



Registered Charity No. 1166328
Company No. 09157780

Child Protection Policy

This procedure applies to everyone who works for Play for Progress, whether on a paid or voluntary basis.

Play for Progress acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice for NGOs working with children. The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children;

- Have a positive and enjoyable experience of music during a Play for Progress program in a safe and child-centred environment,
- Are protected from abuse whilst participating in all program activities or outside of the activity.

Play for Progress acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Play for Progress will:

- Promote and prioritise the safety and wellbeing of children and young people,
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people,
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern,
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored,
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

Key Performance Indicators:

- Every staff member has signed a commitment to the Child Protection Policy
- All staff members have 2 references obtained and verified
- A staff training workshops shall be delivered by CPOs every year
- Staff report having a sound understanding of the CPP
- All children involved in Play for Progress projects are aware of the procedure for reporting a concern
- All staff are aware of reporting procedures.

Policy Enforcement

The policy and procedures will be widely promoted and are mandatory for everyone involved in Play for Progress. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Key Performance Indicators:

- Investigation reports all follow standardised templates
- Investigations are prompt and follow standardised procedures
- HR documentation of disciplinary action

Local Partners

All local partners will receive a copy of Play for Progress's Child protection policy

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, UK Sport and/or The Charity's Commission
- As a result of any other significant change or event.

Appendices

- Abuse Definitions
- Allegations Made Against a Child
- Allegations Made Against an Employee or Volunteer
- Behavioural Code for Working With Children
- Child Protection Audit Form
- DBS Referral
- Information Sharing Protocol
- Online Safety Policy
- Safeguarding Reporting Form
- What To Do If You Have A Concern About A Child

Play for Progress's Designated Safeguarding Officer	Anna MacDonald 07365489462 a.macdonald@playforprogress.com
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(Last reviewed April 2023)

Abuse Definitions

Different types of abuse- these definitions are taken from the statutory guidance 'Working Together 2015'.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of material substance abuse. Once a child is born it may involve a parent or carer failing to provide adequate food, clothing and shelter, including exclusion from home or abandonment; failure to protect a child from physical harm or danger; failure to ensure adequate supervision, including the use of adequate care takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Other Emerging Types & Methods of Child Abuse:

- Sexual exploitation
- Female genital mutilation (FGM)
- Trafficking of children in order to exploit them sexually, financially, via domestic servitude, or via the involvement in activity such as the production and sale of illegal drugs
- Abuse linked to beliefs such as spirit possession or witchcraft
- Radicalisation and the encouragement or coercion to become involved in terrorist activities
- Abuse via online methods eg from adults seeking to develop sexual relationships with children or to use sexual or abusive images of them
- Domestic violence (either witnessing violence between adult family members, or, in the case of older young people, being subjected to coercion or violence in an intimate relationship in the same way as an older person)

Allegations Made Against a Child

This procedure applies to everyone who works for Play for Progress, whether on a paid or voluntary basis.

The aims of this procedure are:

- to ensure that the children that attend Play for Progress, and any other children who may come to the attention of PfP, are protected and supported following an allegation that they may have been abused by another child or young person from involved with PfP.
- to ensure that there is a fair, consistent and robust response to any allegations of this nature, so that the risk posed to other children by the child/young person is managed effectively.
- to facilitate an appropriate level of investigation into allegations whether they relate to recent alleged activity said to have taken place during the time that the child/young person in question has been involved with PfP, or whether they relate to abuse that allegedly took place prior to the child's/ young person's involvement with PfP.
- to ensure that PfP continues to fulfil its responsibilities towards children and young people who may be subject to such investigations and are in need of support.
- to ensure that there is an appropriate response in situations where allegations are unfounded or deemed to be malicious in origin.

The purpose of the procedure is to provide a clear direction to staff that are called upon to deal with such allegations and to manage investigations and care plans which may result from them.

This procedure applies to

- any member of staff, volunteer or trustee to whom an allegation of abuse has been made, that suggests another child to young person is responsible.
- anyone in a managerial position (including the designated safe guarding officer for children, line managers, and supervisors) who may be required to deal with such allegations and manage investigations and care plans that result from them.

Ways that allegations might be made against another child/young person involved with PfP:

- A child or parent/carer might make a direct allegations against another child or young person
- A child or parent/carer might express discomfort with the behaviour of another child or young person that falls short of a specific allegation
- Another child, member of staff or volunteer may directly observe behaviour for one child/young person towards another that gives cause for concern
- Play for Progress may be informed by a parent or by the police or another statutory authority that a child or young persons is the subject of an investigation
- A child or young person may volunteer information to PfP that they have previously harmed another child or is at risk of doing so, or has committed an offence against or related to a child.

Is it child abuse or bullying?

This is a decision that needs to be reached by the DSO in consultation with the staff member responsible for the child, the Refugee Council Children's Section and if necessary the local authority children's social care department.

If the conclusion is that the behaviour is an example of bullying , it needs to be dealt with under the anti-bullying policy and procedure.

If the behaviour could be described as child abuse and has led to the victim suffering significant harm, then it must be dealt with under the child protection procedures. This should include all incidents of sexual assault and all but the most minor incidents of physical assault.

This checklist can be used to help inform the decision:

Bullying

- The difference of power between the bully and the person being bullied is relatively small.
- The bullying behaviour may be from a number of children/young people acting in a group rather than from one child acting alone. It may also, but not necessarily, be directed towards a group of other children rather than an individual child.
- The behaviour involves teasing or making fun of someone, excluding a child from games and conversations, pressuring other children to not be friends with someone, spreading hurtful rumours or circulation of inappropriate photographs/images/drawings, cyber bullying, shouting at or verbally abusing someone, stealing someone's possessions, making threats, or harassment on the basis of race, gender, sexuality or disability.
- The behaviour has not previously been a concern and the bully or the bullies may have been responding to group pressure
- The behaviour is perceived as bullying by the victim

NB Behaviour that causes the victim significant harm constitutes a child protection issue.

Child Abuse

- The difference of power between the child abusing and the person being abused is significant. e.g. there is an age difference of more than two years
- The behaviour involves sexual or physical assaults (other than the most minor physical assault)
- The child who is the victim has suffered significant harm
- The behaviour may not necessarily be perceived by the victim as abusive, particularly if it's sexual in nature
- The behaviour is not a one off incident but part of a concerning pattern on the part of the child or young person who is abusing
- The behaviour, if sexual, is not part of normal experimentation that takes place between children and young people.

Is it sexual abuse or normal experimentation?

All children and young people develop an interest in their own sexuality from a young age, and seek to learn about sex from their peers. It is important not to label normal, healthy behaviour as abusive. It is equally important not to allow sexually abusive behaviour perpetrated by one child or young person towards another to go unchecked, as this is harmful for both the victim and the perpetrator.

Indicators of abusive behaviour:

- significant difference in age, dominant or understanding than children/young people
- behaviour accompanied by threats/bribes
- behaviour carried out in secret

For the purposes of the procedure however, it is enough to say that **if there is any question that the behaviour could be abusive the matter should be discussed with the DSO and the local authority.**

What do I do if an allegation is made or if information is received?

Is the child who has been allegedly abused, or the child who has allegedly perpetrated the abuse, in immediate danger or does either of them need medical attention?

- If either child is in immediate danger and is with you, call the police and remain with the child.
- if the child is elsewhere, contact the police and explain the situation.
- if a child needs emergency medical attention, call an ambulance and get help from your first aider
- if the first aider is not available, use any first aid knowledge you have to help the child
- contact the designated child protection officer to let them know what is happening

A decision will need to be made and when and who should inform the families of both the child who has been allegedly abused and the child who has allegedly perpetrated the abuse, as well as the local authority children's social care department.

If the child who is the alleged victim is not known to PFP, it is not our role to inform the child's family. Even if the child who is the alleged victim is known, the police and/or the social care services, should be part of the decision making process.

The paramount consideration should always be the welfare of the children and young people involved. Issues that need to be considered are

- The children's wishes and feelings
- The parents' right to know (unless this would place the child who allegedly perpetrated the abuse in danger, or would interfere with the criminal investigation)
- The impact of telling or not telling the parents
- The current assessment of the risk to the child that has been based and the source of the risk
- Any risk management plans that currently exist for either child

Once any immediate danger or emergency medical need has been dealt with, the procedure set out below should be followed:

- Staff member who has been informed of the allegations or who has concerns should make notes immediately then use the reporting form and should discuss these with the DSO within 24 hours
- If both children/young people are known to PFP and their families do not know about the allegations/concerns then the DSO should discuss it with them unless
- The view is that someone (the perpetrator) might be put in danger
- Informing the family might interfere with a criminal investigation

If any of the above circumstances are met, discussion with the family should only continue after discussion with the Local authorities children's social care department.

If only the child who is alleged to have harmed another child is known to PFP then, subject to considerations set out in the above, discussions with only this child's family should take place.

The child who is the subject of the allegation would also be informed of what has been said about him/her. However, if the view is that children's social care or the police should be involved, the child should be informed after discussion and agreement with these agencies as they may have a view on what information should be disclosed to the child/young person at this stage.

If there is still uncertainty about whether the allegation or concern constitutes a child protection issue, the designated safeguarding officer should discuss with Social services child services or the NSPCC helpline without disclosing the identity of the child/family

If, having discussed the situation fully and then advice if required, the DSO conclude that the alleged behaviour does not constitute a child protection issue, then consideration should be given to whether the anti-bullying policy (if both children are know to PfP) and whether referral of either or both children to other services is appropriate.

If the view is that the behaviour does indeed amount to a child protection issue then the DSO should refer both children to the local authorities children social care department and confirm the referral in writing within 24hours

Pending the outcome of the referral to the children social care department and the possible investigation or assessment that may follow from this, any risk that may be posed to other children by the child who has allegedly harmed another child will need to be carefully managed. This should be done on an inter-agency basis in accordance with procedures developed by the local safe guarding children board for children who display harmful behaviour towards others.

The DSO should enquire whether these procedures are being used and, if so, should ask to be involved in or at least kept informed of inter-agency decisions made in accordance with these procedures.

If the procedures are not being used but PfP remains concerned that the child/young person could pose a risk to other children, then the DSO should consider whether the child/young person can continue to be involved with PfP and, if so, on what basis. This is a situation that needs to be kept under regular review as the investigation and assessment conducted by the statutory agencies is carried out and reaches a conclusion. It may also need to be reviewed regularly following the conclusion of the assessment process, as the child/young person may be receiving support that should, with time, reduce the level of risk he/she presents.

If the allegation is found to be without substance or fabricated, PfP will consider referring the child who was said to have been harmed to the Children's Social Care Department for them to assess whether he/she is in need of services. (e.g. the child may have been abused by someone else)

If it is felt that there has been malicious intent behind the allegation, PfP will discuss with the police whether there are grounds to pursue any action against the person responsible.

What should I say to a child who says that he/she or another child is being abused by another child/young person?

- Reassure the child that he/she has done the right thing by telling someone about it
- Tell him/her that you now have to do what you can to keep him/her (or the child who is the subject of the allegation) safe.
- Let the child know what you are to do next and who else needs to know it
- Let the child tell his/her whole story. Don't try to investigate or quiz the child, but make sure that you're clear as to what he/she is saying
- If possible, explain to the child's parent/carer what has happened. Do this first without the child there, and then summarise it again in front of the child so that it is an open subject between parent/carer and child. This may enable them to talk together more easily.
- Check out what the child would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep.
- Give the child the ChildLine number 08001111
- Make sure that the parent/carer has support too.

What should I say to a child/young person that says that he/she has been abusing another child?

- Reissue the child that he/she has done the right thing by telling someone about it
- Tell him/her that you now have to do what you can to keep him/her and the child who has been abused safe
- Let the child know what you are going to do next and who else needs to know about it
- Let the child tell his/her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying
- If there is no risk to the child from the child's parent/carer, then explain to the parent/carer what has happened. Do this firstly without the child there, and then summarise it again in front of the child so that it is an open subject between parent/carer and child. This may enable them to talk about it together more easily.
- Check out what the child expects to happen as a result of what he/she has said. Offer reassurance where appropriate but don't make or infer promises you can't keep
- Reassure the child that, with help, the problem can be sorted out and that what has happened does not make him/her an abuser for life
- Give the child the ChildLine phone number
- Remember that the child who has behaved in this way is a child in need of support
- Make sure the parent/carer has support too

Recording the concern

Use the reporting form in this child protection folder (Safeguarding Report Form) to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if a referral is needed

Useful contact details

NSPCC Helpline: 0808 800 5000

ChildLine: 0800 111 or help@nspcc.org.uk

Allegations Made Against an Employee or Volunteer

This procedure applies to everyone who works for Play for Progress, whether on a paid or voluntary basis. This procedure outlines what you should do if a child protection allegation is made against an adult working for or involved in Play for Progress. This procedure aims to provide a clear direction to staff and trustees who are called upon to deal with such allegations and to manage investigations that may result from them.

The aims of this procedure are:

- to ensure that the children that attend Play for Progress, and any other children who may come to our attention, are protected and supported following an allegation that they may have been abused by an adult from within PFP.
- to ensure that there is a fair, consistent and robust response to any allegations made, so that the risk posed to other children by an abusive individual is managed effectively.
- to facilitate an appropriate level of investigation into allegations whether they are said to have taken place recently, at any time the person in question has been employed/volunteered with PFP, or prior to the person's involvement with PFP.
- to ensure that PFP continues to fulfil its responsibilities towards members of staff, volunteers or trustees who may be subject to such investigations.
- to ensure individuals are able to continue in their role if they have been at the centre of allegations that are unfounded or deemed to be malicious in origin.

This procedure applies to:

- any member of staff, volunteer or trustee to whom an allegation of abuse has been made, that involves another member of staff, volunteer or trustee.
- anyone in a managerial position (including the designated safeguarding officer for children, line managers, supervisors and trustees) who may be required to deal with such allegations and manage investigations that result from them.

What to do if allegation is made or information received

Is the child in immediate danger or does he/she need medical attention?

- If the child is in immediate danger call the police and remain with the child.
- if the child is elsewhere, contact the police and explain the situation.
- if the child needs emergency medical attention, call an ambulance and get help from your first aider
- if the first aider is not available, use any first aid knowledge you have to help the child
- contact the designated child protection officer to let them know what is happening
- if the child is in need of emergency medical attention contact their family and arrange to meet them at the hospital. The parents/carer should be informed that an incident has occurred and immediate steps taken to get help.

Is the person at the centre of the allegation working with children now?

- this needs to be discussed immediately with the manager of the organisation and the designated safeguarding officer,
- one of these named people should remove the staff member involved in the allegation in a sensitive manner,
- it should be explained to that person in private that a complaint has been received against them,
- That person should be informed that further information will be provided as soon as possible but until then they should not work with children,
- the person should return home with an understanding that the DCP will telephone them at a pre-arranged time,
- the information provided will be limited as there needs to be inter-organisation discussion with the local authority and police department,
- advise them to contact their union and arrange support for that member of staff or volunteer in line with the responsibilities that PFP has towards his or her welfare.

Conducting an Investigation

Once urgent steps have been taken, attention can be given to dealing with the full implications of the allegations. There are up to three possible lines of enquiry when an allegation is made:

1. **A police investigation** of a possible criminal offence
2. Enquiries and an **assessment by the local authority** children's social care department about whether a child is in need of protection
3. **Investigation by an employer** and possible disciplinary action being taken against the person in question. This includes implementing a plan to manage any risk posed by the individual to children and young people in the workplace until the outcome of the other investigations and enquiries is known. If the individual is a volunteer then they are unlikely to be subject to disciplinary procedure but nonetheless PFP will need to consider if that person can continue in their role and, if so, what steps will be taken to manage any risk they might pose.

Reporting an Allegation or Concern

If the allegation is made by a child or family member to a member of staff, or if a member of staff observes concerning behaviour by a colleague at first hand, this should be reported immediately to a senior member of staff/director and the Designated Safeguarding Officer (DSO).

If a staff member has received an allegation or observed something of concern about any of the people named in the above reporting procedure, the staff member should report the allegation or concern to the next most senior person.

If the person who is subject to concern is the Designated Safeguarding Officer then it should be reported directly to the director or the trustee board. Contacts listed at the bottom of this document.

Issues that will need to be taken into account are:

- the child's wishes and feelings
- the parent's right to know (unless this would place the child or someone else in danger, or interfere with a criminal investigation)
- the impact of telling or not telling the parent
- the current assessment of the risk to the child and the source of that risk
- any risk management plans that currently exist

When to Involve the Local Authority Designated Team

Play for Progress's DSO will report to the local authority within one working day if the alleged behaviour suggests that the person in question:

- may have behaved in a way that has harmed or may have a child
- has possibly committed a criminal offence against or related to a child
- has behaved towards a child in a way that suggests that he/she may be unsuitable to work with children

This should also happen if the individual has volunteered the information him/herself.

The local authority may be told of the allegation from another source if this is the case, then the first information received by PFP may be when the local authority gets in touch to explain the situation.

Whoever initiates the contact there will be discussion between the local authority designated team and PFP DSO to share information about the nature and circumstances of the allegation and to consider whether there is evidence to suggest it may be false or unfounded.

If there is any reason to suspect a child has suffered or is likely to suffer significant harm and there are no obvious indications that the allegations are false, the local authority designated team in cooperation with PFP will initiate a strategy discussion within the local authority children's social care department.

The local authority designated team and Pfp's DSO will take part in the strategy discussion. The DSO and any other representatives from Pfp will cooperate fully with this and any subsequent discussion with children's social care department.

It will be asked from the outset that the children's social care department shares any information obtained during the course of their enquiries with Pfp if it has any relevance to the person's Employment.

Dealing with a criminal offence

If there is reason to suspect that a criminal offence may have been committed (whether or not the threshold of 'significant harm', is reached), the local authority designated team will contact the police and involve them in a similar strategy discussion, which will include Pfp's DSO.

Pfp's DSO will fully cooperate with any discussion involving the police and will ask for similar cooperation from the police in terms of sharing information relevant to the person's employment.

Discussions with the police should also explore whether there are matters that can be acted on in a disciplinary process while the criminal investigation takes place, or whether disciplinary action must wait until the criminal process is completed.

Talking to Parents or Carers About the Allegation or Concern

If the child's parents/carers do not already know about the allegation, the DSO and local authority designated team need to discuss how they should be informed and by whom.

Talking to the person who is the subject of the allegation

The person at the centre of the allegation should be informed as soon as possible after the initial consultation with the local authority designated team. However, if a strategy discussion within the local authority children's social care team or the police is needed, this may need to take place before the person concerned can be spoken to in full. The police and the children's social care department may have views on what information can be disclosed to the person.

Only limited information should be given to the person in question, unless the investigating authorities have indicated that they are happy for all the information to be disclosed or unless there is no need for involvement from these statutory agencies.

The DSO will keep in close contact with the local authority designated team and the other agencies involved in order to manage the disclosure of information appropriately.

Taking Disciplinary Action

If the initial allegation does not involve a possible criminal offence, the DSO and management staff will consider whether formal disciplinary action is needed.

If the local authority children's care department has undertaken any enquiries to determine whether a child or children are in need of protection, the DSO should take account of any relevant information from these enquiries when considering whether disciplinary action should be brought against the person at the centre of the allegations.

The following timings should be kept to wherever possible, depending on the on the nature of investigation:

- if formal disciplinary action is not needed, other appropriate action should be taken within three working days

- if disciplinary action is required, and can be processed without further investigation, these should be done within fifteen working days
- if PfP decides that further investigation is needed in order to make a decision about formal disciplinary action, the DSO will discuss with the local authority designated team the possibility of this investigation being done by an independent person to ensure that the process is objective. Whether or not the investigation is handled internally or independently, the report should be presented to the DSO within 10 working days. Having received the report the disciplinary investigation, the DSO should decide within two working days whether a disciplinary hearing is needed.
- If a hearing is needed it should be heard within fifteen working days
- The DSO will continue to liaise with the local authority designated team during the course of any investigation or disciplinary proceedings, and should continue to use the local authority designated team as a source of advice and support.

If criminal investigation is required it may not be possible to make decisions about initiating disciplinary proceedings or about the person's future work arrangements until this is concluded/ The police are required to complete their work as soon as reasonably possible and to set the review dates, so the DSO should either liaise with the police directly or via the local authority designated team to check on the progress of the investigation and criminal process.

The police are also required to inform the employer straight away if the person is either convicted of an offence or acquitted or, alternatively, if a decision is made not to charge him/her with an offence or to administer a caution. In any eventuality, once the outcome is known, the DSO should contact the local authority designated team to discuss the issue of disciplinary proceedings.

If the allegation is substantiated and if, once the case is concluded, PfP dismisses the person or ceases to use their services, or the person ceases to provide his/her services, the DSO should consult the local authority designated team about referral of the incident to the Disclosure and Barring Service (DBS). This should take place within a month.

Keeping a Record of the Investigation

All those involved with the allegation should keep clear notes of the allegations made, to they were followed up, and any actions and decisions taken, together with the reasons for these.

These notes should be compiled gradually as the situation unfolds, with each entry being made as soon as possible after the event it describes. The notes should be signed and dated by the person making them, and the person's name should be printed alongside.

These notes should be kept confidentially on the file of the person who is the subject of the allegation. Discussion should take place with the local authority designated team to determine whether any aspect of the notes may not be shared with the person concerned. If there are no reasons not to do so, a copy of the records should be given to the individual.

These notes should be held on file for a ten year period, whether or not the person remains with Pfp for this period.

Useful Contact details

Director and Designated Safeguarding Officer - Anna MacDonald 07739469582

NSPCC Helpline 0808 800 5000 help@nspcc.org.uk

ChildLine: 0800 1111

Behavioural Code for Working with Children

This procedure applies to everyone who works for Play for Progress, whether on a paid or voluntary basis.

Purpose of this Code

This behavioural code outlines the conduct we expect of all our staff and volunteers. This includes interns, students on work placement and anyone who is subcontracted to undertake specific duties.

The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made.

The Role of Staff and Volunteers

When working with or for children and young people, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people including ensuring equipment is used safely and for its intended purpose as well as having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- following our principles, policies and procedures including child protection, whistle-blowing and e-safety
- staying within the law at all times
- modelling good behaviour for the children and young people to follow
- challenging all unacceptable behaviour and reporting any breach in the behavioural code to Anna MacDonald (designated safeguarding officer)
- reporting all allegations of abuse following our reporting procedures including abusive behaviour being displayed by an adult or child and directed at anyone of any age.

Rights

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief system between yourself and others and appreciate that all participants bring something valuable and different to Play for Progress
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them feel uncomfortable

Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- use special caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work that you are involved in
- ensure whenever possible, there is more than one adult present during activities with children and young people. If that isn't possible, ensure that you are within sight or hearing of other adults. If a child specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are

- only provide personal care in an emergency and make sure there is more than one adult present if possible.

Respect

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities where possible
- respect a young person's right to personal privacy as far as possible. In some cases it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity

Unacceptable Behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with the children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive. This includes any form of sexual contact with a child or young person
- let children and young people have your personal contact details (mobile number, email or address) or have contact with them via a private social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people

Upholding this Code of Behaviour

You should always follow this code of behaviour and never rely on your reputation or that of Play for Progress to protect you.

If you have behaved inappropriately you will be subject to our disciplinary procedure. Depending on the seriousness of the situation, you may be asked to leave Play for Progress. We may also make a referral to statutory agencies such as the police and/or local authority children's social care department.

If you become aware of any breaches of this code, you must report them to Anna MacDonald. To do this you should follow the whistle-blowing procedure or, if necessary, the child protection procedures.

Child Protection Audit Form

Child protection requirement	Is this in place?	Date last reviewed	Date of next review	Have all staff been informed and received their copies of policy/procedure	Comments/feedback	Action needed
Child protection policy						
Procedure for concerns about a child						
Procedure for dealing with an allegations against a child						
Procedure for dealing with allegations against an adult						
Designated safeguarding officer for children (DSO)						
Deputy (DSO)						
Code of behaviour for adults						
Code of behaviour Children and young people						
Recording and information						
Safer recruitment						
E-safety						

DBS Referral

This procedure applies to everyone who works for Play for Progress, whether on a paid or voluntary basis.

Play for Progress would make a DBS referral whilst undertaking their safeguarding role if the organisation had concerns that named person had engaged or may engage in activities that could:

- harm or pose a risk of harm to a child or vulnerable adult
- satisfy the harm test; or
- receive a caution or conviction for a relevant offence and;
- the person they're referring is, has or might in future be working in regulated activity and;
- result in said person being considered by the DBS to be added to the barred list

PfP recognises that this is a legal duty even if a referral has been made to the local authority.

Referrals **MUST** be made under the following circumstances:

1. Withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults, or move the person to another area of work that isn't regulated activity. This includes situations where you would have taken the above action. For example, a teacher retires after an allegation has been made.
2. You think a person has carried out one of the following
 - engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
 - satisfied the harm test in relation to children and / or vulnerable adults. eg there has been no relevant conduct but a risk of harm to a child or vulnerable still exists, or
 - been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence

Relevant conduct in relation to children

A child is a person under 18 years of age.

Relevant conduct is:

- endangers a child or is likely to endanger a child
- if repeated against or in relation to a child would endanger the child or be likely to endanger the child
- involves sexual material relating to children (including possession of such material)
- involves sexually explicit images depicting violence against human beings (including possession of such images)
- is of a sexual nature involving a child

A person's conduct endangers a child if they:

- harm a child
- cause a child to be harmed
- put a child at risk of harm
- attempt to harm a child
- incite another to harm a child

Information-Sharing Protocol

This procedure applies to everyone who works for Play for Progress, whether on a paid or voluntary basis.

When and How to Share Information

When asked to share information, you should consider the following questions to help you decide if and when to share. If the decision is taken to share, you should consider how best to effectively share the information.

When

Is there a clear and legitimate purpose for sharing information?

Yes – see next question

No – do not share

Does the information enable an individual to be identified?

Yes – see next question

No – you can share but should consider how

Is the information confidential?

Yes – see next question

No – you can share but should consider how

Do you have consent?

Yes – you can share but should consider how

No – see next question

Is there another reason to share information such as to fulfil a public function or to protect the vital interests of the information subject?

Yes – you can share but should consider how

No – do not share

How

- Identify how much information to share
- Distinguish fact from opinion
Ensure that you are giving the right information to the right individual
- Ensure where possible that you are sharing the information securely
- Inform the individual that the information has been shared if they were not aware of this, as long as this would not create or increase risk of harm

All information sharing decisions and reasons must be recorded in line with your organisation or local procedures. If at any stage you are unsure about how or when to share information, you should seek advice and ensure that the outcome of the discussion is recorded. If there are concerns that a child is suffering or likely to suffer harm, then follow the relevant procedures without delay.

Taken from March 2015 government issued 'Advice for practitioners providing safeguarding services to children, young people and carers.'

Online Safety Policy

The aim of this policy is to provide guidance on how Play for Progress uses the internet and social media, and the procedures for doing so. It also outlines how PFP expect the staff and volunteers who work within the organisation, and the young people who are participants, to behave online.

Aims

- To protect all children and young people involved PFP and who make use of technology (such as mobile phones, game consoles and the internet) while in our care.
- To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- To ensure our organisation is operating in line with our values and within the law regarding how we behave online

Understanding the Online World

As part of using the internet and social media, our organisation will:

- Understand the safety aspects- including what is acceptable and unacceptable behaviour for staff and children- when using websites, social media, apps and other forms of digital communication
- Be aware aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or game console
- When using social media platforms (including Facebook, twitter and instagram), ensure that PFP adhere to relevant legislation and good practise guidelines
- Regularly review existing safeguarding policies and procedures to ensure that safeguarding issues are fully integrated, including:
 - making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
 - Incorporating online bullying (cyber bullying) into our anti-bullying policy
- Provide training for the person responsible for managing PFP's online presence

Managing PFP's Online Presence

PFP's online presence through our website or social media platforms will adhere to the following guidelines:

- All social media accounts will be password protected
- The account will be monitored by a designated person
- The designated person managing PFP'S online presence will seek advice from designated safeguarding lead to advise on safeguarding requirements
- A designated supervisor will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as any foster parents/carers of any children involved)
- Account, page and event settings will be set to 'private' so that only invited people can see their content
- Identifying details such as a child's home address, school name or telephone number, should not be posted on social media platforms
- Any post or correspondence should be consistent with PFP's aims
- PFP will make sure children and young people are aware of who manages the PFP social media account and who to contact if they have concerns about the running of the account
- The children and carers/foster parents of the children will always be asked for their permission if their image is ever to be posted out-with the confines of the private group
- All of our accounts and email addresses will be appropriate and for for purpose

Expectations of Staff and Volunteers

- Staff should be aware of this policy and behave in accordance with it

- Staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- Staff should communicate any messages they wish to send out to children and young people to the person responsible for the PFP's online presence
- Staff should not 'friend' or 'follow' children or young people from personal accounts on social media
- Staff should make sure any content posted is accurate and appropriate, as young people may 'follow' them on social media
- Staff should not communicate with young people via personal accounts or private messages
- It is preferable that staff communicate with carers/parents through more formal means than personal social media accounts, such as face to face, in email/writing or using a PFP account, profile or website
- Staff should copy at least one other member of staff into any emails sent to children or young people
- Staff should avoid communicating with children or young people via email outside of normal office hours
- Staff should sign off emails in a professional manner, avoiding the use of emojis or symbols such as 'kisses' (X's)
- Any disclosure of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to PFP reporting procedures
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- Staff and young people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing

What We Expect of Children and Young People

- PFP students should be aware of this online safety policy and agree to its terms
- PFP students behaviour online is expected to be consistent with the guidelines set out in this policy on all digital devices, including smart phones, tablets and consoles

Using Mobile Phones or Digital Technology to Communicate

When using mobile phones or other devices to communicate by voice, video or text (including texting, email and instant messaging), PFP will take the following precautions to ensure young people's safety:

- Staff will avoid having children's or young people's personal mobile numbers and will seek contact through a carer/foster parent
- PFP will contact the students through a work phone wherever possible
- Texts will be used for communicating information rather than engaging in conversation
- If a young person misinterprets such communication and tries to engage a staff member in conversation, the staff member will take the following steps
 - end the conversation or stop replying
 - suggest discussing the subject further at the next music session
 - If concerned about the child or young person provide contact details for the designated safeguarding officer

Using Mobile Phones During Music Sessions

To allow all participant to enjoy the music making sessions we discourage the use of mobile phones during the activities. As part of this policy we will:

- Make the children aware of how and who to contact if there is an emergency or a change to agreed arrangements
- Ensure carers/foster parents have contact numbers to reach staff on should there be an emergency
- Explain to the children that using mobile phones during the music making sessions has an impact on their safe awareness of surroundings, level of participation and achievement.

Use of Other Digital Devices and Programmes

The principles in this policy apply regardless which current or future technology is used- including computers, laptops, tablets, web-enabled games console and smart TVs- and whether an app, programme or website is used.

If any digital device is being used as part of the music making session:

- We expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in our acceptable use policy

Safeguarding Report

This procedure applies to everyone who works for Play for Progress, whether on a paid or voluntary basis.

1. Complete form after a child protection or safeguarding incident and pass to the Team Leader. Do not ask the child any additional questions purely for the purpose of completing the form.
2. Team Leader to submit form to the Designated Officer (DO).

Details of Child and Parents/Carers

Name of child:

Gender:	Age and date of birth:	Nationality:
Ethnicity:	Language:	Additional needs:

Name (s) of parent(s)/carer(s):
Child's home address and that of parent(s)/carer(s) if know:

Your Details:

Your name:	Your position:	Time and date of the incident (if applicable) :
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Are you reporting your own concerns or responding to concerns raised by others? <ul style="list-style-type: none">• Reporting own concerns• Responding to concerns raised by someone else
If you are responding to concerns raised by someone else, please provide their name, position and contact details:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or on the account of others, including any relevant details:

Please detail the child's account/perspective, if possible:

Provide details of anyone who witnessed the incident and/or who shares the concerns:

Has the situation been discussed with the Designated Safeguarding Officer (DSO)?

Yes / No (circle as appropriate)

If **yes** please summarise the discussion:

Name Position

Date Signed

Designated Officers Name

Position.....

Date Signed

What to Do if You Have a Concern About a Child Engaging with PFP

This procedure applies to everyone who works for Play for Progress, whether on a paid or voluntary basis.

- Identify level of urgency.
- Discuss with designated team leader.
- Escalate to Designated Child Protection Officer.

Level 1. If a child shares sensitive information. Share with other team members so a picture can be built of the child's background to appropriately deal with their needs. No further action needed.

Level 2. If the new sensitive information shared is new and relevant to the current situation then this should then be shared with and follow up with the Refugee Council Children Section and potentially the child's carer if deemed appropriate. No immediate action needed.

Level 3. Immediate but non urgent action needed (non-life threatening). Contact the duty social worker and state that this is a Child Protection Issue. They are required to take action. Contact their carer if deemed appropriate.

Level 4. Immediate threat to life through harm to self or others. Alert the police.

Contacting the On-Duty Social Worker.

The child's social worker depends on which borough they are under. Each borough has the duty (on-call) Social workers number on their website under 'children services'.

It is important that you are clear with the social workers you speak too. You are making a child protection referral because you have concerns about the welfare of a child. They must then treat the referral as they would any other referral concerning suspected abuse.

- Sometimes confusion arises when a referral of an asylum-seeking child or family is made to social services for child protection purposes. Some social services' staff may try to refer the matter on to other teams within their local authority or elsewhere. It is important that you insist that your referral is a child protection concern which needs to be dealt with by the LADO (local authority designated officer).
- You should ask whether and when you will hear back from social services, and statutory guidance advises referrers to chase up a referral after three days if they have not heard back.

Make a **written record** of your telephone referral. Use the form on the PFP team drive.

If you have any concerns with your referral not being taken seriously then speak to the DSO (Anna MacDonald) immediately.