

creative

YOUTH

**Creative Youth**

# **Child Safeguarding Policy and Code of Practice**

**Adopted by Board of Trustees, 14 January 2009 Reviewed  
October 2016**

**Next Review : October 2017**

**Child Protection Officer: Phil Hetherington  
– Chief Executive Officer**

**Reviewed by Kingston Local Safeguarding Children Board  
in September 2012**

## **Introduction**

Creative Youth aims to provide the very best opportunities for children and young people to enjoy and participate in a wide range of high quality artistic activity.

To this end, it will actively provide pastoral care in all situations where it is responsible for the safety and well-being of young people below the age of 18, protecting them from physical, sexual and emotional harm.

Creative Youth will seek to create relationships of trust between young people and responsible adults acting on behalf of Creative Youth, in which young people's views can be expressed and respected.

In order to protect young people and staff and volunteers working on behalf of CREATIVE YOUTH this child protection policy and the following code of conduct should be adhered to at all times and every member of staff and volunteers must read the policy before working with any young people. A list of definitions of child abuse and indicators to assist staff in recognising young people who may be suffering abuse is included to assist staff and volunteers in identifying any young people who they feel may be at risk.

When organising or co-ordinating an artistic event, CREATIVE YOUTH will provide each participating group a copy of this policy and ensure that they have agreed to it.

This policy applies to children and young people from other areas taking part in an event in Kingston, as well as children resident in Kingston.

## What is Child abuse?

- According to the **World Health Organisation**, “Child abuse” or “maltreatment” constitutes ‘all forms of physical and/or emotional ill-----treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.
- **NSPCC** similarly specify “cruelty to children” or “child abuse” as ‘behaviour that causes significant harm to a child. It also includes when someone knowingly fails to prevent serious harm to a child. All forms of cruelty are damaging – it can be harder to recover from the emotional impact than from the physical effects.’
- These definitions therefore point to **four types of cruelty**:
  - **Physical abuse**: including hurting or injuring a child, inflicting pain, poisoning, drowning, or smothering.
  - **Sexual abuse**: including direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities.
  - **Emotional abuse**: repeatedly rejecting children, humiliating them or denying their worth and rights as human beings.
  - **Neglect**: the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and medical attention.
- A child who is being abused may experience more than one type of cruelty.
- Discrimination, harassment, and bullying are also abusive and can harm a child, both physically and emotionally.

## Indicators of Abuse

### Generic Indicators

A sudden change in behaviour, running away from home, lack of self esteem and confidence, regressive behaviour, attention seeking, hyper activity, unusual attachment/clinginess to youth workers or staff, aggression, bullying, temper tantrums, over anxiety or fear, resistance to comfort.

The following descriptions of abuse are taken from **Working Together to Safeguard Children: A guide to inter-----agency working to safeguard and promote the welfare of children (2010)** and the indicators are taken from the **NSPCC** website.

### Physical Abuse

Physical abuse 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.

**Physical signs** ----- bruises e.g. frequent or in unusual places where accidental injuries are unlikely to occur e.g. thighs, shoulders, chest or back, face, or any bruising to pre-crawling, pre-walking children. Bruises in or around mouth – especially in babies or toddlers. Burns. Bone fractures. Serious injuries with no adequate explanation. Frequent accidental injuries. Delay in getting treatment for a child’s injury. Or leaving injuries untreated.

**Behaviour signs** ----- aggressive behaviour in children. Restlessness or hyper-activity. Fear or over-anxiety to please. A child may have frequent absences from school. Child may respond to caregivers with resistance to being comforted, or show 'frozen watchfulness' – a heightened awareness by children anticipating further abuse. These behaviour signs may apply in any of the forms of abuse.

### Emotional Abuse

Emotional abuse is 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 children 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 the 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 cyberbullying), 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.

**Physical and emotional signs** ----- May be seen in developmental delay. Child withdrawn, excessively quiet. Sadness. Suicidal ideas. Compulsive stealing. Awareness by outsiders that parent/s or carers seldom interact with, or talk to the child.

### Sexual Abuse

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

**Physical signs** ----- there may be **none** but could be pain or physical discomfort, signs of urinary tract infections (UTI) or sexually transmitted infections (STI); under-----age pregnancy or parenthood.

**Behavioural signs** ----- sexualised behaviour / language inappropriate to child's age / understanding. Knowledge of smells, tastes, physical sensations involved should cause concern. Fear about being left with certain person/s or fear of bedtimes. Self-----harming, depression, suicidal thoughts or actions. Eating disorders. Hysteria. Other significant changes in behaviour or personality. Arson (fire setting). Sexual offending. Risk of, or actual prostitution.

### **Remember**

- NSPCC say research study showed: 75% children sexually abused did not tell anyone at time happened. 31% still not told anyone by early adulthood.
- Stranger abuse – another study showed 14% female children and 22% male children were abused by strangers

## Neglect

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

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

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Physical signs** ..... Appears frequently hungry e.g. stealing food from other children's lunches at school, begging. Very tired. Pale. Personal hygiene poor e.g. dirty or smelly. Delayed language or motor development. Other physical neglect e.g. rotten teeth. Nappy rash. Poor/inappropriate clothing. Failure to care for child with special medical need. Missing medical appointments. Children left unsupervised in home setting or when out of doors. Child shows repetitive behaviours e.g. head banging, rocking.

### **Remember**

- Research into child abuse demonstrates that **NEGLECT** and **EMOTIONAL** abuse have most harmful long-----term effects on physical and psychological well being of children.
- Disabled children are twice as likely to become victims of abuse.**

Besides the above-----mentioned child abuse disclosure, staff should also be alert to any information disclosed about other child welfare concerns, including domestic violence, children with medical needs, child trafficking and drug and alcohol abuse, etc. Indicators of these welfare concerns are detailed in **Appendix 1**:

## Code of Practice

All people working on behalf of Creative Youth, whether in a voluntary, paid or on a contractual basis, will be required to familiarise themselves with this policy, as will visiting companies working with young people. Any breach of this policy and guidelines shall be treated as a serious matter requiring immediate remedial action on the part of the trustees. Serious acts of suspected misconduct will be reported without delay to the relevant authorities (police, RBK's Safeguarding Children staff etc.) and the person(s) deemed culpable informed clearly, preferably both verbally and in writing, that their presence in any CREATIVE YOUTH activity is suspended forthwith pending the outcome of any subsequent enquiry or procedure. The only time the person deemed culpable will not be informed is if it has been decided as part of a strategy discussion that this would put the young person at further risk.

1. All volunteers, trustees and people employed working directly with young people shall have up-----to-----date DBS clearance. Creative Youth shall keep a record of carrying out checks.
2. Respect should always be shown and fostered, between young people themselves and between young people and adults.
3. A young person's right to personal privacy shall be respected.
4. Always ensure that there are sufficient numbers of workers / volunteers present to prevent a situation arising in which a young person is alone on any premises with just one adult present.
5. Always avoid situations that may compromise your relationship with young people and are unacceptable within a relationship of trust (e.g. sexual relationships between CREATIVE YOUTH staff and young person over the age of consent)
6. Remember that caution is required in sensitive moments, such as when dealing with bullying, bereavement or abuse.
7. Do not permit abusive peer activities.
8. During residential trips, ensure that there is separate sleeping accommodation for young people and for leaders.
9. Any incident or suspicion of abuse must be reported immediately to both trustees and to Creative Youth Chief Operating Officer.
10. Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
11. Responsible adults must deal with any difficult emotional or violent situation in as calm and detached a manner as possible.
12. An individual must not transport young people without the express consent of their parent(s) or guardian.
13. Where two or more people acting on behalf of Creative Youth intend to transport young people, they must inform trustees or the Chief Operating Officer of this beforehand.
14. Trustees, volunteers and people working on behalf of Creative Youth must avoid favouritism and emotional subjectivity in relations with young people. Pastoral care should be exercised sensitively and thoughtfully.
15. Do not make suggestive remarks or gestures, even in fun
16. Any concerns about inappropriate behaviour must be shared with trustees and the Chief Operating Officer as soon as possible (or 2 x trustees if the Chief Operating Officer is the party concerned)
17. All such concerns must be recorded and dated in a secure file accessible only to the trustees, the Chief Operating Officer and appropriate authorities where necessary.
18. A detailed record of actions taken in response to incidents and concerns shall be kept in the same secure file.
19. All staff and volunteers should be aware that young people with disabilities may need to communicate their difficulties in a different way and a different approach may be needed.
20. A photograph or image of a child should not be published without written consent from a parent/guardian, and personal information of the individual, other than the name, should not accompany the image.
21. Creative Youth will ensure all visiting companies hold information on which young people in their organisations can/cannot be photographed and will hold the information in-----house for young people they are working with directly.
22. Creative Youth will ensure that when organising an exchange, trip or project, we draw up a risk assessment as well as having the child protection policy
23. Before embarking on any residential trip with a group of young people Creative Youth will ensure

the supervising team have the opportunity to meet and get to know the young people and parents if appropriate. To enable the team to identify any behaviours which may not make them suitable for the trip. If these do become apparent, we will discuss this as a team and make a decision whether or not to take them away.

24. Creative Youth will not undertake residential projects where there is a mix of under 18's and over 18's, except for supervision purposes.

### **Procedure in case of suspected or reported abuse**

#### **A. When a responsible adult suspects abuse**

1. Inform Trustee(s) & / or Chief Operating Officer immediately, who will decide upon further action, contact parent(s) / guardian(s) (if appropriate) and make a full record of the information. The person reporting the suspected abuse should sign the record confirming agreement to the report, which must include the young person's name, contact details and those of the parent / guardian.
2. Ensure that the young person has access to an independent adult such as a youth worker or reliable relative.
3. Take steps to provide a safe environment for the young person deemed to be at risk and attempt to create a calm situation.

#### **B. When a young person reports abuse**

1. Allow the young person to speak without interruption, accepting what they say. Believe them, often abusers tell their victims that no-one will believe them so there is no point in telling. Listen to them but do not push for information. Make sure that you have enough information to be sure that you are talking about abuse. Vague statements like "he makes me do things" need to be clarified before jumping to conclusions. However do not probe or investigate.
2. Alleviate feelings of guilt and isolation while not passing judgement. Reassure the young person that they were right to tell you. Abusers often tell their victims that they (the child) have done something wrong to invite the abuse and that awful things will happen if they tell.
3. Advise the young person that you will try to offer support but that you MUST pass on the information discreetly.
4. Tell the young person what you are going to do next. If there is no cause for immediate concern and the young person is to be allowed home make sure that they have access to support and further help if they need it later.
5. Inform the Trustees and Chief Operating Officer (minimum of two people) as soon as possible. They will decide on the next steps and will make a proper record of the information. Provide a written record of the incident to them.
6. Ensure that the young person has access to an independent adult such as a youth worker or teacher or relative.
7. In the event of an allegation against a trustee or the Chief Operating Officer, the incident must be reported to at least two trustees & / or Chief Operating Officer not affected by the allegation. As above, the allegation must be properly recorded.
8. Listen to them but do not push for information. Make sure that you have enough information to be sure that you are talking about abuse. Vague statements like "he makes me do things" need to be clarified before jumping to conclusions. However do not probe or investigate.

### Important Contact Information

Philip Hetherington (Chief Executive Officer & Child Protection Officer):

[phil@creativeyouthcharity.org](mailto:phil@creativeyouthcharity.org)

07795 987947

If the Trustee and / or Chief Operating Officer needs to contact RBK Children's Social Care contact details are provided below:

**You call about a child, young person that needs support in some way by contacting the Single Point of Access Team (SPA). You may be concerned about the child's developmental needs or you suspect a child is being neglected or subjected to physical, sexual, or emotional abuse.**

**Call between 8.45am and 4.45pm, Monday to Friday or call the out of hours duty team (evenings and weekends) or call 999 if you think a child is in immediate danger**

**You will be asked for your name, address, details of the child and the concerns you have. These help make further enquiries and to contact you again if necessary. Your details will be treated confidentially and will not be disclosed to members of the family in question without your consent.**

**There is a duty team that can be contacted out of office hours (evenings and weekends). But if you think a child is in immediate danger you should call 999 and contact emergency services.**

Contact the children's Single Point of Access (SPA) Team. (Open 8.45am to 4.35pm Monday to Friday)

Tel: 020 8547 5008

Out of Hours Duty Social Worker If you need to speak to someone urgently outside of office hours, please ring the Duty Social Worker.

Tel: 020 8770 5000

email: [spa@rbk.kingston.gov.uk](mailto:spa@rbk.kingston.gov.uk).[cjsm.net](mailto:cjsm.net)

**If you are worried a child is being hurt or abused contact:** Single Point of Access (SPA) Team. (Open 8.45am to 4.35pm Monday to Friday)

Tel: 020 8547 5008

Out of Hours Duty Social Worker If you need to speak to someone urgently outside of office hours, please ring the Duty Social Worker.

Tel: 020 8770 5000

email: [spa@rbk.kingston.gov.uk](mailto:spa@rbk.kingston.gov.uk).[cjsm.net](mailto:cjsm.net)

**For information and advice about services for disabled children contact:**

**Services for Disabled Children**

**Tel: 020 8547 6523**

**Email: [disabled.children@rbk.kingston.gov.uk](mailto:disabled.children@rbk.kingston.gov.uk)**

**For information and advice about child performance licensing contact:**

Contact the Education Welfare Service for advice.

Tel: 020 8547 5004

Email: [ews@achievingforchildren.org.uk](mailto:ews@achievingforchildren.org.uk)

In the event of a complaint against the Chief Operating Officer / Trustee / CREATIVE YOUTH member of staff then the below contact details should be used (and the following LADO procedure applies):

In Kingston the LADO is Viv Rimmer and her direct line is 020 8547 4609 or 07774 332 675

Alternatively, you may telephone the Single Point of Access (SPA) on 0208 547 5008.

Child Licencing

Lucy Levitt - Child Licencing Officer/Education Welfare Service

Achieving for Children Providing children's services for Kingston and Richmond

Phone: 020 8547 5262

Email: [lucy.levitt@achievingforchildren.org.uk](mailto:lucy.levitt@achievingforchildren.org.uk)



**Procedure in managing allegation against a staff member or any adult who works with children (LADO Procedure)**

Because CREATIVE YOUTH employs and manages people who work (paid or unpaid) with children and young people, we have following separate procedure about dealing with allegations against a member of staff/volunteer.

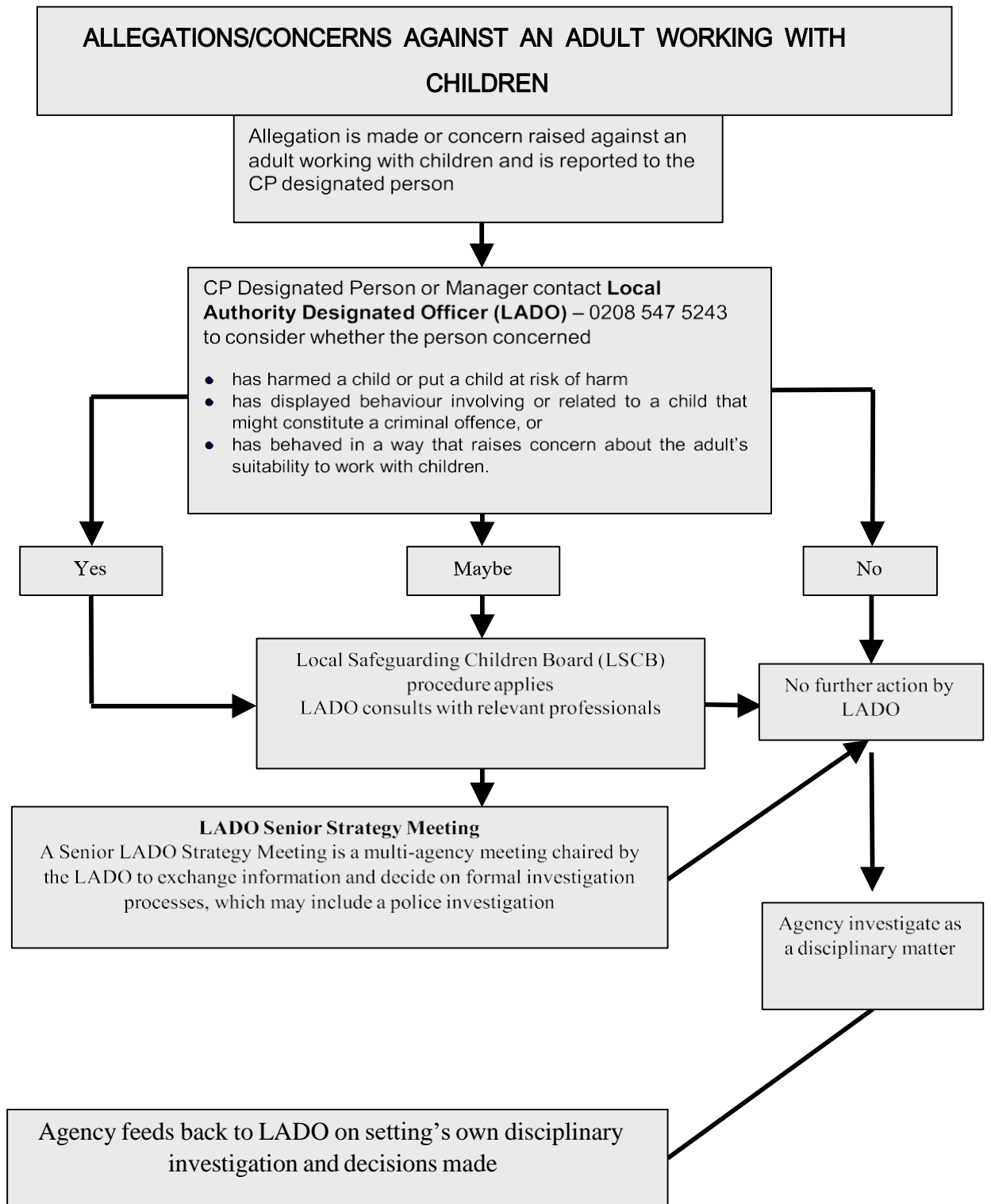
If you have a concern about a member of staff who has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards child/children in a way that indicates s/he is unsuitable to work with children.

The concern must be reported to the Child Protection Designated Person Brett Alderton immediately. The Child Protection Designated Person will then consult with the Local Authority Designated Officer (LADO) within 24 hours. See following flowchart.

The LADO will advise about:

- ❖❖❖❖ Next steps (i.e. referral to Children's Social Care/Police or disciplinary)
- ❖❖❖❖ Whether/how to inform accused person
- ❖❖❖❖ How to inform child's parents/carers
- ❖❖❖❖ Their view regarding suspension, though the decision rests with the employer
- ❖❖❖❖ How they will monitor the outcome



**This Document Is Strictly Confidential**

**Creative Youth**

**Child Protection Incident Record**

Name of Child \_

D.O.B of Child \_

Person Reporting \_

Position \_

Date of Incident \_

Time of Incident \_

Child's Full Address \_

-

Post Code \_

Telephone \_

Parent's/Guardian Name (If known) \_

Child Protection Officer (BA) Informed (date)\_ \_  
(time)\_ \_

1 Trustee Informed (date)\_ \_  
(time)\_ \_

Please list all witnesses / persons spoken to about this incident:

Name

Position (Parent, Staff etc)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Your Statements:**

**Details of Incident:**

Please record clear descriptions of any injuries, statements made by young person or any other witnesses.

**Action Taken:**

Include Names of any persons contacted – state time of contact, state if the child protection officer, parents, police or social services have been informed. Record any details of action taken by you or any third party.

Signature of Person reporting \_

Date \_

Signature of Child Protection Officer \_

Date \_