in this document and supporting paperwork, refers to both still image and video recording, on any device.
- 18.3. Images of children which positively reflect their participation in sport, art, dance and drama can promote the best aspects of those activities. However, children can be placed at risk either directly or indirectly through the use of images and text on websites, social media sites or other publications. Images can be used as a means of identifying children when associated with personal information. This information can make the child vulnerable to an individual who may wish to contact and start to 'groom' (prepare) that child for abuse either using social media sites or through direct contact off-line. Information placed on-line has also been used by estranged parents (e.g. after cases of domestic violence or following adoption) to trace children who may have relocated away from the family home. The content of photographs can itself be inappropriate or can be adapted for inappropriate use.
- 18.4. Lincs Inspire policy "Use of photographic/recording equipment" outlines the safe procedures applied to the usage of photo and video equipment by members of staff, and the users of the facilities from where Lincs Inspire operates.
- 18.5. Lincs Inspire CCTV Policy regulates the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material in safe manner, in partnership with the landlord of the premises.

## **19. Telephones**

- 19.1. Personal telephone numbers (mobile or landline) should never be given out to children, nor should they be used as a means of contacting them. Contact must only be made with children using Lincs Inspire landline or work mobile phones.

## **20. Cyber Bullying**

- 20.1. Cyber Bullying can take many forms from 'hate comments' being posted on social media sites (trolling) to pressure being put on young people to post pornographic or sexually explicit images of themselves on sites such as Instagram.
- 20.2. Lincs Inspire takes any allegation of Cyber Bullying very seriously and will investigate fully to the best of its ability and where necessary will report any incident to external agencies such as Social Services, police or the Child Exploitation and Online Protection Unit (CEOP).

## **21. Lost and Found Children**

### **21.1. Report of a Lost Child**

- 21.1.1. If a report is received from a parent/carer that they have lost a child on Lincs Inspire premises or at an activity we are running, the Operations Manager or if off site, the person in control of the activity is to be contacted immediately. If the radio or tannoy system are to be used, the Operations Manager is to be called to the reception to receive the message personally, rather than announcing to all that there is possibly an unsupervised and vulnerable child on site.
- 21.1.2. A full description of the child including clothing being worn and time and location they were last seen is to be obtained. Any additional information such as medical conditions or any custody/ family issues may also be relevant and may require careful questioning of the person making the report.
- 21.1.3. All information is to be circulated discreetly to all members of staff so that a search of the premises/ area can take place. It must be remembered that children, especially young children, can often hide as part of a game and do not appreciate that people may be missing them. Therefore, it is important that all areas are checked including inside lockers and cubicles in changing areas as well as the immediate surrounding area (car park, bin stores etc). It may also be appropriate to view CCTV to see if the child can be traced from their last known location using the video coverage of the centre.
- 21.1.4. If after a full search of the premises the child can not be located, the police are to be notified immediately and details of the child and all actions taken to date passed to them.

### **21.2. Dealing with a 'Found' Child**

- 21.2.1. If a member of staff is made aware of a child who appears to be separated from their family/group, they are to identify themselves to the child as a member of staff and try to reunite the child and family by reassuring them and obtaining as much information as possible about the child.
- 21.2.2. If this is not immediately possible, the Operations Officer/ Deputy Manager on site is to be contacted and as many details as possible of the child and their family/group are to be obtained. The child is to be accompanied at all times by a member of staff and not allowed to wander off again on their own. If appropriate, they are to be taken to a secure area (such as the Reception Office) where they can wait until reunited with family.
- 21.2.3. If it is felt necessary to make a tannoy announcement to locate the person responsible for the childcare should be taken on the wording used. For example, "Would the parent of John Smith please make themselves known to a member of

staff” or “Would Mrs Smith please contact reception”. Once contact has been made a few careful questions should be asked to confirm their identity before the adult is allowed access to the child. These may include asking the child’s age, clothing, and address etc. The Operations Officer may also wish to check identity documents (driving licence) before reuniting them.

21.2.4. In the unlikely event that the carer is not located, the police are to be contacted. In both of the above circumstances, an incident form will be completed detailing all of the circumstances of the child being separated from their family and the actions taken to reunite them.

**Contact Information:**

**Designated Safeguarding Officer Chris Welch 07471660249**

**Deputy Safeguarding Officers Richard Topliss 07741802785,  
Gareth Gloyn 01472 323244**

**Humberside Police (Emergencies) 999  
(Non-Emergency) 101 or 01482 399065**

**NELC Safeguarding Children Partnership <https://www.nelincs.gov.uk/scp/>  
Unit 6, Acorn Business Park, Moss Road, Grimsby  
DN32 0LT  
Telephone: 01472 325474  
Fax: 01472 326570**

**Referral and Assessment Service 01472 325555**

**LADO at the Children Safeguarding & Reviewing Service 01472 325474**

**NSPCC 08008 800 5000**

**Child Exploitation and Online Protection Unit  
<https://www.ceop.police.uk/safety-centre/>**

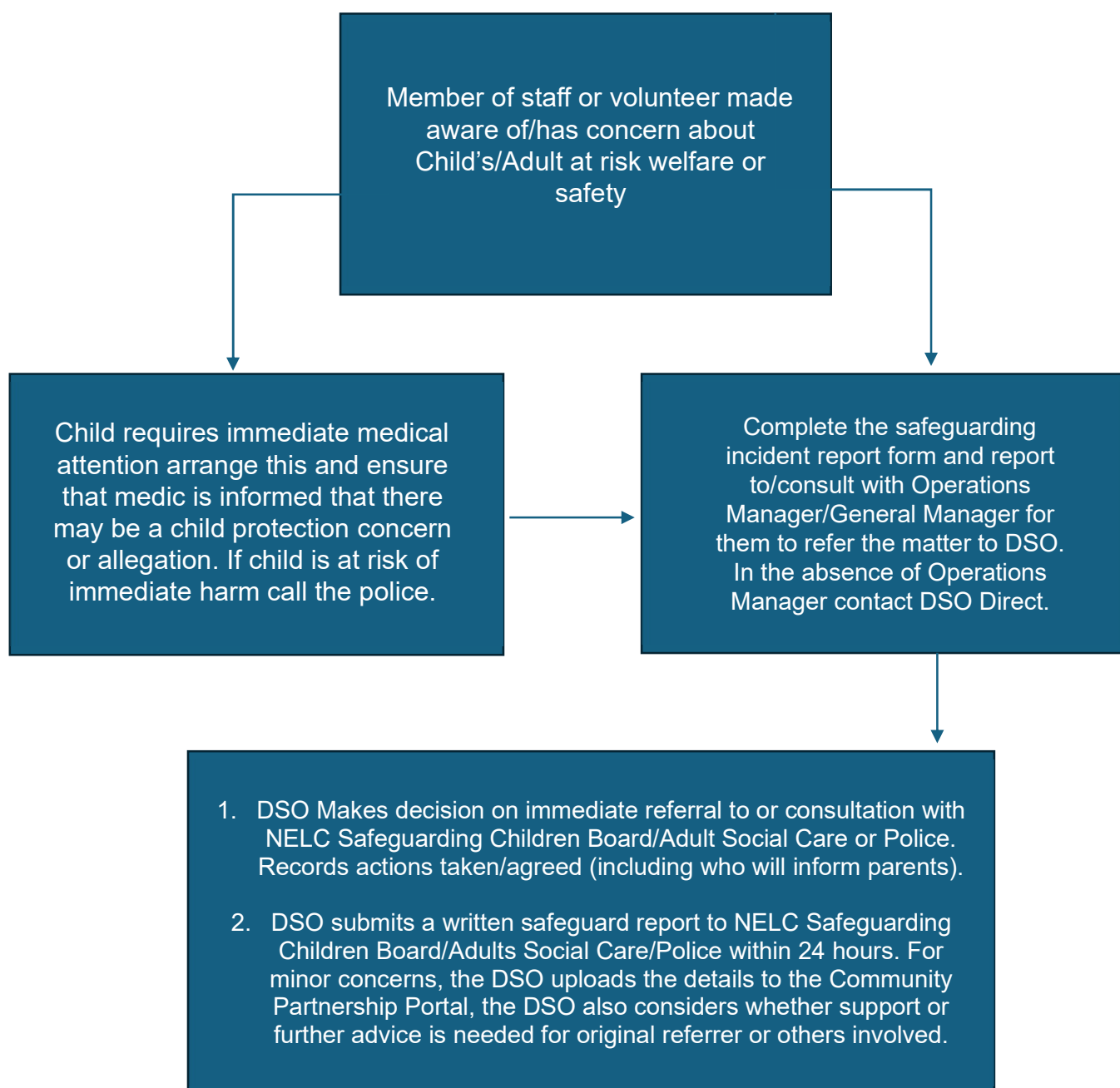
Policy Implementation Date: April 2016

Latest Policy Review Date: January 2026

Next Review Date: January 2027

## **SAFEGUARDING REPORTING PROCEDURE FLOWCHARTS:**

### **1. ABOUT CHILDREN/ YOUNG PEOPLE/ ADULTS AT RISK**



## 2. ABOUT A BEHAVIOUR OF LINCS INSPIRE STAFF MEMBER OR VOLUNTEER

Complete the safeguarding incident report form and report to/consult with Operations Manager/General Manager for them to refer the matter to DSO. In the absence of Operations Manager/Service Manager contact DSO Direct.

DSO Officer determines the route for further action to be taken (e.g does the matter appear to be poor practice or possible abuse and records actions and agrees next steps.

Poor Practice/Breach of Code conduct:

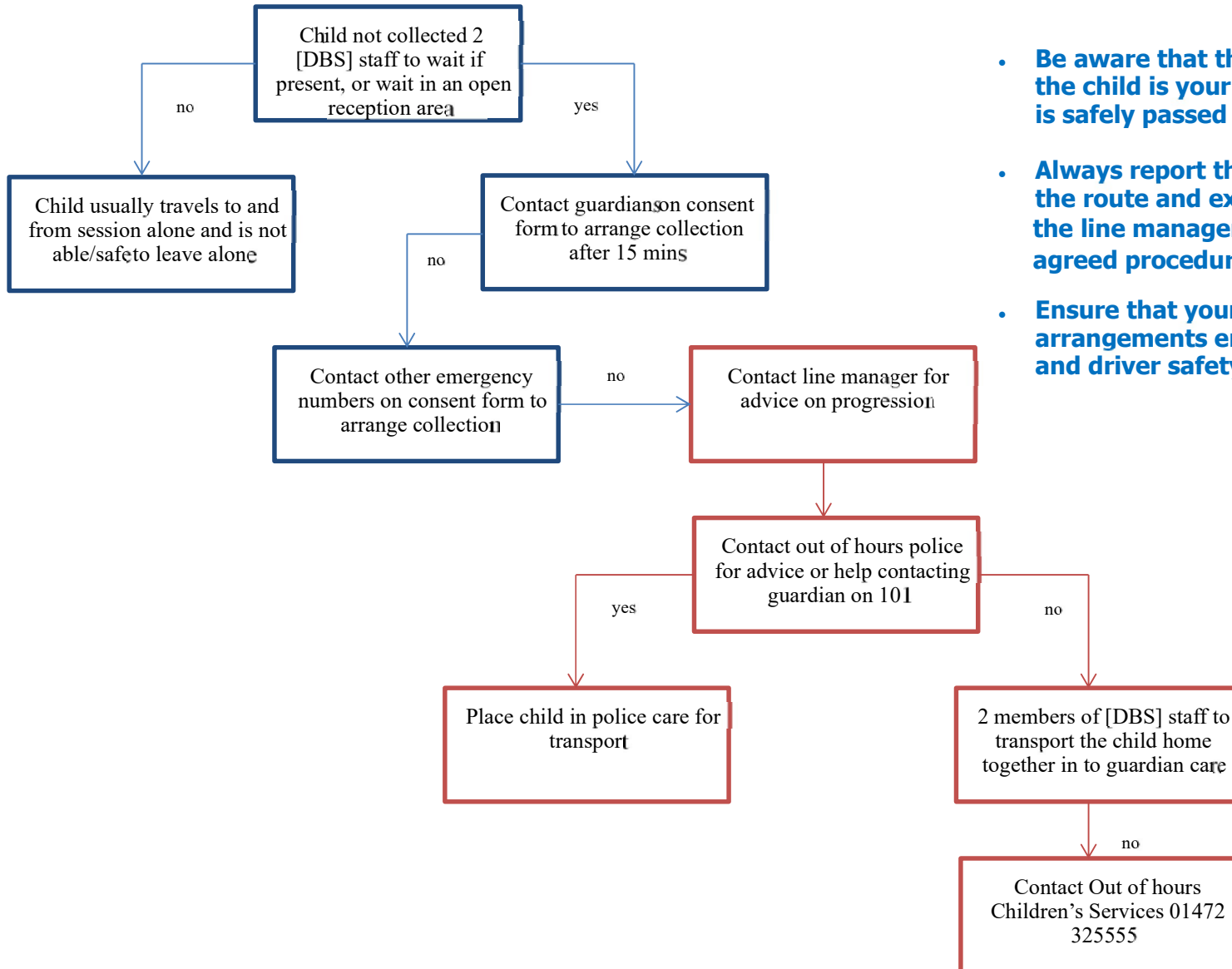
1. Disciplinary investigation is undertaken and hearing held.
2. Outcome of disciplinary process (consider referral to DBS)

Possible Abuse/Criminal Offence

1. Immediate precautionary suspension (without prejudice) internal disciplinary process with possible support from LADO
2. Referral to NELC Safeguarding



### 3. TRANSPORTING CHILDREN IN EXTENUATING CIRCUMSTANCES



- **Be aware that the safety and welfare of the child is your responsibility until this is safely passed over to a parent/ carer**
- **Always report the nature of the journey, the route and expected time of arrival to the line manager in accordance with the agreed procedure**
- **Ensure that your behaviour and all arrangements ensure vehicle, passengers and driver safety**