SAFEGUARDING AND CHILD PROTECTION POLICY

Froglife is legally obliged by the Safeguarding Vulnerable Groups Act 2006 and fully committed to safeguarding the welfare of all children, young people and vulnerable adults that it works with. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect vulnerable people from harm, abuse and exploitation.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

FROGLIFE WILL:

- Take steps in recruitment, training and levels of supervision to protect vulnerable people.
- Ensure that all workers understand their legal and moral obligations to protect children, young people and vulnerable adults from harm, abuse and exploitation. Including that under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (teacher, student mentor, academic staff etc) to have a sexual relationship with a child under 18 where that person is in a position of trust, even if the relationship is consensual. Froglife staff and volunteers are in a position of trust.
- Ensure that all workers understand their responsibility to work to the standards and procedures details in the organisation’s Code of Conduct, the Working with Children and Young People and Working with Vulnerable Adults Procedures.
- Have a designated Child Protection Officer as a permanent member of staff.
- Ensure that the designated person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies.
- Keep a log of any concerns reported to the Child Protection Officer and any actions that were taken as a result.
- Ensure that all workers understand their obligations to report care or protection concerns about a child/young person, or a worker’s conduct towards a child/young person, to the organisation’s designated person for child protection.
• Ensure that all relevant staff are trained to Level One in Child Protection, with other relevant training available concerning boundaries and appropriate behaviour with vulnerable others.

• Maintain recruitment practices and take steps to ensure that it complies with the requirements of the Safeguarding Vulnerable Groups Act 2006. This will include Disclosure and Barring Service (DBS) checks for staff required to work with under-18s or vulnerable adults in regulated activity and Independent Safeguarding Authority (ISA) registration where required. Froglife is committed to ensuring that relevant staff have appropriate checks in accordance with accepted practice to ensure their suitability to work with under-18s and vulnerable adults or their fitness to practice on certain courses.

• Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner.

• Ensure that children, young people and vulnerable adults are enabled to express their ideas and views on a wide range of issues.

• Endeavour to keep up-to-date with national developments relating to the care and protection of children, young people and vulnerable adults.

• Undertake relevant risk assessments to protect the physical and emotional wellbeing of those we work with.

**SAFEGUARDING PEOPLE PROCEDURES**

The following procedures work with Froglife’s Safeguarding People Policy, and aim to provide protection for children, young people (aged up to 18) and vulnerable adults (aged over 18 with disadvantages that put them at increased risk).

**Froglife’s Child Protection Officer**

Froglife will have a permanent member of staff as a designated Child Protection and Protection from Abuse Officer (CPO). They will:

• Keep a log of any concerns reported and any actions that were taken as a result.

• Endeavour to keep up-to-date with national developments relating to the care and protection of children, young people and vulnerable adults.

Kathy Wormald, Froglife CEO is the current CPO.

**Working with children and young people**

When recruiting for roles that involved working with children and young people, the need for Disclosure and Barring Service (DBS) checks as they come online or Disclosure Scotland checks as relevant must be included in advertisements and recruitment materials.
Staff and volunteers recruited to work with these groups must:

- Undertake a DBS or Disclosure Scotland check before starting to work with young people.
- Confirm they are not disqualified to work with children under the Childcare Act 2006 (see below)
- Staff must undertake training to Level One in Child Protection.
- Where possible, volunteers must undertake Better Together training which includes a Warner Interview, their DBS check and training on child protection, boundaries and appropriate behaviour (currently only running in Peterborough). Where not possible, alternative means for recruitment and checks will be used.
- Go through the correct procedure (given below) for reporting any child protection concerns to the CPO.
- Obtain photo and/or video consent from parents or guardians.
  - If consent is not obtained or if photography is inappropriate, those young people must not be photographed showing their faces or identifiable features (such as in the case of YOS clients or young people on the child protection register).
- Store all information regarding children or young people according to the Data Protection Act.
- As much as possible, adults should not spend time one-to-one with young people away from the main group. If private conversations are needed, stay in view of the group.
- Follow best practice of at least one member of staff and one volunteer per session, more if possible depending on the number of young people in the group and the nature of the activities.
- Make every attempt to avoid unknown adults in a session - check with the school/group as to who their staff are.
- Make it clear to young people that there are no secrets with Froglife staff or volunteers – information cannot be shared in confidence, particularly if the adult believes the young person to be at risk.
- Make clear the role of Froglife staff and volunteers – they do not take the role of social workers or counsellors. Members of the Froglife team can signpost to these services where possible.
- Where possible, any disclosures made by young people to Froglife staff or volunteers are to be discussed with the school or referring group’s Child Protection Officer before being taken to the Froglife Child Protection Officer.
- Where possible, adult supervision from schools or other groups should be in attendance, with responsibility for behaviour management.
• Take steps to get information on the young people attending activities so that plans can be put in place to best support their needs, particularly for higher risk young people.

• Carry out all work in a suitable location agreed with Froglife management staff, with a relevant risk assessment undertaken.

• Complete incident reports where necessary.

• Carry a mobile phone and a first aid kit.

**Childcare Act 2006**

Froglife must make staff aware of their obligations relating to disqualification under the Childcare Act 2006 which came into force in schools in late 2014.

Statutory guidance relating to disqualification was issued in late February 2015 and we need to ensure that we comply with the new guidance.

We have a duty to ensure staff are all aware of the legislation and they then need to let us know if they think that they are disqualified from their role. Staff will be committing an offence if they work in relevant early or later years childcare if they are disqualified.

An employee becomes disqualified by having:

1. been cautioned or convicted or certain violent or sexual offences
2. had children taken into care, or
3. registration relating to childcare refused or cancelled.

Staff are also disqualified if they live with someone if any of the three points above applies to them. This is known as ‘disqualification by association’.

This is only relevant for those working with children but as most of our projects may come into contact with children at some point we’d like everyone to comply.

**Working with vulnerable adults**

When recruiting for roles that involved working with children and young people, the need for DBS checks must be included in advertisements and recruitment materials. Written references need to be obtained prior to interview in these instances.

Staff and volunteers recruited to work with these groups must:
• Undertake a DBS/Disclosure Scotland check before starting to work with young people.

• Where possible, volunteers must undertake Better Together training which includes a Warner Interview, their DBS check and training on child protection, boundaries and appropriate behaviour (currently only running in Peterborough). Where not possible, alternative means for recruitment and checks will be used.

• Go through the correct procedure (given below) for reporting any vulnerable adult concerns to the CPO.

• Obtain photo and/or video consent from the people themselves or guardians as appropriate.
  
    o If consent is not obtained or if photography is inappropriate, those individuals must not be photographed showing their faces or identifiable features.

• Store all information according to the Data Protection Act.

• As much as possible, adults should not spend time one-to-one with vulnerable adults away from the main group. If private conversations are needed, stay in view of the group.

• Follow best practice of at least one member of staff and one volunteer per session, more if possible depending on the number of people in the group and the nature of the activities.

• Make it clear to participants that there are no secrets with Froglife staff or volunteers – information cannot be shared in confidence, particularly if we believe that person is at risk.

• Make clear the role of Froglife staff and volunteers – they do not take the role of social workers or counsellors. Members of the Froglife team can signpost to these services where possible.

• Higher risk individuals need to be identified before working with a group, and plans put in place to best support that person’s needs.

• Carry out all work in a suitable location agreed with Froglife management staff, with a relevant risk assessment undertaken.

• Complete incident reports where necessary.

• Carry a mobile phone and a first aid kit.

**Protection from Abuse**

Froglife staff and volunteers should take the following steps to help protect the young people and vulnerable adults we work with from abuse.

*Please Note* Appendix A and B contain Protection from Abuse Report Forms – The Form in Appendix A is to be used for individuals where Froglife is the main point of contact, and the
Form in Appendix B when there is a referral agency responsible for the young person or vulnerable adult.

**If you discover or believe a young person or vulnerable adult is at risk:**

<table>
<thead>
<tr>
<th>How was the abuse revealed?</th>
<th>Steps to take:</th>
</tr>
</thead>
</table>
| **Suspicion** – you believe abuse is occurring, but have no evidence | Be careful how you discuss your concerns with the person – try not to ask leading questions or be confrontational with them. Observe their behaviour and keep a record of why you are suspicious rather than discussing it with the person themselves.  

Report to your Line Manager with notes about your concerns.  

The Line Manager must then make a judgement on the seriousness of the situation. To help in this decision here is some general guidance on what to consider when assessing the seriousness of the situation:-  

1. The vulnerability of the individual  
2. The nature & extent of the suspected abuse  
3. The length of time it is believed to have been occurring  
4. The impact on the individual  
5. The risk of repeated or increasingly serious acts of abuse  
6. Risk of harm to other children, young people or vulnerable adults.  

If, having considered these factors, the Line Manager believes the abuse is a serious and real concern, they must complete the relevant Report Form and pass this onto the CPO. |
<table>
<thead>
<tr>
<th></th>
<th>If this is not the case, they must record the suspicion and ensure that the person is monitored carefully for other signs of abuse.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discovery</strong> – You witness or find evidence of abuse</td>
<td>Support the person being abused. Keep a detailed report and complete the relevant report form to pass onto the CPO and follow the steps below to report the abuse.</td>
</tr>
<tr>
<td><strong>Disclosure</strong> – You are told of abuse by the person or a third party</td>
<td>If the abuse is historical (has not occurred in the last 12 months), report to your line manager. Complete the relevant Report Form and pass onto the CPO. They will consider the factors above and take appropriate action. If the abuse is current, complete the relevant Report Form and pass onto the CPO to follow the steps below.</td>
</tr>
</tbody>
</table>

**Registering a Concern**

If a young person or vulnerable adult has disclosed a serious concern, or a member of staff or volunteer has good reason to believe that the young person is at risk of abuse, the following procedure should be followed:

- Let the person know that you need to take action to help – you can’t keep their confidence and will be taking steps to ensure their protection.
- Make notes as soon as possible, creating as accurate a report as possible of what was said. Record dates and times.
- Record your concerns using the report form, in discussion with your line manager as advised above, and pass the information onto the CPO.
- Do not discuss the issue with anyone other than your line manager, the CPO and the potential relevant contact at the referring agency that is responsible for the young person or vulnerable adult.
- If you are worried about the young person going home to a dangerous situation, immediate contact should be made with Social Services or the police only with the CPO’s permission or their deputy.
- The CPO will clarify the information received, by interviewing the informant and recording the following information:
  - Details of the young person or vulnerable adult & family
  - Nature of the allegation and the alleged perpetrator
  - Dates and times of the incident(s)
- Anyone else involved

- Where the young person or vulnerable adult has been referred from another agency, contact the CPO there with the information and pass on.

- The allegation will then be reported to Social Services along with the details obtained.

**Managing allegations made against a worker**

Allegations made against workers must be managed according to the following procedure:

1. The allegation must be reported immediately to Froglife’s Chief Executive Officer.

2. On receiving the concerns, the Chief Executive Officer will report the incident to the Chair of the Trustees and will contact immediately the agency through which the young person has been referred to Froglife.

3. The Chief Executive Officer will contact immediately the Social Services and/or Police and act on any advice given. In particular, whether or not it is appropriate for Froglife to approach the worker implicated in the allegation as part of the organisation’s internal enquiry.

4. The individual who first received/witnessed the concern should make a full written report of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description.

5. The Chief Executive should add any steps that she/he has undertaken e.g. contacting the agency/police.

6. The individual worker and the Chief Executive Officer must sign and date the report.

7. A copy of the report should be passed to the Social Services and/or Police. The original report will be stored in a secure locked cabinet.

8. Where the Social Services/Police have advised that it is appropriate to inform the worker that an allegation has been made against them, the worker should be told this and Froglife will consider suspending the worker whilst an internal review is carried out.

9. The internal review will not compromise the work of the child protection agencies or involve questioning the child or young person about the nature of the abuse that is alleged. This is the responsibility of the child protection agencies.

10. If Froglife’s own internal review suggests that the worker’s actions have breached the Code of Conduct/Working with children and young people policies disciplinary procedure will follow. Sanctions may involve dismissal or removing the worker from access to children and young people where his/her actions are considered to be a serious breach of the policies.

11. If Froglife’s own internal review suggests that the worker harmed or placed a child at risk of harm the worker will be removed from access to children, and a referral to the List will be made.
Appendix A. Protection From Abuse Report Form

Name of Child/Vulnerable Adult _________________________________________

Name of Worker ______________________________________________________

Position of Worker ____________________________________________________

Date & Time of Report _________________________________________________

Nature of Concern _____________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Who have you spoken to about your concerns?

Child YES/NO

Carer YES/NO

Sen Staff/CPO YES/NO Name ___________________________________________

Social Services YES/NO Name __________________________________________

Feedback ______________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
Signature of Worker: ________________________________

Signature of CPO/Line Manager: ____________________________

Date and Time: ______________________________________

Appendix B. Protection From Abuse Report Form: When another organisation takes primacy

Name of Agency/School_____________________________________

Name of Contact __________________________________________

Position of Contact _________________________________________

Contact Details ____________________________________________

Date & Time of Report _____________________________________

Name of Child or VA _______________________________________

Nature of Concern: ________________________________________

___________________________________________________________

___________________________________________________________

Who in the agency did you speak to about your concerns?
___________________________________________________________

What action was agreed? ____________________________________
When will Froglife receive feedback? ________________

Who will give Froglife feedback? ________________

Signature of Worker: ________________________________

Signature of CPO/Line Manager: _______________________

Date & Time: ________________________________