

Child Protection and Safeguarding Policy

1. Statement of intent on safeguarding children and young people

The Anaphylaxis Campaign is committed to safeguard the wholeness and the wellbeing of every person in our community, of whatever age. It is the responsibility of each one of us to prevent the physical, sexual, emotional abuse or neglect of every member of our community, and particularly the abuse of those most vulnerable among us, including children and young people. The welfare of the child is paramount. All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or belief.

All those who work or volunteer with the Campaign will be made aware of this policy and of what to do if they have any concerns. There is guidance for those responding to concerns so that they are properly dealt with, including sharing information about concerns with agencies that need to know and involve children, young people and families appropriately.

It is our policy that no-one shall work specifically with children and young people or vulnerable adults within the Campaign who might constitute a risk to their wellbeing.

This means that:

- All those whose role is specifically intended to work with children & young people under the auspices of the Campaign will be required to be checked through the Disclosure & Barring Service (DBS)/Disclosure Scotland, and are expected at all times to conform with good practice in their work. Training needs will be identified where relevant.
- Those responsible for the appointment of such workers must take all reasonable steps, including obtaining Disclosures from the DBS/Disclosure Scotland (and a barred list check, if working in a regulated activity), to ensure that persons who have been convicted or have received a formal police caution concerning sexual offences against children or young people shall not undertake work with children and young people under the auspices of The Campaign. This will include seeking criminal record checks from other countries in the case of overseas staff or volunteers, or UK-based staff or volunteers who have lived abroad.

If you have any questions about our policies and procedures please contact the Business Manager.

2. What is Child Abuse?

A basic definition of abuse is that it is abuse of power by a person who is developmentally and/or stronger than another, resulting in some distress, harm or neglect of necessary attention for the victim.

Child abuse is a term which describes all the ways in which a child's development and health are damaged by the actions or in-actions of others, usually adults. Children may be abused in a family or an institutional or community setting: by those known to them or, more rarely, by a stranger. Although different terms are used to describe particular types of abuse, these often overlap and many children suffer effects of a range of destructive forms of behaviour. It is generally accepted that there are four main types of abuse. The following definitions are based on those from Working Together to Safeguard Children (DoH, HO, DfE, 2010). Below the definitions are listed signs and symptoms which *may* indicate abuse, but do not jump to conclusions as there may be other explanations:

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 feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse, as well as being the result of an act of commission can also be caused through omission or the failure to act to protect.

Signs of physical abuse *may* include:

Unexplained or hidden injuries, lack of medical attention

Emotional Abuse

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

Signs of emotional abuse *may* include:

Reverting to younger behaviour, nervousness, sudden underachievement, attention-seeking, running away from home, stealing, lying.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling.

Sexual abuse may also include non-contact activities, such as involving children in looking at or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

Signs of sexual abuse *may* include:

Pre-occupation with sexual matters evident in words, play, drawings, being sexually provocative with adults, disturbed sleep, nightmares, bed wetting, secretive relationships with adults and children, stomach pains with no apparent cause.

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect the child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.

Signs of neglect *may* include:

Looking ill-cared for and unhappy, being withdrawn or aggressive, lingering injuries or health problems.

3. Bullying

Bullying is not always easy to define; it can take many forms and is usually repeated over a period of time. The three types are physical (e.g. hitting, kicking, theft), verbal (e.g. racism

or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities).

Bullying *will* include:

- Deliberate hostility and aggression towards a victim
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful and distressing for the victim.

Bullying *may* include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments of a sexual nature.

Emotional and verbal bullying is more common than physical violence, it can also be difficult to cope with or prove.

Bullying can result in children or young people becoming vulnerable and isolated. These particular children or young people could then become an easy target for adult abusers. Concerns about bullying should be dealt with in the same way as concerns about child abuse.

4. Safeguarding & Promoting the Welfare of Children

'Safeguarding and promoting the welfare of children' is defined in *Working Together to Safeguard Children 2013* as:

Protecting children from maltreatment

Preventing impairment of children's health or development

Ensuring that children grow up in circumstances consistent with the provision of safe and effective care

Taking action to enable all children to have the best outcomes.

5. What to do if a child or adult discloses harm to you

Receive

- Listen to the child
- If you are shocked by what they are saying, try not to show it
- Take what they say seriously
- Accept what the child says
- DO NOT ask for (other) information

Reassure

- Stay calm and reassure the child that they have done the right thing in talking to you
- Be honest with the child so do not make promises you can't keep
- Do not promise confidentiality – you have a duty to refer the child who is at risk
- Acknowledge how hard it must have been for the child to tell you what happened

React

- React to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate them for details
- Do not ask leading questions
- Explain what you have to do next and to whom you have to talk
- Explain and if possible seek agreement that you will have to discuss the situation with someone else and will do so on a 'need to know' basis.

Record

- Make some brief notes at the time and write them up more fully as soon as possible– use the Record of Concerns Template attached
- Take care to record timing, setting and personnel as well as what was said
- Be objective in your recording – include statements and observable things rather than your interpretations or assumptions

Act Now

- Discuss the matter with the appropriate Child Protection Representatives (or Chief Executive if the Representative is the subject matter of a complaint/allegation).

6. Record of Concerns Template

- 1 Name of Child
- 2 Address
- 3 Telephone
- 4 Parent/Carer details
- 5 What is said to have happened or what was seen
- 6 When and where did it occur
- 7 Who else, if anyone, was involved and how?
- 8 What was said by those involved – questions, answers etc?
- 9 Where there any obvious signs e.g. bruising, bleeding, changed behaviour?
- 10 Was the child able to say what happened, if so, how did they describe it?
- 11 Who has been told about it and when?
- 12 Do the parents know?

Signature: _____

Date: _____

7. Role of the Child Protection Representatives

The Child Protection Representative for Anaphylaxis Campaign **staff** is the Business Manager. For volunteers it is the Volunteer Co-ordinator.

These person(s) will take on the responsibility for:

- Ensuring the policy is being put into practice
- Being the first point of contact for child protection issues
- Keeping a record of any concern expressed about child protection issues
- Where necessary, taking further steps, such as referring concerns to other agencies
- Bringing any child protection concerns to the notice of the Chief Executive and the Board.
- Notifying the relevant authorities if appropriate to do so, including the Charity Commission.
- Ensuring that paid staff and volunteers whose role specifically involves work with children and young people are given appropriate training, support and supervision on safeguarding.
- Ensuring that everyone involved with the organisations is aware of the identity of the child protection representatives.

8. Safe recruitment and selection

Determined abusers have often managed to gain access to children and young people. We recognise therefore, that the most effective point at which an organisation can use good management to minimise the possibility of abuse is when new paid staff or volunteers are appointed, although it is important to ensure that vigilance is maintained thereafter.

Recruitment

It is our policy that all staff and volunteers, temporary personnel and helpers whose role may specifically require them to have contact with children and young people will be subject to a careful and rigorous selection and vetting process with the elements listed below. We hope these will be understood by good applicants and will put off ill intentioned people.

- Completion of an application form and checking the person's identity by their birth certificate or passport, something with a photograph if possible.
- Taking up two references, one of whom has experience of their work or contact with children

- An interview by at least two people, including questions on previous experience in the UK and overseas, if relevant
- Identifying reasons for gaps in employment or inconsistencies
- Carrying out checks with the Disclosure & Barring Service where the role and contact with children means that an individual is eligible for a DBS check with or without barred list check.
- Not authorising any unsupervised access to children and young people until this has been completed.
- Advice is sought about recruiting someone with a criminal record
- A supervised probationary period for new staff and a comprehensive induction period that includes individual signed agreement with our child protection policy and procedures.

9. Code of Conduct for staff and volunteers

The Campaign staff and volunteers (including Trustees) should organise all their activities to reduce to a minimum those situations within which it may be possible for children and young people to be abused. Staff and volunteers are required to abide by this Code of Practice to safeguard children and young people.

- DO treat all children and young people with the respect they deserve
- DO make sure any suspicions or allegations are recorded and reported to the Child Protection Representative.
- DO NOT get personally involved – leave it to the professionals.

Physical Contact

Adults should ensure that the touch and physical contact they use is not exploitative and is not open to misunderstanding. Children and young people should be encouraged to say what they find acceptable and unacceptable in the way they are approached by adults or their colleagues in the group. DO NOT:

- Subject young people to constant criticism, bullying or unrealistic pressure
- Engage in rough physical games or horse play
- Touch a young person in an intrusive or sexual manner
- Make sexually suggestive comments, even in jest
- Do things of a personal nature that young people can do for themselves
- Restrain a child using physical force

Working with individual Children and young people

- You should plan never to be alone in a building, car or a closed room with a child/ young person.
- In exceptional circumstances where an adult may be alone with a child for a short period, the adults should ensure that other staff or volunteers are aware of the situation and that they support this action and that it takes place in clear view of the rest of the group e.g. designated office or room with a clear glass window. The door must always be left open.

Privacy & Photographs

- If ever the situation were to arise, particular care must be taken to ensure the privacy of children and young people is respected in places like swimming pools, showers, toilets and changing rooms.
- Never take photographs of children and young people while they are in changing areas or bathing areas.
- Consent must be sought from the children and young people and/or their parent guardian to publish photographs
- Details of the Campaign's policy on the publication of images is included in Appendix A

Resources & Equipment

- Minimise the prospect of injury by checking all equipment and playing surfaces
- Do not employ excessive or inappropriate training methods; use only age appropriate language, media products and activities in working with children and young people. Sexually explicit materials are never appropriate.
- Under no circumstances give medication (unless for emergencies in the case of an allergic reaction), alcohol, tobacco, alcohol or other drugs to children and young people.
- Do not lend or borrow personal money or property to or from children and young people
- Do not give or receive personal gifts from children and young people

10. Incident reporting Procedure – Allegations against Trustees, Staff and Volunteers

The Chief Executive Officer and Trustees of the Campaign are committed to maintaining the highest standards of honesty, openness and accountability and recognise that you, the employee or volunteer, have an important role to play in achieving this goal. A suspicion, allegation or incident of abuse of vulnerable beneficiaries of the Campaign is considered a serious incident by the Charity Commission, which must be reported.

Employees or volunteers will usually be the first to know when someone inside or connected with an organisation is doing something illegal or improper, but often they feel apprehensive about voicing their concerns. This may be because they feel that speaking up would be disloyal to their colleagues or the organisation itself. Or it may be because they do not think that their concerns will be taken seriously, because they are afraid that they will be bullied or dismissed. However, the Campaign does not believe that it is in anyone's interests for employees or volunteers with knowledge of wrongdoing to remain silent.

For employees of the Campaign, the Whistleblowing policy (included in the staff handbook) ensures that if you identify that someone inside or connected with the organisation is doing something illegal or improper, there is a way to bring this to attention without penalty to yourself. Volunteers, who are not legally covered under the **Public Interest Disclosure Act 1998** should be assured that the Campaign would always prefer you to report your concerns rather than keep them to yourself. If you make a report in good faith then, even if it is not confirmed by an investigation, your concern will be valued and appreciated.

How do I make a report?

You can make a report orally or in writing. The Anaphylaxis Campaign would normally expect you to raise your concerns internally to the Business Manager. Please say if you wish to raise the matter in confidence so that appropriate arrangements can be made.

Do I need proof of wrongdoing to make my report?

The Anaphylaxis Campaign does not expect you to have absolute proof of any misconduct or malpractice that you report. However, you will need to be able to show the reasons for your concern.

Will The Campaign protect my identity if I make a report?

The Anaphylaxis Campaign will do everything possible to keep your identity secret, if you so wish. However, there may be circumstances (for example, if your report becomes the subject of criminal investigation) wherein you may be needed as a witness. Should this be the case we will discuss the matter with you at the earliest opportunity.

How will my report be investigated?

Once you have made a report, the Campaign will acknowledge receipt of it within five working days.

There are, of course, two sides to every story and the Campaign will need to make preliminary enquiries to decide whether a full investigation is necessary. If such an investigation is necessary then, depending on the nature of the misconduct, your concerns will be either:

- investigated internally (by management) or

- referred to the appropriate external person (for example the police) for investigation.

Subject to any legal constraints, the Campaign will inform you of the outcome of the preliminary enquiries, full investigation and any further action that has been taken.

What if I am unhappy with the way the Campaign has dealt with my report?

If you are unhappy with the outcome of an investigation the Campaign would prefer that you submit another report explaining why this is the case. Your concern will be investigated again if there is good reason to do so.

However, it may be that you do not think that this is appropriate and wish to raise your concern with an external organisation, such as a regulator. It is of course, open to you to do so provided you have sufficient evidence to support your concern.

While the Campaign cannot guarantee that we will respond to your report in the way that you might wish, we will try to handle the matter fairly and properly. By using this Procedure, you will help us to achieve this.

11. Outside contact for advice and information

NSPCC (National Society for the Prevention of Cruelty to Children)

DBS (Disclosure & Barring Service)

ACAS (Advisory, Conciliation & Arbitration Service)

12. Reviewing the Safeguarding policy

This policy will be reviewed by the Board of Trustees every 3 years to ensure that it is meeting its aims. Trustees will consult on any amendments with the Chief Executive and the Child Protection Representatives.

Date: October 2014

Review date: October 2017

APPENDIX A

POLICY FOR THE USE OF PHOTOGRAPHIC IMAGES OF CHILDREN

The Anaphylaxis Campaign recognises the need to ensure the welfare and safety of all children. This policy should be read in conjunction with our safeguarding policy, procedures and code of behaviour for all trustees, employees and volunteers.

The Campaign may, from time to time, wish to record the charity's work/projects involving children. Such images may be used for fundraising purposes and for general publicity purposes including in the charity's printed publications, presentations, on its website and in the media.

The Campaign will take all steps to ensure that any images taken are used solely for the purposes that they are intended. If you become aware that these images are being used inappropriately you should inform the Business Manager or Volunteer Co-ordinator immediately.

The Campaign will not permit photographs, video or other images of children and young people to be taken without the consent of their parents/carers and the child.

We will abide by the following principles of good practice. We will:

- avoid using children's names (first name and surname) in photograph captions. If the child is named, we will avoid using his or her photograph. If the photograph is used, we will avoid naming the child;
- use a parental permission form to obtain consent for a child to be photographed or videoed and obtain the consent of the child where appropriate¹;
- limit any personal information about a child where an image is used on our website as this could be used by an individual to learn more about a child prior to grooming them for abuse;
- we will make clear the charity's expectations in relation to child protection where an external/professional photographer or the press are invited to an event and children are present;
- not allow photographers unsupervised access to children

¹ Parents/guardians have to give consent if the child is under 12, but between 12 and 18, whether a child has capacity to consent for data protection purposes depends upon the level of understanding of the individual child. Practically speaking, the charity should always get consent from parents if the child is under 12, and probably from parents if between 12 and 16, but ensure that the children are told the purpose of the photos at the time of them being taken, and are given the opportunity to opt out if they want.