

# Safeguarding Policy

Date Effective: 1<sup>st</sup> December 2022

Approved by the Board of Trustees on: 24<sup>th</sup> November 2022

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Unless it is stated otherwise, the terms YMCA, YMCA Scarborough, Scarborough YMCA, YMCAS or other possessive or reasonable variants mean the YMCA Scarborough which is a registered charity in England number 250527

The Trustees authorise the Management Team to amend the contents of appendixes without a further board vote providing they do not amend or remove a policy listed elsewhere in the document.

Any questions relating to this or any other policy should be directed to the management team on telephone 01723 374227, email [info@ymcascarborough.uk](mailto:info@ymcascarborough.uk) or by post YMCA Scarborough, St. Thomas Street, Scarborough, North Yorkshire, YO11 1DY

## Revision Table

Revision Date	Revisions	Revised By
Feb 2014	Revision Table added	Steve Marsh
May 2015	None Required	Steve Marsh
November 2016	Updated to reflect current branding. Minor changes to improve clarity.	Steve Marsh Hilary Watts
November 2017	Minor changes to improve clarity	Hilary Watts
June 2018	Addition of section - 'Child Leaving Activity Without Consent'	Steve Marsh
March 2022	Amendments to remove reference to Executive Director, Addition of Appendices and amendments to improve clarification	Jennie Aston
January 2024	Reviewed by Trustees- No Changes Made	Liam Downey

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## Introduction

YMCA Scarborough believes that it is always unacceptable for a child, young person, or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard their welfare through a commitment to practice which protects them from harm.

A child is defined in law (Children Act 1989) as anyone below his or her 18<sup>th</sup> birthday. Child protection legislation and guidance therefore only applies to those users of YMCA Scarborough up to that time.

YMCA Scarborough also works with those over the age of 18 and recognises its duty of care to all the young people with whom it works, including those who can be described as vulnerable adults. Vulnerable adults are those who are receiving or may need additional care by reason of mental or other disability, age and illness and who may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Whilst legal frameworks may differ, the spirit of these procedures should be applied in respect of all young people and vulnerable adults. Unless otherwise specified, any reference to young people should also be taken to apply to children and vulnerable adults.

We recognise:

- The welfare of the young person is paramount
- All young people, regardless of age, disability, gender, racial heritage, religious belief and sexual orientation or identity have the right to protection from all types of harm. Working in partnership with children, young people, their parents, carers and other agencies is key in promoting young people's welfare

## **The Purpose of this policy**

- To provide protection for the children, young people and vulnerable adults who receive services at YMCA Scarborough.
- To provide all staff and volunteers with guidance on procedures they should adopt in the event that they suspect that a child, young person or vulnerable adult may be experiencing, or be at risk from, some form of abuse
- To guide staff and volunteers on responding appropriately to and reporting child and vulnerable adult protection concerns.
- To ensure compatibility with other YMCA Scarborough Policies.

## **To whom the policy applies**

This policy applies to all paid employees, seconded staff, volunteers, and Trustees working on behalf of YMCA Scarborough in any capacity and in any setting.

Please also refer to the Code of Conduct Policy which details expected behaviours of employees, volunteers, and Trustees.

## **Safeguarding Lead**

YMCA Scarborough's Management Team have special responsibilities with regard to Safeguarding and Child Protection.

Their responsibilities include:

- Acting as Designated Safeguarding Lead (DSL) when on duty, endeavouring between them to provide cover during the operating hours of YMCA Scarborough.
- Developing YMCA Scarborough's approach to Safeguarding, reviewing the policy and procedures on a regular basis.
- Management of referrals/cases reported and work with the Board of Trustees
- Auditing the operation of the policy and procedures
- Implementing a communication strategy for staff and volunteers to ensure that the policy and procedures are implemented throughout the organisation.

As the Designated Safeguarding Leads the Management Team will attend suitable training to enable them to carry-out their roles and responsibilities.

## Prevention

Prevention of abuse is the primary goal; it is better to act before harm occurs. Staff, Volunteers, members of the public, agencies, service providers and communities all have a role in preventing abuse from occurring. YMCA Scarborough does the following to fulfil its obligations.

### Ensuring Safeguarding is embedded within the Organisation

As part of our employment process YMCA Scarborough is committed to ensuring the promotion and implementation of Prevent Duty, Equality, Diversity, Inclusion and promoting British values. We are an equal opportunity workplace.

Safeguarding is a priority for us, and we expect the same commitment from all staff and volunteers, and this is made clear during the recruitment process.

YMCA Scarborough has in place robust recruitment and selection and vetting procedures which ensure that care is taken to protect children, young people, and adults. The procedures apply to all colleagues and volunteers within the organisation and are available in the Safer Recruitment Policy.

### Training and Supervision

YMCA Scarborough is committed to ensuring that all its staff and volunteers undertake safeguarding training to gain a basic awareness of signs and symptoms of abuse and what to do if they identify a safeguarding issue. Others who work more closely with children, young people, and adults i.e., activity leaders and DSL's have access to more detailed training around Safeguarding and tailored to their role.

- Awareness of this safeguarding policy/procedure is covered with in the induction programme of all new staff or volunteers and their understanding checked within 1-1 supervision meetings.
- All individuals will receive training on safeguarding at a level commensurate with their roles.
- All individuals will receive training on the Prevent Duty and promotion of British Values.

### Practical Resource

Practical guidance, resources and links will be held on the HR system and continually updated to ensure up to date knowledge.

### Compliance and Risk

It is every person's duty of care and/or moral responsibility to act upon suspicions of abuse and to ensure that children, young people, and adults at risk receive the support, representation, and protection to which they are entitled.

It is everyone's responsibility to ensure that responses are proportionate to the assessed risk and the nature of the allegation/concern. Proportionate decisions need to consider the principles of empowerment and protection and be the least intrusive response appropriate to the risk presented.

## Safeguarding

All activities, outings and special events are appropriately risk assessed.

Appropriate forms are in place consenting to activities and include relevant medical details and contact details as required.

Access to a phone is available during all activities.

Due regard and consideration will be given to ensure an appropriate response to minimise the risk of serious injury to children, young people, and adults and to staff, volunteers, and members of the public.

Where services or activities are provided on YMCA Scarborough premises by another body/provider, the body/provider concerned has appropriate policies and procedures in place in relation to safeguarding and risk management.

## Prevent Duty

YMCA Scarborough is also extremely mindful in its duty to prevent people becoming terrorists or supporting all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

YMCA Scarborough is committed to meeting the obligations in terms of the Prevent Duty and promoting British values within our premises.

## Child leaving an Activity without Consent

If a child (as defined under this Policy) indicates that they intend to leave the activity without consent, staff/volunteers should encourage them to stay. It is important for staff/volunteers to make a point of showing nurture and support both for their benefit and for other children/young people in the group. However, staff are responsible for taking all reasonable steps to prevent children from leaving, especially if it will result in the child or others being placed at risk.

If a child chooses to leave the activity, the Activity Leader should accompany the child to Reception and ask him/her to wait there until Visitor Experience staff have contacted his/her parent/guardian. The parent/guardian might want to speak to the child, but regardless, must speak direct to Visitor Experience to confirm their instructions with regard to the collection (or otherwise) of the child.

If the parent/guardian cannot be reached, any alternative emergency contact should be called. In the event that no contact can be made, the parental consent form should be checked for instructions relating to the pick-up arrangements for the child. The child should be encouraged to remain at the activity until it has concluded, unless specific consent has

been given for him/her to leave unaccompanied, in which case the child should be allowed to leave. Visitor Experience staff should continue to attempt to contact the child's parents to advise of what has happened.

### Immediate Actions if a Child is Absent or Missing

The following must apply if it is apparent or suspected that a child is absent or missing from an activity, ie they were initially present but can no longer be accounted for. In such circumstances, the Activity Leader should take the following actions:

- undertake enquiries with colleagues and with the other children/young people as to the whereabouts of the child to establish that s/he is absent
- liaise with other staff/volunteers to conduct a thorough check of the building
- liaise with other staff to attempt to contact the child on their mobile phone, if possible
- liaise with other staff to attempt to contact the registered emergency contact to ascertain if they are aware of the child's whereabouts
- if sufficient staff/volunteers are available to ensure the ongoing safety of the rest of the group, arrange for one or more suitable adults to go out to look for the child
- depending on the age and assessed capability of the child, contact the Police.

### Recovering the Child

Any actions taken to recover the child and return them to the activity must focus on promoting the child's welfare and safety and must take account of their care or legal status, age, understanding and level of risk posed to the child or others. If the child is found but refuses to return to the activity, staff must attempt to consult with the parent/carer or, in an emergency/where the child or others are seriously at risk, call the Police. The use of physical interventions should not be used unless there is an immediate risk of significant harm or serious damage to property.

### Information Sharing and Recording

When notifying/informing the Police, Social Worker or others e.g., Youth Offending Worker/Team, it is vital to provide information about the circumstances and risk factors that led to the notification; but it is also important to discuss strategies for finding and recovering the child safely. An agreement should also be reached about others who may need to know the child is absent or missing e.g., the child's parents, if they have not already been contacted.

The Police, Social Worker and others notified must then be updated as circumstances change and when the child returns. The Activity Leader must follow YMCA Scarborough's Incident Reporting procedure.

## Abuse

### What do we mean by abuse and neglect

Abuse and neglect are forms of maltreatment of an individual. Somebody may abuse or neglect a child, young person, or adult at risk by inflicting harm or by failing to act to prevent harm. They may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g., via the internet). They may be abused by an adult or adults or a child or children.

Abuse and neglect can take many forms and it is important that staff and volunteers should not be constrained in their view of what constitutes abuse or neglect, and the circumstances of an individual case should always be considered.

Abuse and/or harmful behaviours may consist of a single act or repeated acts to one person or more than one person at a time and can be either deliberate or the result of negligence, ignorance, lack of training, knowledge or understanding.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or other in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing the abuse

### Types of abuse include:

Physical abuse, Neglect or acts of omission, Sexual Abuse, Peer on Peer Abuse, Financial and Material abuse, Organisational Abuse, Emotional/Phycological abuse, Discriminatory abuse, Modern Slavery, Radicalisation, County Lines, Self-neglect

A detailed description of these types of abuse can be found in Appendix 2

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence and ignorance. The abuse may be perpetrated by a wide range of people including family members and relatives, people in positions of power and authority, volunteers, neighbours, friends and associates, other young people, as well as strangers. There is particular concern when abuse is perpetrated by someone in power or authority, who uses his or her position to the detriment of the Health, Safety, welfare and general well-being of a vulnerable person. Staff and volunteers should always be alert to situations where they may be witnessing "Abuse of trust". This must also be brought to the attention of the Designate Safeguarding Lead.

## Recognising Abuse

Staff and volunteers are not expected to be Child Protection experts. However, there are a number of circumstances under which staff and volunteers might have concerns that a child, young person or vulnerable adult has been or is being abused:

- They may tell about abuse they have experienced
- A third party – a parent, relative, carer, another young person, other professionals, neighbour – sharing concerns. Staff and volunteers may also become concerned through observing:
- A bruise or injury which is unusual for example on a part of the body which is not normally prone to such injuries for example on the cheeks
- Injuries which require but have not received medical attention
- Cigarette burns or bite marks
- Unexplained changes in behaviour either over time or suddenly for example becoming aggressive, quiet or withdrawn
- Running away from home
- Non-attendance at school, projects or activities
- Reluctance to get changed or for example wearing long sleeves in hot weather
- The young person appears not to trust certain adults for example parent, carer, staff member with whom you would usually expect them to have or once had a close relationship
- The young person being discouraged or unable to make friends or from socialising with others
- The young person becoming unusually dirty or unkempt
- Changes to eating patterns
- The young person developing a disturbed sleeping pattern
- The young person self-harms or attempts to self-harm
- Age-inappropriate sexual knowledge or sexually inappropriate behaviour

The above list is not exhaustive.

Many children and young people will exhibit some of these indicators at some time and the presence of one or more should not be taken as proof that abuse is occurring. There may be other reasons for changes in behaviour such as a death or crisis in the family and the staff member or volunteer's knowledge of a young person over a period of time may help them to understand whether there is cause for concern.

## What to do if someone discloses an abusive act or experience

If a child, young person or vulnerable adult confides to you that they are being, or have been, abused they have placed you in a position of trust.

Staff and volunteers must:

- Be clear that you cannot keep secrets and that you have a legal duty to pass on information if you think the person has been or is being harmed in some way
- React calmly. Panic may frighten or silence the person
- Tell the person they have done the right thing by telling you
- Make it clear the person themselves is not to blame
- Take what is said seriously, recognising that there may be difficulties in interpreting what is said
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what is being said. Only ask questions if there is a need to clarify what is being said and then ask 'open' questions eg "is there anything else you want to tell me?", – do not ask about explicit details – it is up to Social Services/the Police to investigate fully
- Make a full record of what is being said, heard and seen as soon as possible. Use the YMCA Scarborough's Safeguarding Concern Report Form (Appendix 1). From that point, all further documentation on the matter should be directed only to the Designated Safeguarding Lead on duty. Staff and volunteers must not retain any documentation relating to the allegation, nor pass these to any other person.
- Do not delay in passing the information onto the YMCA Scarborough's Designated Safeguarding Lead within 24 hours. This should be done face-to-face or, if that is not possible, via a telephone conversation. YMCA Reception will know how to contact the Safeguarding Lead on duty.

## What to do if you have a concern

### Roles & responsibilities

Both recognising and responding to abuse can be a complex matter.

The legal framework differs depending on the age of the child, young person or vulnerable adult. Where your concerns relate to someone below their 18<sup>th</sup> Birthday, any suspicion, allegation or incident of abuse must be reported to the YMCA Scarborough's Designated Safeguarding Lead on the same day.

Regardless of the legal position, the above reporting approach should also be adopted for vulnerable adults over the age of 18.

Do not leave it to someone else to express a concern. Record the allegation/incident/suspicion. It is important that all concerns are properly recorded. YMCA Scarborough has a standard Safeguarding Concern Report form to help people record relevant information. These forms (see Appendix 1) are kept at the main reception and must be used if you have a concern.

Some of the information requested by the form may not be available. Staff and volunteers should not pursue the questioning of the child or young person for this information if it is not given freely. There should be no delay in reporting the matter by waiting for all the information.

In completing the form, it is important not to write speculative comments but to stick to the facts. Your opinion may be crucial, but it should be recorded as an opinion and any evidence stated to support these opinions. Records pertaining to issues of child protection may be accessible to third parties such as Social Services, Police, the Courts, and Solicitors.

The YMCA Scarborough's Designated Safeguarding Lead to whom the concerns are reported, has responsibility for deciding what action to take, including whether to refer the matter onto the relevant Social Services Department and/or the Police. It is the responsibility of the Designated Safeguarding Lead to decide whether the parents/carers of the child or young person should be informed of the referral.

There may be instances where urgent medical attention is needed. In these circumstances, staff and volunteers should ideally consult with someone else, but it may be necessary to make immediate contact with the Police and/or Social Services or emergency health services and this should be done without delay.

It is not the responsibility of YMCA Scarborough to decide whether or not abuse has taken place. It is the responsibility of staff and volunteers at YMCA Scarborough to act if there is cause for concern, in order that the appropriate agencies can investigate and take any action necessary to protect a child, young person or vulnerable adult.

## **What happens to reports?**

If the Designated Safeguarding Lead decides to report the concern, they will normally do so by telephone within 24 hours. A completed referral form will normally then be emailed to the NYCC Children & Families team within 2 working days.

## **Barriers to reporting abuse**

Experience in the child protection field over the years has shown that there are many barriers that individuals often have to overcome before raising a concern.

Some people have concerns about sharing confidential information. It would normally be considered good practice not to refer a child or young person to another agency without their knowledge and consent. However, this principle of confidentiality can be overridden when there are child protection concerns.

There are many common myths about the child protection system. One of the most common is that reporting child abuse means that a child or young person will be removed from his/her parents. This is rarely true and, even when it is, most children are returned to parental care.

You must report any concerns that you have. The Designated Safeguarding Lead is available to provide support and discuss staff and volunteers' concerns.

## **Responding to allegations of abuse or inappropriate or dangerous behaviour against a member of staff or volunteer**

Regardless of the age of the young person, if an allegation of abuse or inappropriate conduct is made against a member of staff, or person in a position of trust, then this must be reported to the Designated Safeguarding Lead immediately. From that point, all further documentation on the matter should be directed only to the Designated Safeguarding Lead. Staff and volunteers must not retain any documentation relating to the allegation, nor pass these to any other person.

Where an organisation has received an allegation that a volunteer or member of staff who works with children 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 a child or children in a way that indicates they may pose a risk of harm to children

A referral should be sent to the Local Authority Designated Officer (LADO) within one working day.

The Safeguarding Lead and the Chair of the Board of Trustees will also need to refer to the Disciplinary Policy and Procedure and decide whether the member of staff should be suspended pending a full investigation.

If the member of staff is not satisfied with the response they receive from the Designated Safeguarding Lead then they should contact the Chair of YMCA Scarborough's Board of Trustees.

### **After an allegation**

After an allegation or suspicion about a safeguarding concern has been investigated, there are likely to be strong feelings among staff, volunteers, clients, parents and possibly among the wider community, which will need to be addressed. There are likely to be issues of:

- Communication – rumour or fact
- Guilt and blame – if suspicions have been around for some time
- Impact – on individuals, of the nature of what occurred and to whom

The Management Team, in conjunction with the Chair of the Board of Trustees, will give careful thought to the provision of appropriate support and to what further action, if any, is required.

## Working with Partner Organisation

YMCA Scarborough is committed to working in partnership with other agencies. When this involves an agreement for another organisation to provide services on its behalf, YMCA Scarborough will ensure that the partner organisation has appropriate safeguarding policies in place.

The written agreement or protocol detailing the services to be provided should include the procedure to be followed in the event of concerns about child abuse. The purpose of this is to ensure clarity as to which organisation is responsible for taking action in specific circumstances. If the delivery partner is responsible for taking action, the agreement should stipulate that YMCA Scarborough must be informed of all incidents.

If a member of staff becomes aware of allegations of abuse relating to a partner organisation, this should be discussed in the first instance with the Designated Safeguarding Lead.

## Professional code for the protection of Staff and Volunteers

It is the policy of YMCA Scarborough that all staff and volunteers engaged in roles where unsupervised access to young people and/or vulnerable adults is required, **must** provide an acceptable DBS (Disclosure and Barring Service) disclosure certificate at the appropriate level (YMCA Scarborough have assessed all roles in the organisation, paid and unpaid, for the appropriate level of DSB check required (in line with DBS eligibility). If an acceptable DBS disclosure certificate at the appropriate level has not been obtained **NO** unsupervised access to young people and/or vulnerable adults should take place.

A warm, friendly and respectful relationship should exist between staff, volunteers and young people. This code is intended to encourage and sustain the atmosphere of trust in which all can conduct their professional lives with confidence.

Trust between YMCA Scarborough and the parents of young people is also paramount. Parents have a right to expect that all staff and volunteers in contact with their children have been appropriately vetted.

Staff and volunteers should be aware that their unwary actions may be misconstrued as unprofessional conduct with potentially damaging effects on their lives. It is also the case that precocious or malicious young people can manipulate situations to the disadvantage of our members of staff and volunteers. We should all be alert to situations where we (ourselves) and other staff or volunteers are potentially vulnerable to false allegations of abuse.

There should be no physical contact between staff/volunteers and young people.

- A physical response to a young person's behaviour is unlawful, unless it is intended to restrain the young person from causing harm to themselves and others. (In which case a written record of the incident should be reported immediately to the Safeguarding Lead.)
- Well-meaning but gratuitous contact should be avoided.

Appropriate physical contact is admissible in the following situations:

- Administering First Aid
- The technical coaching of dance, drama, music, sport etc
- In cases of distress where a young person might benefit from an arm around the shoulder or a handheld while he or she is in pain. Staff and volunteers should use their discretion as to what is the right thing to do in the situation; it would be better if another adult were present. Make a written record of any such contact and give a copy to the Designated Safeguarding Lead or a senior member of staff.
- Young people can often be clingy and like affection. If, for example, a child goes to hug a staff member or volunteer, that staff member or volunteer should make eye contact with another staff member or volunteer and not participate fully in the hug.

In addition:

- Staff and volunteers should be aware of the dangers arising from private 'interviews' with young people. It is well to have in mind furniture and seating arrangements and take due regard of visibility and audibility.
- Meetings with young people outside YMCA Scarborough should be avoided.

- Staff and volunteers are not authorised to transport young people in their cars. In addition to the question of safeguarding, staff and volunteers should be aware that transporting a young person in their car may well be contrary to the provisions of their motor insurance policy and invalidate it, so that they would be committing an offence under the Road Traffic Act 1988.
- Any situation which might be misconstrued (e.g., the physical restraint of a young person) must be reported as quickly as possible.
- Staff and volunteers should use discretion in conversations which cover sensitive matters and avoid making remarks of a personal nature. Terms of endearment (sweetie, love etc) should be avoided since these too can be easily misconstrued.
- Staff and volunteers should never discuss young people or their families in the hearing of other young people.

Staff and volunteers should avoid encouraging discussions that have sexual connotations, unless they arise from the nature of the work being explored.

## Safeguarding Conduct in Specific Activities

### YMCA Scarborough Performances

During the planning process for each performance for YMCA Productions, Y Perform? or other YMCA Scarborough shows, a risk assessment is done to assess what is appropriate contact between cast members relative to the subject matter, the age of the performers and the context of the show.

Activity Leaders/Show Director to work hard to create a culture where if a member of the cast is uncomfortable with a scene, they feel empowered to be able to speak up and express their concern. Opportunity for this discussion to happen should be made by the Activity Leaders/Show Director.

**Measuring and Fitting of Costumes and Body Microphones** is done by YMCA Scarborough Volunteers who are DBS (Disclosure and Barring Service) checked and have completed safeguarding training.

**Chaperoning of children and young people backstage during a show/rehearsal for Y Perform?** Is usually done by a group of the participants parents or guardians, while they are unsupervised, they are not in a one-on-one situation with any of the children and will be provided with safeguarding guidelines (appendix 7), so they are aware of and understand their role in the safeguarding of the group of children in their charge. Hair and any make up is usually done prior to arrival for the dress rehearsal or performance.

**Chaperoning of the children and young people in the cast of YMCA Production** performances and dress/tech rehearsals are by YMCA Scarborough Volunteers who are DBS (Disclosure and Barring Service) checked and have completed safeguarding training.

Please see the *YMCA Scarborough Rehearsal and Performance Policy and Procedures* document for further details on how these are conducted, along with times children and young people can be in rehearsal or performance. This along with all of YMCA Scarborough's current policies can be found on Breathe or by speaking to a member of the Management Team.

# Appendix 1

<b>YMCA SCARBOROUGH SAFEGUARDING CONCERN REPORT FORM</b>
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Your Name	
Your Position:	
Child's Name:	
Child's Address:	
Parents/carers Name and Address:	
Child's Date of Birth:	
Date and Time of any Incident:	
Your Observations:	
<p>Exactly what the child said and what you said:</p> <p>(Remember, do not lead the child - record actual details. Continue on separate sheet if necessary)</p>	
Action taken so far:	
YMCA Scarborough Safeguarding Lead: <input type="checkbox"/> Yes <input type="checkbox"/> No	
External agencies contacted (date and time)	

Safeguarding

Police <input type="checkbox"/> Yes <input type="checkbox"/> No  _____ Date	If yes - Name and contact number:  Details of advice received:
Social Services <input type="checkbox"/> Yes <input type="checkbox"/> No  _____ Date	If yes - Name and contact number:  Details of advice received:
Other  _____ Date	Which:  Name and contact number:  Details of advice received:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.**

**NB This form should be sent to YMCA Scarborough’s Safeguarding Lead within 24 hours of the incident.**

## Appendix 2

### Types of Abuse

The following defines the context of abuse and harmful behaviours defined as follows:

#### **1. Physical Abuse**

Physical abuse may include hitting, slapping, pushing, kicking, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, misuse of medication, unlawful or inappropriate restraint, inflicting inappropriate physical sanctions. Or otherwise causing physical harm including the fabricating of, or deliberately causing the individual ill health.

#### **2. Emotional and Psychological Abuse**

This is the persistent emotional ill-treatment of an individual such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving opportunities to express their view, deliberately silencing them or 'making fun' of what they say and how they communicate.

This may involve the imposition of age or developmentally inappropriate expectations resulting in fear, exploitation or corruption. This may also include interactions that are beyond an individual's developmental capability as well as overprotection and limitation of exploration and learning or preventing an individual in 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.

Threats of harm or abandonment; humiliation; blaming; intimidation; coercion; harassment; verbal abuse, bullying (including cyberbullying) and unreasonably and unjustifiably being prevented from receiving services or support are all forms of emotional abuse. Some level of emotional abuse is involved in all types of maltreatment of a vulnerable adult, although it may occur alone.

Domestic abuse is also covered in this category and can be defined in more detail as "an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse... by someone who is or has been an intimate partner or family member regardless of gender or sexuality". (Home Office, 2013) Domestic violence and abuse may include psychological, physical, sexual, financial, emotional abuse; as well as so called 'honour' based violence, forced marriage and female genital mutilation.

#### **3. Sexual Abuse**

Sexual abuse includes rape and sexual assault or sexual acts occurring through force or enticement (not necessarily involving a high level of violence) to which the individual has not consented or could not consent or was pressured into consenting. The activities may involve physical contact, including assault by penetrative (e.g. rape, oral sex or anal sex) or non-penetrative acts such as inappropriate looking or touching, sexual teasing or innuendo, masturbation, kissing, rubbing and touching outside of clothing.

They may include non- contact activities such as indecent exposure, involving an individual in looking at, or in the production of, sexual images, pornographic material, watching/ witnessing sexual activities or encouraging individuals 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.

#### **4. Peer on Peer Abuse**

Individuals can abuse other individuals. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; ghosting, sexting and initiating/hazing type violence and rituals.

#### **5. Financial and Material Abuse**

Financial and material abuse includes theft, fraud, internet scamming, exploitation, or coercion in relation to an individual's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits. This may also include loss of jewellery or personal property, loss of money from a wallet or purse.

#### **6. Organisational Abuse**

Organisational abuse includes neglect and poor practice within an institution, service, or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes, and practices within an organisation.

#### **7. Discriminatory Abuse**

Discriminatory abuse includes abuse, bullying or harassment, slurs or similar treatment based on a person's gender, gender identity, age, race, sex, disability, faith, sexual orientation.

#### **8. Modern slavery**

Modern Slavery which includes human trafficking, forced labour and domestic servitude. Traffickers and slave masters use the means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhuman treatment.

#### **9. Radicalisation**

The process by which a person comes to support terrorism and forms of extremism leading to terrorism. (Prevent Strategy.Gov.uk)

#### **10. County Lines**

Criminal exploitation of individuals is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit individuals to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

## **11. Neglect and Acts of Omission**

Neglect and acts of omission includes a persistent failure to meet basic physical and/or psycho-social needs, and which are likely to result in a serious impairment of the individual's health or development. This may include failing to provide adequate food, shelter (including exclusion from home or abandonment) and clothing, ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating and/or neglect of, or unresponsiveness to an individual's basic emotional needs. It can also include failure to ensure adequate supervision (including the use of inadequate caregivers).

## **12. Self-Neglect**

Self-neglect covers a wide range of behaviours, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding. A safeguarding response in relation to self-neglect may be appropriate where:

- a person is declining assistance in relation to their care and support needs; and
- the impact of their decision has or is likely to have a substantial impact on their overall individual wellbeing

## Appendix 3

Examples of roles & Safeguarding & DBS levels we would expect

<b>Role</b>	<b>Minimum DBS Level</b>	<b>Safeguarding Level</b>	<b>Notes</b>
<b>Employed Roles</b>			
Manager	Enhanced	Level 3 Designated Lead	
Activity Leader	Enhanced	Level 2 Advanced	
Visitor Experience Asst	Enhanced	Level 2 Advanced	
Cleaners	Enhanced	Level 2 Advanced	
Technical Assistant	Enhanced	Level 2 Advanced	
<b>Occasional Adult Helpers</b>			
Eg Parents/Guardians chaperoning for YPerform?	NONE	Safeguarding Guidelines to be provided	Overseen by Activity Leaders
<b>Volunteer Roles</b>			
		Upon reaching the age of 18	Safeguarding Guidelines to be provided on 16 <sup>th</sup> Birthday
Front of House Volunteer	Basic	Level 1	Under Theatre Manager
FOH Man Vol	Enhanced	Level 2 Advanced	
Wardrobe/Costume	Enhanced	Level 2 Advanced	In charge of Costumes & Dressing Rooms
Stage Crew	Enhanced	Level 1	Under Stage Manager
Stage Manager	Enhanced	Level 2 Advanced	In charge of Stage Crew
Tech Crew	Enhanced	Level 1	Under Tech Assist
LC Visitor Experience Volunteer	Enhanced	Level 1	If working area on own regularly enhanced&L2

## Appendix 5

### Useful Websites and contacts

NYCC Safeguarding Children <https://www.northyorks.gov.uk/safeguarding-children>

NYSCP North Yorkshire Safeguarding Children partnership <https://www.safeguardingchildren.co.uk/>

CEOP Child Exploitation and Online Protection <https://www.ceop.police.uk/Safety-Centre/>

Childline <https://www.childline.org.uk/>

Kidscape - help with bullying <http://www.kidscape.org.uk/>

NSPCC <https://www.nspcc.org.uk/>

#### NSPCC Safeguarding for Performing Arts

<https://learning.nspcc.org.uk/safeguarding-child-protection/for-performing-arts>

#### NSPCC Photography and sharing images guidance

<https://learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance>

#### NSPCC Social media and online safety

<https://learning.nspcc.org.uk/safeguarding-child-protection/social-media-and-online-safety>

#### NSPCC Safe activities and events

<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-activities-events>

#### Working with young volunteers

<https://learning.nspcc.org.uk/safeguarding-child-protection/working-with-young-volunteers>

#### NSPCC Recommended Adult Child Ratios working with children

<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>

#### NSPCC Healthy and unhealthy relationships

<https://learning.nspcc.org.uk/safeguarding-child-protection/healthy-and-unhealthy-relationships>

## Appendix 6

Track & Log form to update Trustees of Safeguarding issues over period eg 6 months?

Type of Concern just enter code in to form

A = Abuse

SA = Sexual abuse

OA = Online Abuse

PA = Physical Abuse

N = Neglect

E = Exploitation

O = Other

Date	Type of Concern	Not Referred	Referred	Agency Referred to

## Appendix 7

### YMCA Scarborough Safeguarding Guidelines for Occasional Adult Helpers

Thank you for taking part in a YMCA Scarborough activity. This document explains a basic approach to safe practice within YMCA Scarborough, supporting the safeguarding training done by our Staff and Volunteers. This document is for Parents/Guardians and other adult helpers who have not completed a disclosure check and references. More information is available in YMCA Scarborough's Safeguarding Policy.

#### Principles of Safeguarding

##### **You SHOULD ALWAYS;**

- Act as a positive role model at all times
- Be fair and treat everyone equally and with respect and dignity
- Avoid physical contact wherever possible
- Ask for help if you are unsure of a situation or your responsibilities
- Report allegations, concerns or any disclosures to the Activity Leader or appropriate Safeguarding Lead as soon as possible

##### **You SHOULD NEVER;**

- Act inappropriately
- Show Favouritism
- Trivialise or ignore bullying or other concerns
- Make suggestive or discriminatory comments
- Put yourself in a situation of unnecessary risk or danger
- Be in a situation where you are unsupervised one on one with a young person

##### **If you become aware of a concern, you MUST:**

- Remain Calm and approachable
- Listen carefully without interrupting
- Acknowledge that you appreciate how difficult this may be
- Make it clear that you are taking what is said seriously – do not give your opinion.
- Reassure them they have done the right thing in telling you and that you will do your best to help.
- Tell the Activity Leader (or Safeguarding Lead) immediately in a private confidential place where practicable.
- Write precise notes of what was said (do not paraphrase) and sign the page(s) with your name, and the date. Give them to the same Activity Leader or Safeguarding Lead you have informed. Record only what has been said to you.

Safeguarding

- Do not promise confidentiality.

**If you are concerned about the Safety or wellbeing of a young person, you MUST:**

Remain calm and tell the Activity Leader (or Safeguarding Lead) immediately.

Safeguarding is at the heart of everything we do at YMCA Scarborough, it is the responsibility of all of us. You share this responsibility to protect and promote the safety and wellbeing of the children, young people, and adults as you help them reach their full potential through their experiences at YMCA Scarborough. It is our policy to safeguard all adults, young people, and children while they take part in YMCA Scarborough activities. This is regardless of any characteristic, (protected or otherwise) or background