

## Safeguarding Children & Young People Policy and Procedure

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Here for young people  
Here for communities  
Here for you

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

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## A. **POLICY**

### 1. **Introduction**

YMCA Humber aims to ensure that everyone is welcomed into a safe, caring, and trusted environment where safeguarding is taken seriously, and any concerns or issues are dealt with appropriately.

All children and young people have the right to be protected from abuse and neglect regardless of their age, gender, disability, culture, language, racial origin, religious beliefs, sexual identity, personality, or lifestyle.

*For the purpose of this policy 'staff' includes employees, casual staff and volunteers.*

YMCA Humber is committed to:

- Ensuring that the welfare of the child or young person is paramount and that all those who work directly with or have regular access to those adults are familiar with the contents of this policy and are offered support and on-going training.
- Appropriately vetting and screening all staff who work with children and young people.
- Ensuring that full consideration is given to the appropriateness of venues and locations to carry out safe, appropriate, and enjoyable activities.
- Working with appropriate statutory agencies where there are allegations or suspicions of abuse.
- Treating all suspicions and allegations of abuse seriously.
- Implementing, maintaining, and regularly reviewing procedures and guidelines.
- Providing a range of high quality and safe provisions for children and young people.

### 2. **Purpose of this Policy and Procedure**

- To set out principles underpinning YMCA Humber's approach to the safeguarding of children and young people.
- To assist staff through the processes of safeguarding children and young people thereby minimising and preventing abuse.
- To define the different types of abuse and identify associated signs, recognising that this will not include every potential area of abuse.
- To set out a clear procedure for staff who suspect possible abuse.
- To set out clear procedures for dealing with staff who are suspected of harming a child.
- To provide a framework for vetting, training, and supporting those who work with children and young people.
- To ensure we meet our legal obligations in terms of The Counter Terrorism and Security Act 2015, the Mental Capacity Act 2005, The Children Act 1989 and 2004

### 3. **Principles**

YMCA Humber is based on the Christian core values of caring, honesty respect and responsibility and believes that everyone is entitled to live free from abuse. We recognise that children and young people are at particular risk of abuse and exploitation.

Working Together to Safeguard Children (2018) aims to help professionals understand what they are expected to do and what they can expect from each other in relation to safeguarding and promoting the welfare of children. This statutory guidance defines:

- Everyone who works with children has a responsibility to keep them safe.
- All staff have a duty to protect children and report suspicions or disclosures of abuse.
- Children and young people should be made aware, prior to the commencement of any service, that staff have a duty to report any concerns, allegations or suspicions of abuse and will not be able to 'keep secrets' of this nature.
- All confidentiality clauses must clearly state that confidentiality cannot be maintained where there is an allegation of abuse although clearly any investigations, reporting etc. will be done only to appropriate bodies / persons.

#### This means:

- i. Individual staff must understand that they cannot singularly, on their own, meet the complex needs of our children, which means that they must work together to ensure that children and young people remain safe from harm.
- ii. In order that organisations and practitioners collaborate effectively, it is vital that every individual working with children and families is aware of the role that they play and the role of other professionals.
- iii. Staff must be clear that effective safeguarding systems are child centered.

We should take the views, wishes and feelings of young people placed in our accommodation into account, particularly in relation to matters affecting their care, welfare, and their lives. Children and young people want to be respected, their views to be heard, to have stable relationships with professionals built on trust and to have consistent support provided for their individual needs.

The Children Act 1989 and 2004 places a duty on all Local Authorities and other agencies to safeguard and promote the welfare of children whilst ensuring they cooperate in the best interests of children (i.e., individuals under the age of 18) including sharing information as appropriate. When sharing information, it should be necessary and proportionate, relevant, accurate and always shared with confidentiality in mind.

Please read the remainder of this policy for designated officers and then when there is a new safeguarding concern regarding a child or young person, or it is considered.

### 4. **Recruitment and Selection**

Applications for employment or volunteering in roles will be processed in line with our recruitment and selection policy. In addition to employees / volunteers who, whilst employed or volunteering with us in any capacity, become barred from working with children and / or adults at risk must inform their manager and HR immediately so that appropriate action (which may include redeployment or dismissal) can be taken. Failure to inform will result in dismissal.

## 5. **Safeguarding Children and Young People against Radicalisation and Extremism.**

In accordance with the Counter Terrorism and Security Act 2015, our organisation has a responsibility to prevent those accessing our services from being drawn into terrorism. "Prevent" is one of the strands of the Government's counter terrorism strategy (CONTEST) and its aim is to stop people being drawn into terrorism.

Our Prevent Strategy for the Association is included in Appendix 3. We will commit to ensure appropriate training for all those working directly with children and adults at risk and all designated officers. We have a named designated officer to lead our work in this area to support the senior designated safeguarding officer.

## 6. **Definitions.**

**Children:** Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

**Safeguarding and promoting the welfare of children defined for the purposes of this guidance as:**

- a) protecting children from maltreatment.
- b) preventing impairment of children's health or development.
- c) ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- d) taking action to enable all children to have the best outcomes.

**Child Protection:** Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

**Contextual safeguarding:** is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighborhoods, schools and online can feature violence and abuse. Parents and carers can have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships. It expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts.

**Abuse:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

**Physical Abuse:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional Abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment 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 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Child Sexual Exploitation (CSE):** Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.

**Neglect:** 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 because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a) provide adequate food, clothing, shelter (including exclusion from home or abandonment).
- b) protect a child from physical and emotional harm or danger.
- c) ensure adequate supervision (including the use of inadequate caregivers)
- d) ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Extremism:** Extremism goes beyond terrorism and includes people who target the vulnerable including the young by seeking to sow division between communities based on race, faith, or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

**Young Carer:** A young carer is a person under 18 who provides or intends to provide care for another person (of any age, except generally where that care is provided for payment, pursuant to a contract or as voluntary work).

**Parent Carer:** A person aged 18 or over who provides or intends to provide care for a disabled child for whom the person has parental responsibility.

Education, Health, and Care Plan: A single plan, which covers the education, health and social care needs of a child or young person with special educational needs and/or a disability (SEND).

Local Authority Designated Officer (LADO): County level and unitary local authorities should ensure that allegations against people who work with children are not dealt with in isolation. Any action necessary to address corresponding welfare concerns in relation to the child or children involved should be taken without delay and in a coordinated manner.

Local authorities should have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people who work with children. Arrangements should be put in place to ensure that any allegations about those who work with children are passed to the designated officer, or team of officers, without delay.

Safeguarding partners: A safeguarding partner in relation to a local authority area in England is defined under the Children Act 2004 as: (a) the local authority, (b) a clinical commissioning group for an area any part of which falls within the local authority area, and (c) the chief officer of police for an area any part of which falls within the local authority area. The three safeguarding partners should agree on ways to co-ordinate their safeguarding services; act as a strategic leadership group in supporting and engaging others; and implement local and national learning including from serious child safeguarding incidents.

Child death review partners: A child death review partner in relation to a local authority area in England is defined under the Children Act 2004 as (a) the local authority, and (b) any clinical commissioning group for an area any part of which falls within the local authority area. The two partners must plan for the review of each death of a child normally resident in the area and may also, if they consider it appropriate, plan for the review of a death in their area of a child not normally resident there. The purposes of a review or analysis are.

(a) to identify any matters relating to the death or deaths that are relevant to the welfare of children in the area or to public health and safety, and (b) to consider whether it would be appropriate for anyone to act in relation to any matters identified.

County Lines: As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child criminal exploitation: As set out in the Serious Violence Strategy where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- a) in exchange for something the victim needs or wants, and/or
- b) for the financial or other advantage of the perpetrator or facilitator and/or
- c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur with technology.



## **B. PROCEDURE**

### **1. Staffing**

#### **a) Selection and Vetting of Workers**

Staff selection and Vetting, including barring and criminal offenses will comply with YMCA Humber Recruitment and Selection policy. In addition to employees/ volunteers who, whilst employed or volunteering with using any capacity, become barred from working with children and / or adults at risk must inform their manager and HR immediately so that appropriate action (which may include redeployment or dismissal) can be taken.

Failure to inform will result in dismissal. If an employee or volunteer is facing criminal charges or is convicted of a criminal offence, they must inform their manager and HR immediately so that appropriate action (which may include redeployment or dismissal) can be taken. Failure to inform will result in dismissal. Employees / volunteers should also inform managers of any other concerns about themselves that could impact on their suitability to work with children/young people. For example, if they or their partner are subject to child protection or safeguarding enquiries in relation to their own children.

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct to maintain the confidence and respect of the public and those with whom they work. There may be times where an individual's actions in their personal life come under scrutiny from the community, the media, or public authorities, including their own children, or children or adults in the community.

Staff should be aware that their behavior, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute.

#### **b) Induction and Training**

All staff should receive basic training in safeguarding children at risk and identifying and responding to evidence or suspicions of abuse. They will also receive professional boundaries training. This training is included in the induction process for all staff, we offer introductory training for all staff, and this is then supplemented by higher level, formalised in-house and / or external training, and individual supervision throughout employment as appropriate to the role.

#### **c) Boundaries and good practice**

Staff must always comply with YMCA Humber Professional Boundaries Policy.

### **2. Responsibilities**

It is the responsibility of all staff:

- To be familiar with the Policy and Procedure, read it annually and be aware of the Whistleblowing Policy and procedure.
- To promote the wellbeing of the children and young people with whom they work with.
- Who receives an allegation or disclosure of abuse from any source, or who suspect abuse act as an "alerter" and to report their concerns to their line manager and / or a designated officer. If an allegation or suspicion of abuse involves or implicates the line manager or designated officer, they must inform a different designated officer.



It is the responsibility of all staff, managers, and designated officers:

- All staff to be aware of contextual safeguarding in recognising that children are exposed to many influences outside of their family and that professionals working with children need to be proactive and alert to these influences and ensure that their own professional influence is positive and wholesome.
- All managers to ensure that safeguarding is a standing agenda item at team meetings and 121 meetings and to create a culture where concerns are raised early and openly, where safeguarding is always considered, and staff and volunteers can learn good practice from each other.
- All designated officers receiving allegations refer the concerns to the appropriate bodies as appropriate, informing the senior designated officer and maintaining confidential records.
- All designated officers and managers to report safeguarding concerns and issues to the senior safeguarding officer as soon as possible for advice, support, and monitoring, although responsibility for investigating and dealing with the issue remains with the line manager / designated officer.
- All managers to ensure that staff and volunteers are aware of and comply with this Policy and Procedure and that they receive training appropriate to their role.
- The senior designated officer, Head of Operations, and the People and Policy Manager to review the policy at least annually for formal approval by the Board of Trustees.
- The senior designated officer or the Chief Executive Officer liaises with the Local Authority Designated Officer (LADO) if allegations relate to staff or volunteers before progressing the issue.
- The People and Policy Manager, the senior designated officer, Head of Operations or the Chief Executive Officer to make any required referrals to the Disclosure and Barring Service (DBS).
- The Chief Executive Officer to escalate serious incidents to the Charities Commission.
- The Board of Trustees to ensure that there is a safe and trusted environment, an organisational culture that prioritises safeguarding, a robust policy and procedure for safeguarding children and young people and to monitor safeguarding issues at each Board meeting.

### **3. Roles and Contact Details.**

YMCA Humber's senior designated officer for dealing with Safeguarding Children and Young People issues is:

- Samantha England (Deputy Chief Executive)
- [Samantha.England@ymca-humber.com](mailto:Samantha.England@ymca-humber.com)
- Telephone 01472 403020 ext. 550

In the absence of the senior designated officer please contact:

- Kate Conway, Chief Executive Officer
- [kate.conway@ymca-humber.com](mailto:kate.conway@ymca-humber.com) Telephone 01472 403020 ext 560

In the first instance, however, issues, alerts, concerns, or questions regarding safeguarding adults at risk should be referred to one of the following designated officers: -

Health & Wellbeing Manager

Kerry Davis

[kerry.davis@ymca-humber.com](mailto:kerry.davis@ymca-humber.com)

Telephone 01472 403020 ext 380

Head of Youth and Community

Louise Harling

[louise.harling@ymca-humber.com](mailto:louise.harling@ymca-humber.com)

Telephone 01472 403020 ext 580

Youth Development Manager

Donna Chandler

[donna.chandler@ymca-humber.com](mailto:donna.chandler@ymca-humber.com)

Telephone 01472 403020

Accommodation Manager

Siobhan Porter

[siobhan.porter@ymca-humber.com](mailto:siobhan.porter@ymca-humber.com)

Telephone 01472 403020 ext 370

Accommodation Manager

Mark Brewer

[mark.brewer@ymca-humber.com](mailto:mark.brewer@ymca-humber.com)

Telephone 01472 403020 ext 370

If required, referrals to external agencies will be made by one of these named officers. Such referrals should be made as soon as possible once an alert has been received and certainly no more than 24 hours later. **The Senior Designated Officer must be informed of all referrals made.**

#### 4. Allegations, Suspicions of Abuse.

##### 4a. Referrals and Concerns

An child, young person, relative or member of the public may disclose to a member of staff information about an incident or incidents that could be construed as abuse.

The staff members must listen to and record exactly what is said, encouraging them to speak, without asking questions directly as far as possible, about the incident itself, other than clarifying basic factual details. S/he may ask if the person is injured in case immediate medical treatment is required. Every allegation must be recorded and reported, whether the staff member hearing the allegation believes it is well founded. (Please see Appendix 2 for more information).

If a member of staff suspects abuse, it is their responsibility to report (alert) their concerns to their line manager or a designated officer (see above). They should give as much detail as possible about the nature of the concerns and the time, place, content, and nature of any discussions with anyone else involved.

Grounds for suspecting that abuse is occurring may be based on personal knowledge of the vulnerable adult and observations of changes in their mood, behaviour, or personal presentation, as well as evidence of injury or disclosure. These indicators should be reported and recorded in detail. If the report is made to the line manager, then the line manager must inform one of the designated officers as a matter of urgency.

The designated officer / line manager (the referrer) will document the full details of the situation and make further enquiries, if necessary, to ensure that the adult at risk is protected from any further harm while the appropriate authorities are informed. They will also notify the Senior Designated Officer as soon as possible of the issue. Where risk of harm is suspected, the designated officer / line manager will take further steps to protect that person from further harm.

If the suspected abuser is a family member, other service user or visitor, they should not be left alone with the person until the local authority has been informed and given the opportunity to initiate their own procedures.

If there is not an immediate explanation, the suspicion of abuse must be referred to the Adult Social Care Team by one of the designated officers at North East Lincolnshire Council within 24 hours of receiving the alert. Copies of the referral pro forma can be downloaded from the websites stated above. The Senior Designated Officer MUST be informed at this stage if not previously notified.

If the designated officer decides, after investigation, that a referral is not required the incident must still be fully documented and the senior designated officer must be informed. If staff or a volunteer believe that an adult at risk has injuries or requires medical attention, they should be supported in gaining access to emergency treatment. The clinical staff should be informed of the nature of the suspicions about the source of the injury so that they can take steps to ensure that potential evidence is not destroyed or compromised.

#### 4b. Concerns regarding staff members.

If any concerns or allegations relate to a staff member, the senior designated officer must be informed immediately and they, the Chief Executive or HR, will determine if we need to consult anyone at the relevant local authority prior to any action and before the employee / volunteer is informed.

This is to ensure that any external safeguarding processes or criminal investigations are not compromised. In the absence of these YMCA officers, this contact should be made by the appropriate designated officer with support from HR.

An allegation against an employee / volunteer could come from several sources including a report from a resident or service user, a concern from a colleague or a complaint by an external body. It may also arise from the volunteer's / employee's life outside work.

When informed of a concern or allegation about a volunteer or staff member the senior designated officer should discreetly investigate the matter.

They must obtain written details of the concern / allegation, signed, and dated by the person receiving or making the allegation; approve and date the written details and record any additional information. The senior designated officer / HR / Chief Executive will then decide on the next steps to take.

We want to encourage staff and volunteers to feel confident about raising concerns about the actions and attitudes of colleagues and want to create an atmosphere of transparency, openness, shared good practice and professionalism. If a concern is raised but the individual does not believe it is being dealt with appropriately then the individual should speak to the senior designated officer or Chief Executive or HR and, if still not satisfied, could use our Whistleblowing Procedure, or contact the LADO directly.

Staff of YMCA Humber must also read the organisation's whistleblowing policy in line with this policy. Staff can also report anonymously to the NSPCC whistleblowing advice line on [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or Telephone 0800 028 0285.

#### 5. Other Groups using YMCA Humber Premises

When letting Association premises to individuals or organisations, the following clause will be included in letting agreements:

*"The Licensee confirms that they are aware of the principles of safeguarding children, young people and adults at risk and have taken appropriate steps to ensure that people in those groups are not placed at risk".*

## 6. **Guidance when dealing with a Disclosure:**

### General Points:

- Show acceptance / belief of what the child says (however unlikely the story may sound).
- Keep calm.
- Look at the child directly.
- Tell the child you will need to let someone else know – don't promise confidentiality.
- Even when a child has broken a rule when told not to, they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell.
- Never push for information.
- If the child decides not to tell you, then accept that and let them know you are always ready to listen and record immediately.

### Helpful things you may say or show:

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me.
- It's not your fault and I will help you.

### Don't:

- Say "Why didn't you tell anyone before?"
- Say "I can't believe it."
- Say "Are you sure this is true?"
- Ask "Why? How? When? Who? Where?"
- Make false promises.
- Probe or ask questions other than clarify points made.
- Never make statements such as "I am shocked, don't tell anyone else."
- Say you won't tell anyone else.

### Concluding:

- Reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens (we might have to consider referring to the Police)
- Contact one of the designated officers directly or via your line manager as soon as possible.
- Consider your own feelings and seek appropriate pastoral support if needed whilst maintaining confidentiality.

### Follow Up:

- Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said and when, what you said in reply and what was happening immediately beforehand (e.g., description of activity).
- Record dates and times of these events and when you made the record. Keep all hand-written notes securely, even if these have been typed subsequently.
- Report the discussion to your manager and / or one of the designated officers as soon as possible.
- If you are working in a school, then the person responsible for safeguarding in the school must also be informed.
- You must not discuss your suspicions, allegations, or any disclosure with anyone other than those named in this policy.

## 7. **External Agencies and Contacts.**

A child may be in immediate danger due to extreme circumstances eg their life is at risk, they are likely to run away, they need urgent medical attention etc. If this is the case, then call the Police and seek their advice or consult the senior designated officer or one of the other designated officers (see sections) as a matter of urgency.

## 8. Good Practice with Children and Young People.

As a worker with children and young people you should act as an ambassador for YMCA Humber and embody our core values of caring, honesty, respect, and responsibility in all that you do. We aim to create an atmosphere of professionalism, support, caring, and transparency where good practice can be shared, and concerns raised and resolved.

Except in very exceptional circumstances or when working in our children and young people's Provision (CYP) you should not be alone as the only worker with a group of children or young people where the activity cannot be seen. Special measures, permissions, risk assessments and checking procedures are in place in CYP to allow for lone working. The NSPCC recommends the following numbers of leaders to children according to their age:

- 0 - 2 years - one adult to three children
- 2 - 3 years - one adult to four children
- 4 - 8 years - one adult to six children
- 9 - 18 years - one adult to ten children

If possible, have at least one male and one female if the group is mixed. In a situation with a child or young person where privacy and confidentiality are important ensure that any meeting that takes place in a private setting involves at least one other adult in proximity who is aware that additional support is necessary. The child /young person should be made aware of their additional presence and any such meetings should be conducted under CCTV surveillance where possible.

You should treat all children and young people with respect and dignity befitting their age and always be sure to be mindful of your own language, tone of voice, body language and dress. You should never encourage the use of alcohol, drugs, or tobacco or the watching / playing of violent films, games etc. and you must never smoke or drink alcohol in front of the children or young people in your care and you must be prepared to actively intervene to stop any inappropriate games / activities / conversations etc.

Where possible, make sure another adult is present if, for example, a young child needs medical attention. Staff must not use their own cars to transport children or young people except in very exceptional circumstances and only with the approval of their line manager and the senior designated officer or one of the designated officers.

Except in our housing services, Staff should always check the young person's risk assessments regarding travelling in vehicles before commencing a journey. Where a staff member may be required to transport more than one young person alone, authorisation must be obtained from the registered manager or accommodation manager. Take steps when giving lifts to drop a minimum of two young people off at the last point, involving staff, carers, and parents if necessary.

All destinations, stops, and areas where the vehicle is stopped for long periods of time must be pre-planned and approved by the employees' line manager. Any emergency /Unplanned departures from the pre-approved travel itinerary should be reported to the line manager as soon as it is safe to do so. Participants must never travel to, enter, or know the location of private dwellings that are related to staff members or volunteers.

Those working with children and young people should never engage in any of the following:

- Participation in rough, physical, or sexually provocative games your role could be to supervise, for example a game of rugby etc.
- Inappropriate and intrusive touching of any form.
- Telling inappropriate jokes.
- Bad language
- Any scapegoating, intimidating, ridiculing, or rejecting of a child or young person.

## **9. Use of Cameras, Recording Equipment and Mobile Phones.**

When taking still or moving images the following key principles MUST be remembered:

- Parents/carers/children and young people have a right to decide whether images are to be taken, and how those images may be used.
- Parents/carers/children and young people must provide written consent using the YMCA consent form, to take and use their image, which will be stored confidentially by the Association, for images to be taken and used. This consent must explicitly state how long the image(s) will be stored for as well as for what purpose(s).
- Care must be taken to ensure that images are never sexual or exploitative in nature, nor open to misinterpretation and misuse.
- All images of children and young people will be securely stored and in the case of images used on websites, particular care will be taken to ensure that no identifying details facilitate contact with a child/young person by a potential abuser.
- If we use external photographers they will be advised of our safeguarding and other pertinent policies and will sign to acknowledge that they have read, understand, and will abide by them.

If carers / parents or other spectators are intending to photograph or video at an event/activity, they must be told of our expectations and wherever possible written notices to this effect will be displayed. Any concerns regarding inappropriate or intrusive photography / filming should be reported to the event / activity manager / coordinator immediately and dealt with in the same manner as any other safeguarding concern. On childcare sites and children's holiday camps, parents / carers are not allowed to use mobile phones whilst on site where the children are, due to the risks posed. They will be advised of this by signage on site and by our staff.

## **10. Mobile Phones and Similar Devices.**

All staff and volunteers should comply with YMCA Humber Telephone, Email, Internet, and Social Media Usage policy always.

## **11. External Agencies and Contacts.**

In an emergency and in the highly unlikely event that none of the above named can be contacted then a referral can be made, depending on where the adult lives, directly to:

- North East Lincolnshire Council Telephone: 01472 326292 (option 2, option 2)
- Out of hours/Emergency Duty Team – 01472 326292 (option 2)
- NSPCC can also be contacted for advice or guidance on their free helpline - 0808 800 5000.
- North East Lincolnshire Council LADO Telephone: 01472 326118 email: lado@nelincs.gov.uk

## **12. Female Genital Mutilation (FGM).**

FGM is a form of child abuse and is against the law in the UK. It is defined as 'A procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways.'

It is important that all staff working with children are aware of the indicators that could suggest that a girl or young woman is particularly at risk of FGM.



## **APPENDIX 1**

### **Behaviour Management Guidelines**

YMCA Humber recognises the importance of positive and effective behaviour, management strategies in promoting young people's welfare, learning and enjoyment. YMCA Humber, managers, and the staff team will manage behavior according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising any concerns or suggestions.

In the following guidelines "staff" includes volunteers and anyone else working with children and young people.

- Positive behaviour will be reinforced with praise and encouragement.
- Negative behaviour will be challenged in a calm but assertive manner. In the first instance, staff will try to redirect children's energies by offering them alternative and positive options.
- Staff will be open to stating and explaining non-negotiable issues.
- When dealing with negative behavior, staff will always communicate in a clear, calm, and positive manner.
- Staff will make every effort to set a positive example to children by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.
- Staff will work as a team by discussing incidents and resolving problems to act collectively and consistently.
- Staff will try to discuss concerns with parents/carers at the earliest possible opportunity to help identify the causes of negative behavior and share strategies for dealing with it.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts by discussion and negotiation.
- Activities will be varied, well planned and structured, so that children are not easily bored or distracted.
- Staff will work on each child's positives: and will not compare them with each other but encourage them individually.
- Staff will ensure that quieter and well-behaved children get attention too.
- Staff will aim to be consistent in what they say and ensure that other team members know what has been said this avoids manipulation.
- Staff will NEVER smack or hit a child and will try not to shout but will change their voice tone where necessary. Breaches of this are likely to result in disciplinary action.
- Staff will consider individual motivation and needs when deciding why a child is behaving in a certain way.
- Staff will take a child aside to talk to them about their behavior, encourage them to change and encourage them on their strengths.
- Staff will help children to develop a range of social skills and help them learn what constitutes acceptable behaviour.

### **Dealing with Negative Behaviour:**

When confronted with negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour.

- 'Disengaged' may indicate that a child is bored, unsettled, or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.
- 'Disruptive' describes a child who prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.
- 'Unacceptable' refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behavior, e.g., temporarily removing a child from the activity if appropriate.

When an incidence of negative behavior occurs, staff will listen to the child or children concerned and hear their reasons for their actions. Staff will then explain to the child or children what was negative about their behaviour and that such actions have consequences for both them and for other people.

Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behavior and, unless it is judged inappropriate, be able to re-join the activity.

If unacceptable behaviour persists, more serious actions may have to be taken including suspension or exclusion. At all times, children will have explained to them the potential consequences of their actions.



## APPENDIX 2 Indicators of Abuse.

<p><b>Physical Abuse</b></p>	<p><i>Physical abuse is the deliberate infliction of pain, physical harm or injury and includes withholding or misuse of medication. Some forms of domestic abuse fall into this category.</i></p> <p><u>Indicators include:</u></p> <ul style="list-style-type: none"> <li>• Injuries not consistent with falls or offered explanations.</li> <li>• Unexplained loss of hair in clumps.</li> <li>• Cuts that are not likely to be explained by self-injury.</li> <li>• Finger-marks.</li> <li>• Flinching or evidence of pain/ discomfort during normal activity.</li> </ul>
<p><b>Psychological abuse</b></p>	<p><i>Psychological abuse is any pattern of behaviour by another that results in harm and may include insults, coercive behaviour, humiliation, ridicule, bullying, some types of domestic violence, threats, enforced isolation, interference in relationships and contact between consenting adults, coercion, lack of privacy or choice, denial of dignity.</i></p> <p><u>Indicators include:</u></p> <ul style="list-style-type: none"> <li>• Signs of strain within a relationship and / or tension when a particular person is present.</li> <li>• Indicators that an individual acts differently when a third person is present than at other times.</li> <li>• Suggestions of refusal to allow a choice e.g., to eat or not eat more or less particular foods, to dress according to preference.</li> <li>• Signs of withdrawal or fear or other changes to emotional state</li> <li>• Signs of unexplained sleep or weight loss</li> </ul>
<p><b>Sexual Abuse</b></p>	<p><i>Sexual Abuse is any sexual activity involving but carried out without the informed consent of an adult at risk. Sexual abuse may include sexual intercourse, inappropriate touching, offensive or suggestive language, 'voyeuristic' behaviour, and exposure to the suggestive or sexually explicit activities of others, including films, photographs, images etc.</i></p> <p><u>Indicators include:</u></p> <ul style="list-style-type: none"> <li>• Unexplained bruising around or bleeding from the genital area.</li> <li>• Stained or bloody underclothing.</li> <li>• Unexplained difficulties in walking.</li> <li>• Reluctance of the person to be alone with an individual known to them.</li> <li>• Unusual and inappropriate sexualised language.</li> </ul>
<p><b>Neglect and acts of Omission</b></p>	<p><i>Neglect may be deliberate or by default where the abuser is not able to provide the care and support needed or may not recognise the need for the care and support to be given. The abuser may also be neglecting themselves.</i></p> <p><u>Indicators include:</u></p> <ul style="list-style-type: none"> <li>• Persistent hunger and / or weight loss.</li> <li>• Poor hygiene.</li> <li>• Dress inappropriate to weather or activities.</li> <li>• Denial of religious or cultural needs.</li> <li>• Physical problems and medical needs that are not attended to.</li> </ul>
<p><b>Self-Neglect</b></p>	<p><i>Where the adult at risk is neglecting to care for their own personal hygiene, health, or surroundings.</i></p> <p><u>Indicators include:</u></p> <ul style="list-style-type: none"> <li>• Hoarding.</li> <li>• Poor personal hygiene.</li> <li>• Unexplained weight loss.</li> <li>• Wearing the same clothes for several days.</li> <li>• Physical problems and medical needs that are not attended to.</li> </ul>

## APPENDIX 3 THE PREVENT STRATEGY

### **Definitions:**

**British values:** British values are defined as “Democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different backgrounds, characteristics, beliefs and faiths.”

**Extremism:** The government’s own definition of extremism as contained within the Prevent strategy is “Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas”.

**Radicalisation:** radicalism is defined as “the process by which people come to support terrorism and extremism, and then, in some cases to participate in terrorist activity”.

### **Safeguarding against radicalisation and extremism:**

YMCA Humber takes its responsibilities for safeguarding very seriously. In accordance with section 36 to 41 of the Counter Terrorism and Security Act 2015 our organisation has a responsibility to prevent children and adults from being drawn into terrorism. Prevent is a strand of the Government Counter Terrorism Strategy (CONTEST) and aims to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat faced from those who promote these views.
- Provide practical help to stop people from being drawn into terrorism and ensure they are given appropriate advice and support.
- Work with a wide range of sectors where there are risks of radicalisation including education, criminal justice, faith, charities, the internet, social media, and health.
- YMCA Humber is a registered charity supporting children and adults from ethnically, socially, and economically diverse areas. The age and profile of our clients make it crucial to be actively involved in the Prevent strategy. The organisation has a part to play in fostering shared values and promoting cohesion.
- Extremist ideology runs counter to YMCA Humber and British values which make our community successful such as respect and tolerance for others, the rights of all to live free from persecution of any kind, freedom of speech, democracy, the rule of law and equality of opportunity and treatment. Extremism promotes fear and division and actively seeks to cause destructive relationships between different communities.

### **Our Responsibilities:**

- To promote and reinforce YMCA Humber and British values; by listening, supporting, and enabling those we work with to develop their self- knowledge, self-esteem, and self-confidence.
- To promote social cohesion by supporting inter-faith and inter-cultural dialogue and understanding, and to encourage full and active roles in wider engagement in society.
- To support those, we work with by ensuring YMCA Humber has strong policies to enable it to be free from bullying, harassment, and discrimination.
- To identify and provide support to those we work with who may be at risk of radicalisation through appropriate sources of advice and guidance.
- To ensure that staff and volunteers are aware of their roles and responsibilities in preventing terrorism and radicalisation.
- To achieve these responsibilities YMCA Humber will concentrate on the following areas

### **Leadership and Values:**

To provide an ethos which promotes respect, equality diversity and understanding achieved through:

- Promoting YMCA Humber core values of, Caring, Honesty, Respect and Responsibility.
- Building understanding of the issues and the confidence to deal with / report them.
- Deepening engagement with local communities.
- Appointing a Designated Officer to lead this work in partnership with the DL Officer for Safeguarding.

## **Staff Support:**

To ensure that staff and volunteers know the indicators of radicalisation or extremism and are confident to take preventative and responsive steps working with partner professionals, families, and communities. This will be achieved through:

- Role appropriate training for all staff and volunteers
- Being aware of what is happening in the organisation and the community and taking action as necessary.
- Implementing anti-bullying strategies and challenging any discriminatory behaviour
- Helping clients and staff know how to access support within YMCA Humber or through community partners.
- Managing risks and responding appropriately to events and issues.

To ensure that YMCA Humber monitors risks and is ready to deal appropriately with issues which arise. It will need to:

- Understand the nature of the threat from violent extremism and how this may impact directly or indirectly on different teams within YMCA Humber.
- Understand and manage potential departmental and organisational risks within YMCA Humber and from external influences.
- Respond appropriately to events in local, national, or international news that may impact on those we work with and the communities we work in.
- Ensure measures are in place departmentally and across the organisation to minimise the potential for acts of violent extremist within YMCA Humber
- Ensure plans are in place to respond appropriately to a threat or incident within YMCA Humber.
- Continue the development of effective e-safety and responsible user policies.

## **Staff Training:**

The statutory guidance refers to the importance of Prevent awareness training to equip staff to identify vulnerable people and children at risk of being drawn into terrorism and to challenge extremist ideas.

All designated safeguarding officers and all staff and volunteers working directly with children, young people and adults at risk will be required to undertake training.

The keyway that we will deliver this will be via the Channel (another strand of the Government's counter terrorism strategy focusing on supporting those at risk of being drawn into terrorism) online package aimed at those working in client focused roles.

## **What to do if you have a concern:**

If you identify a person who you think is vulnerable to being drawn into terrorism or is displaying signs of extremism, you need to act. If you have any concerns at all we would strongly recommend discussing this with our organisational Lead on the Prevent Duty:

### Siobhan Porter

- siobhan.porter@ymca-humber.com Tel 01472 403020 extn 370.

### Samantha England, Senior Designated Officer for Safeguarding

samantha.england@ymca-humber.com Tel 01472 403020 extn 550

In their absence, please discuss your concerns with one of the other designated officers or your line manager. You can also contact the National Police Prevent advice line on 0800 011 3764 or call 101 to make a report or to ask for advice. Any referrals made MUST be reported to the Organisational Lead on the Prevent Duty, Siobhan Porter and / or Samantha England, our Senior Designated Officer for Safeguarding immediately.

## Appendix 4 Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is a form of child abuse and is against the law. The summer months are known as the “cutting season.” This is a time when women and young girls are at greater risk of undergoing FGM as the extended summer break allows more healing time thus reducing the risk of detection by professionals. FGM affects girls of all ages, however, in half of the countries where FGM is practiced the majority were cut under the age of 5.

FGM is defined as: ‘A procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways.’

### Possible indicators that a girl may be at risk of undergoing FGM include:

- A female child is born to a woman who has undergone FGM.
- A female child has an older sibling or cousin who has undergone FGM.
- Father comes from a community known to practice FGM.
- A female family elder is very influential within the family and is/will be involved in the care of the girl.
- Mother/family have limited contact with people outside of her family.
- A girl or her family states she is going to have a ‘special procedure’ or to attend a ‘special occasion’ to become a woman.
- A girl or her family talk about a long holiday to her country of origin or another country where the practice is prevalent.
- Parents state they or a relative will take the child out of the country for a prolonged period.
- A girl has attended a travel clinic or equivalent for vaccinations/ anti-malaria.
- An elder woman has arrived to stay with the family or there is talk of going to a special party.

This is by no means an exhaustive list and some indicators described above might in some instances be completely unrelated to FGM. It is important that practitioners use their professional judgement and handle concerns with sensitivity, but fear of offending should never override our duty to safeguard. Practitioners who are concerned about a child should refer to the FGM Multi- agency Practice Guidance to help decide what action to take. Where several indicators are present, practitioners should follow local safeguarding procedures, in addition to the above, and always act on concerns. It is essential that practitioners act swiftly and seek advice in order that steps can be taken to protect the girl where necessary.

The law surrounding FGM was strengthened in 2015 and is fully embedded within the Serious Crime Act 2015. From October 2015, there is a mandatory duty to report any direct disclosure or confirmed case of FGM to the police on 101. This sits alongside the normal safeguarding procedures which require practitioners to report any concerns regarding young girls who have undergone or who are considered at risk of FGM. Local guidance can be found at NSCB/NCSCB Procedures

‘The actual act of FGM is thought to rarely happen within the UK, although there is increasing evidence that “cutters” are being brought here to avoid detection and because it is economically more viable for families to join to share cost. Most children and young women involved are most likely to be taken back to their home country by family members to undergo FGM. It is important to note that this is an illegal act according to UK law and family members will be investigated on their return to the UK.

The number of girls and women world-wide who have undergone female genital mutilation is estimated at between 100 and 140 million, with 3 million young girls affected each year. It is found in 28 African countries, and in South East Asia and the Middle East.

Dispersal of asylum seekers across the UK means that early years’ colleagues are more likely to meet girls and women who have already been cut and a larger number of girls who might be at risk of being cut. Girls of dual heritage may also be at risk, if one of the parents is from a practicing community.

Colleagues should undertake e-learning to increase awareness and knowledge around FGM, such as during their first 6 months in post. Early years’ colleagues who suspect that any child or young woman is at high risk of or has already undergone FGM are advised to contact: the designated officers and then the safeguarding contacts detailed within this policy and procedure.