

CSCIC	CSCIC P06 Safeguarding Policy	ISSUE UPDATED	9 1/3/2023
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Document	CSCICP06 Safeguarding Policy
Compiled by	Anna Bonallack, CEO CSCIC
Scope	<p>This policy applies to all Directors, employees, contracted practitioners, and volunteers who take part in CSCIC events and activities.</p> <p>CSCIC wishes to comply with current national legislation governing the provision of childcare services (including the Children Act of 1989, the Police act of 1997 and the Protection of Children Act of 1999) and Local Safeguarding Children Board procedures.</p>
Approved by	Anna Bonallack (AB)
	Anna Reeves (AR)

Version	Description	Date
3	<p>No CSCIC staff or volunteers are permitted to take a minor or vulnerable adult in their car without the express written permission of their primary guardian and expected to happen only in emergencies.</p> <p>No CSCIC staff or volunteers are permitted to arrange to meet with a minor or vulnerable adult outside of the CSCIC activity that they are involved in.</p>	15/01/2019
4	Addition of section – Definition of Abuse	28/01/2020
5	Addition of section – Online Communication and Social Media	10/02/2020 AB
6	Addition of Anna Reeves contact details – Safeguarding Lead for CS	01/01/2022 AB
7	Amendments to sections 11, 12, 13 – update local information sources, clarify training levels, clarification of Lead Role responsibilities.	17/09/2022 AB
8	Minor amendments to wording for precision of intended meaning	26/10/2022 AR
9	Added Ccard sexual health process (3 rd Space programme). Section 6.9.	01/03/2023 CH

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1. Introduction

It is the intention of CSCIC to ensure that all children and adults involved in CSCIC projects and events will always feel safe and secure. It is the responsibility of the directors to safeguard and promote the welfare of children and vulnerable adults. The directors will work with the families or staff associated with these children and vulnerable adults to minimise risk of harm during CSCIC activities.

If any adult involved in the activities of CSCIC becomes concerned about the welfare of a child or vulnerable adult involved in those activities, they will take appropriate action according to procedures outlined in this document.

All adults with a regular role in delivering CSCIC events and activities will hold an enhanced DBS, processed according to current legislation. The CSCIC Business Administration will process DBS for volunteers prior to events and activities which involve contact with children or vulnerable adults.

2 General Principles

1. All adults and children involved in CSCIC projects are always protected from behaviour that they find uncomfortable.
2. All volunteers (aged 18 and over) and staff involved in projects for children and vulnerable adults will hold a current and enhanced DBS.
3. Volunteers and Staff should not meet individually with a child or vulnerable adult involved in CSCIC projects outside of CSCIC organised events.
4. During activities if a member of staff or volunteer must be alone and out of sight of other adults with a child or vulnerable adult this should be discussed first with other adults present.
5. Physical contact between adults and children and vulnerable adults will be kept to a level appropriate to the needs of the child or vulnerable adult.
6. All staff, volunteers, children, and adult participants have a right to speak out about behaviour they find uncomfortable and to be sure they will be listened too.
7. A member of staff will be nominated for each CSCIC event, for the duration of the event, and will be made known to staff, volunteers, children, and participating adults as appropriate in different settings. Nomination recorded in local risk assessment.
8. Full risk assessments must be completed as required in the health and safety policy and made visibly available in any setting.
9. Children's and vulnerable adults' personal details must be kept securely by a nominated member of staff according to CSCICP11 Confidentiality and Data Protection Policy and shared only when circumstances require it.

3. Definition of Abuse

Abuse can be defined as any behaviour which knowingly or unwittingly causes harm, endangers life, or violates rights. Abuse may be physical, sexual, psychological, financial, or material, or neglect. CS undertakes to work with all staff and volunteers to have a clear idea of the indicators of abuse that may be taking place so that if they have any reason to think abuse may be taking place, they can alert the Safeguarding Lead at the earliest opportunity.

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4. Vetting of Volunteers and practitioners working with Children and Vulnerable Adults

Any adult person working with under 18s and vulnerable adults for CSCIC will

1. Complete an Enhanced Disclosure and Barring form through CSCIC if they cannot provide online evidence of a completed DBS.
2. DBS to be updated every two years.
3. For Disclosures completed elsewhere online access will be requested and evidence of DBS seen by the CSCIC Business Administration.
4. Provide two referees willing to support their application for volunteering and/or work and provide evidence of their fitness to volunteer with under-18s and vulnerable adults.
5. Declare any criminal convictions relating to the abuse of children, however long ago they may have been. This is an exemption from the provisions of the Rehabilitation of Offenders Act 1974.
6. Read and sign a copy of the declaration associated with this Safeguarding policy and procedure document. This signed copy must be kept confidentially and securely by CSCIC directors according to CSCICP11 Confidentiality and Data Protection Policy.
7. Any person helping on a one-off basis will not be required to fulfil the above requirements but must sign the Safeguarding Declaration and be always supervised by the adult leaders.

5. Vetting of Directors and Staff

1. Directors, staff, and volunteers will be subject to an Enhanced DBS as part of the recruitment process and at the earliest opportunity, preferably before their duties begin.
2. DBS to be updated every two years.
3. Log kept up to date and new applications tracked by Business Administration with Safeguarding Lead informed of any discrepancies or failure to comply.
4. DBS certificates viewed by Business Administration, with any red flags referred to the Safeguarding Lead, or if not available the CEO, for discussion. CEO to be kept informed of any concerns that need to be addressed immediately.
5. All new roles and posts are required to have two references before work commences, to be viewed by the recruiting manager, with any red flags referred to the Safeguarding Lead or if not available the CEO for discussion. CEO to be kept informed of any concerns that need to be addressed immediately before the role is offered.

6. Daytime Activities and Workshops

1. Adults should avoid being alone with an under-18 or vulnerable adult at any time. However, there are times when this is not possible, in these cases this should be talked about with other adults running the activities as soon as possible. If a confidential conversation is necessary, it should occur out of hearing of the group, but preferably within sight. The adult conducting the conversation must make sure their colleagues are aware of the situation.
2. For all groups at least two adult staff must be always present. When working with children the recommended minimum ratios are one adult to every 5 children under the age of 9 and one adult to every 8 children aged 9 to 13. There should be one adult for every 10 young people aged 13-18 during an activity.

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3. Vulnerable participants in CSCIC activities will normally be accompanied by their parent, carer, or teacher. In the event they are unaccompanied, usually after a planned period and assessment, the parent, carer, or teacher will be required to complete a health form to include medical and behavioural information, emergency contact details and permissions to take part in the activities.
4. No CSCIC staff or volunteers are permitted to take a minor or vulnerable adult in their car without the express written permission of their primary guardian and expected to happen only in emergencies.
5. No CSCIC staff or volunteers are permitted to arrange to meet with a minor or vulnerable adult outside of the CSCIC activity that they are involved in.
6. One of the CSCIC staff will be nominated to hold all information relevant to the activity, including the risk assessment for that activity, completed health and permission forms for every child or vulnerable adult taking part. If activities are taking place in an educational establishment, then the processing of these and holding of this information will be discussed with appropriate school staff and agreed action taken.
7. The staff must know the arrangements for children making their way home from an activity unless the activity is held in an educational establishment in which case procedure will be discussed with the staff of that establishment.
8. If activities require some level of expertise or specialist qualification, then CSCIC will employ individuals or providers to ensure the highest possible level of care and instruction is delivered for those activities.
9. Staff delivering the CCard sexual health advice service must be approved and trained to do so under the programme framework C-Card – The Eddystone Trust.

7. Online Communication and Social Media

(For Mobile Phones Policy refer to CSCICP09 Mobile phone policy.docx)

1. All staff, volunteers and directors use organisational accounts – social media and email - to communicate, never personal accounts – so that emails can be viewed by our administrators.
2. Creative Sustainability has a suite of public facing social media channels including Facebook pages for projects, an Instagram page, and a Twitter feed, all of which are to be monitored daily. These are all public and administrative and posting rights will only be given to project leaders, CS admin and support staff. All other posts will need to seek approval.
3. Some projects may have groups and participants can join by invitation only with administrative and invitation rights given only to project leads, CS admin and support staff. They are for functional purposes, to share information, events, and updates on projects only. Participants can post but do not have admin or invitation rights.
4. Some projects use Whatsapp to support organising activities with a group, to share information and updates only, and will be only used by staff and key volunteers for this express purpose.
5. There are no circumstances under which a member of staff, volunteer, or director will need to use social media to contact participants on a one-to-one basis and should turn down all invitations to do so.
6. All direct messages to CS and projects are visible to project leads, CS admin and support staff.

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7. Project leads, admin support and key volunteers will ask children and carers/parents/support workers for permission to take and use photographs and for them to be used on social media.

8. Residential Activities

All the above apply and in addition:

1. No adult should enter anyone's sleeping area alone, unless they are settling children at bedtime or there is an emergency, or they are helping the children and young adults with their belongings. At least one other adult at the camp/residential should be aware and have agreed with the support being given.
2. No adult should enter a sleeping area without giving fair warning to the people inside.
3. Careful consideration should be given to the sharing of sleeping space when planning any camp or residential.
4. Male and Female tents allocated and at opposite ends of the site, with staff tents in between, to avoid any confusion.
5. No person aged 16 or over should share a sleeping area or tent with any person under 16.
6. No person under the age of 16 should be permitted to sleep alone unless arrangements have been made with the parent/guardian before the residential activity.
7. Adults of both genders must be always available.
8. Participants under the age of 18 will be allocated a group with a 'guardian' for the duration of the residential, to be either a volunteer or member of staff, who will be made known to the family/guardian/carers of the participant. This allocated guardian will know and understand the needs of the participants in their group and ensure that the everyday comforts of individuals allocated to their guardianship are met with all due care.

9. Procedure

9.1 Suspicion or allegation of abuse taking place within CSCIC activities.

If a child or adult participant makes an allegation of abuse of any kind against any other individual (adult or peer), taking part in CSCIC activities, immediate action must be taken:

1. The adult receiving the information must tell the child or vulnerable adult as soon as possible that they may have to share what they hear with another responsible person, and then continue to listen to the child or vulnerable adult.
2. The adult receiving the information should inform the Safeguarding Lead at CSCIC immediately and with their assistance, if necessary and possible, complete the disclosure form attached to this policy. If the Safeguarding Lead is not available, the CEO should be informed.
3. The family/guardian/carers of the child or vulnerable adults must be informed as soon as possible.
4. The individual accused of abuse should be asked to stay away from activities pending the conclusion of an investigation.
5. Additional help and advice may be sought from the Local Safeguarding Children Board and the CEO.

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6. The situation should be resolved where possible following the guidance in the CSCIC Disputes and Complaints Resolution procedure.
7. The accused individual must be kept always informed of the timescale and progress of the investigation.

9.2 Suspicion or Allegation of abuse by another member of staff or volunteer

Immediate action must be taken:

1. They should inform the Safeguarding Lead, or if not available the CEO, immediately and with their assistance if necessary and possible, complete the disclosure form attached to this policy.
2. The individual accused of abuse should be asked to stay away from activities pending the conclusion of an investigation.
3. Additional help and advice may be sought from the Local Safeguarding Children Board and the CEO.
4. The situation should be resolved where possible following the guidance in the CSCIC Disputes and Complaints Resolution procedure.
5. The accused individual must be kept always informed of the timescale and progress of the investigation.

9.3 Reports or suspicion of abuse taking place outside of CSCIC activities.

If a child or vulnerable adult reports abuse or worrying behaviour taking place outside CSCIC activities immediate action must be taken:

1. The adult receiving any information must show they believe the child or vulnerable adult but not lead them by questions or counsel.
2. The child or vulnerable adult must be told that this adult will be reporting the allegation and that it cannot be kept as a secret, but it must be made clear that the child themselves will have to give details to any external agencies.
3. The adult receiving the information should inform the Safeguarding Lead, or if they are not available the CEO, immediately and with their assistance if necessary and possible, complete the disclosure form attached to this policy.
4. If the allegation made refers to activities outside the home, the child's or vulnerable adult's family/guardian/carers must be informed by the CEO as soon as possible.
5. If the allegation refers to activities within the child's or vulnerable adult's home, the local child protection team must be consulted immediately by the CEO.

10. Training

10.1 GSCP Framework

As a responsible delivery partner in Gloucestershire we work with the GSCP framework to ensure we access up to date and robust training programmes.

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- Gloucestershire Safeguarding Children Partnership - Safeguarding children multi-agency training - Membership Scheme: 1st April 2022 – 31st March 2023 - Gloucestershire Safeguarding Children Partnership

10.2 GSCP core Safeguarding Children eLearning courses.

1. Safeguarding Children (Level 1) Induction (Generic)
2. Safeguarding Children (Level 2) Advanced e-learning replaces in-house single agency training (Generic)

10.3 Requirements

1. Directors will complete and hold current certification (minimum 3 years) for Level 1. Lead Policy Director Level 2.
2. Project leaders hold current certification in Level 2
3. Lead Policy Member of Staff hold current certification in Level 3, The Child Protection Inter-Agency Level 3 (CPIA)
4. Additional training opportunities to be taken as appropriate and available to increase awareness of child exploitation and working with disabled children and young people, and including epilepsy, challenging behaviour, inclusion, and autism, to understand specific needs for individuals.
5. Volunteers are requested to complete level 1 within two weeks of their start date.
6. Peer Mentors and Workshop Leaders at the Access Bike project are required to do Level 1. In addition they must complete our in-house course, Peer Mentor Training, which covers a range of topics to include Safeguarding – understanding the definition of abuse, who is at risk, the indicators of abuse, procedure around allegation, disclosure and sharing of information - to a high level of confidence.

11. Keeping abreast of new developments

There are several agencies that CSCIC draws upon for advice and information to keep abreast of new developments, recommendations, and training opportunities.

1. Active Impact CIC. Commissioned by GCC to oversee and work with us to deliver our Creative Camping programme and other opportunities for disabled children and young people. Offering a range of free training opportunities, advice and insight on safeguarding procedure and best practice, and networking opportunities to share best practice across Gloucestershire, with the Aiming High Network.
2. GCSP. All directors and staff are signed up to receive GSCP alerts. Gloucestershire Safeguarding Children Partnership (GSCP) - Gloucestershire Safeguarding Children Partnership
3. NSPCC (was SafeNetwork). All directors and staff are signed up to 'CASPAR' to receive information on services and resources available CASPAR | NSPCC Learning

12. Designated Safeguarding Lead

1. The designated lead will have high level of experience in safeguarding matters in addition to the training required.

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2. They will be a person who is present on site on a regular basis.
3. They will be an approachable and communicative person.
4. The designated lead will be made known to all staff and volunteers as part of their induction and on a regular basis, reminders given at staff meetings and on request.
5. The name of the designated lead will be updated here as and when it changes.
6. They will work with the designated Board Director to ensure regular review of policy and updates where needed.
7. Keep abreast of new developments as above
8. Ensure staff, volunteers and mentors are aware and of policies and are clear about the procedures as required for their role.

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