



SAFEGUARDING

The Enthusiasm Trust

Guidance for Staff & Volunteers

Statement from our Chief Executive and Chairman of Trustees

We are pleased to be issuing this updated version of the Enthusiasm Safeguarding Policy that will be in effect from March 2023.

We hope it assures all staff, volunteers, service users, partners and funders how seriously we take our responsibility to safeguard and promote the welfare of all.

April Allman – Chief Executive Officer

Pauline Anderson – Chairman of Trustees

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Appendix One - Safeguarding Form

PART 1 – SAFEGUARDING POLICY

The Enthusiasm Trust (Enthusiasm)
- Volunteer Sector Charity

Note: In this document, the term “**young person**” refers to a child or young person, the term “**parent**” includes biological and adoptive parents, as well as foster carers and other individuals in loco parentis.

Everyone has a duty of care to safeguard and promote the welfare of all.

The Directors and Trustees of Enthusiasm in association with the Leadership Management Team (LMT) takes seriously its responsibility to protect and safeguard the welfare of young people entrusted to Enthusiasm’s care and all staff whether paid or voluntary, are committed to its policies and procedures to ensure all individuals are kept safe, free from harm and have their needs and welfare promoted at all times.

Enthusiasm recognises its responsibility to safeguard and promote the welfare of young people as within the legal framework of the Children Act 1989 and 2004.

Enthusiasm is committed to being a learning organisation. That is, it takes seriously the need to learn lessons from National, Local and its own organisation and integrate them into its policies, procedures and inform its day to day practice. Therefore this Policy should be read in conjunction with:

- Working Together to Safeguard Children 2018
- What to do if you are worried a young person is being abused 2015
- Children Act 1989 and 2004;
- Derby and Derbyshire Safeguarding Children Partnership (Local Authority)
- Working Together to Safeguard Children 2018
- Local Safeguarding Children Boards Procedures for safeguarding young people, applicable to England and Wales separately;
- Local Authority Procedures and Guidance for Safeguarding Adults;
- Section 175 Education Act 2002
- Keeping Children Safe In Education – for schools and colleges 2022
- The Care Act 2014

Policy statement

- “The welfare of the child is paramount” (Children Act 1989);
- All young people irrespective of their age, cultural background, disability, gender, language, racial origins, religious beliefs, sexual orientation have the right to be protected from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to without delay;
- Senior Managers will take responsibility for ensuring that such concerns are dealt with according to Enthusiasm procedures;
- All staff, including temporary or agency staff as well as contractors will subscribe to the Enthusiasm policy and procedures and will report any concerns accordingly;
- The Duty of Care to all goes beyond just the presenting concern as it may be that the concern highlights relevant and connecting issues in and for the rest of the family.

In order to fulfil these requirements, Enthusiasm will:

- Work to prevent or eliminate, as far as is possible, incidents of, or threats from, any form of abuse from any source including colleagues and managers;
- Ensure it has all policies and procedures in place that are up-to-date and relevant for the safety of all and to ensure all concerns raised are progressed efficiently;
- Have in place reviewing and auditing mechanisms to ensure that all staff and volunteers and other appropriate people are fulfilling their responsibilities and that current systems are effective;
- Ensure it will have in place appropriate training programmes to maintain staff awareness of their responsibilities in relation to child and adult protection, ensuring training is monitored, evaluated and reviewed through existing procedures;
- Ensure that it complies with all relevant National and Local legislation, guidance and protocols.

Safeguarding structures within Enthusiasm

Enthusiasm will always have a Designated Safeguarding Officer who is sufficiently experienced, trained in line with Safeguarding Children Partnership requirements and understands in detail the policies and procedures of Enthusiasm. The name of that person will be publicised throughout the establishment and promoted in staff training.

There will also be a Deputy Safeguarding Officer who will act in the absence of the Designated Safeguarding Officer.

All staff will have the necessary training in relation to safeguarding children and adults:

- A brief introduction to safeguarding, once in post
- An initial one day introduction to safeguarding children
- Training for Managers and Senior Managers on their role in the procedure
- Specialist training as appropriate often accessed via the Derby & Derbyshire Safeguarding Children Partnership
- Training for Board members
- Suitable ongoing bespoke safeguarding training for all staff

Enthusiasm acknowledges its role as a partner agency alongside others and will work with them in ensuring everyone within Enthusiasm and its related programmes receives the right care and protection.

The voice of the child and young person

In the light of findings from National Serious Case Reviews, it is essential that central to the care and support of any young person should be the opportunity afforded to them and the ability to express their views, be heard and contribute to decision making processes about them.

The Children Act 2004 Section 53 makes clear the need to seek the wishes and feelings of children and young people when appropriate and especially when considering the provision of services for them.

Staff will do everything they can to ensure that the young person's voice is sought, heard, respected and considered at all times. The only exception would be if it is felt that to seek the child's/young person's wishes and feelings might cause additional distress or harm. However, staff should use their experience, expertise and knowledge of the young person to attempt to ensure the young person's voice is heard and considered.

Information needs to be available to the children and young people so they are aware of how to report any concerns about their family or others and how they can access key personnel who can support them should they need help for themselves, their families or others.

Relationships with parents/carers/families

Enthusiasm believes that where appropriate and relevant the earlier that parents are engaged in the care and support of young people and especially any concerns raised about them, the better the outcome for the young person. Relationships with parents form a valuable and essential contribution to the way support is offered and this should be promoted. The procedure section makes clear when and how to include parents when dealing with a specific concern.

Whole family approach

It is now acknowledged that concerns about a young person cannot be dealt with in isolation of the context of the family circumstances in which they live. Whilst the young person will be the main source of care and support, it is likely that in doing so other issues might become apparent within the wider family and community, as outlined in the contextual safeguarding model.

Commonly, it is possible that concerns may arise about adults in a family and appropriate help, advice or referral for services may be needed.

Enthusiasm therefore takes seriously its role in fulfilling its duty of care to the whole family and will respond appropriately. It is important that all staff, especially those making decisions about responding to concerns, take account of the wider family context. Staff who visit young people and families at home for assessment will be well placed to understand the wider context in which they are living.

Enthusiasm will therefore ensure that:

- When staff and volunteers first have contact with a child or young person and their family, they will collect as much family information as possible and record it on the child's/young person's file;
- All other young people and any vulnerable adults connected to the young person should be identified
- Information of members of the child's/young person's household are continually updated when information becomes available
- Reviews will consider any new information about the family
- When it is clear young people are living in families where parents are vulnerable, extra consideration will be given to the impact of them living in such circumstances
- All meetings arranged by Enthusiasm will consider young person and family invites where it is felt appropriate

The safeguarding of children, young people and their families

It is important to recognise that in the light of lessons learned from National and Local Serious Care Reviews, the safeguarding of young people is more to do with the promotion of their welfare and needs through every aspect of their life, and staff should continually keep this in mind when assessing how best to meet their needs. ***The protection of young people is only one aspect of the need to safeguard and promote their welfare.***

Safeguarding young people requires constant attention to the needs of the young person through care planning, assessment processes and any mechanism in place for supporting the young person. It is central to how care and support is offered. It is also about ensuring all aspects of Enthusiasm's day to day workings, recruitment policies, working environments and its general care of staff and volunteers. It should always be considered core business and connected to the welfare of all.

Section 17 of the Children Act 1989 requires Local Authorities to identify children in need as those whose health and development would be impaired if Local Authority services are not provided. These young people are referred to as Children in Need and require early assessment and targeted services. Enthusiasm will commit itself to working with existing mechanisms such as Early Help Assessment (EHA) to target the early identifiable needs of individuals and families.

However, Section 47 of the Children Act 1989 requires the Local Authority to make enquiries when it considers a young person has suffered, or is likely to suffer, significant harm.

In reality there will be several ways that safeguarding concerns will arise:

- Someone has a “niggling concern” – often described as a “feeling in the belly” or a “feeling that something isn’t right”. Such a response requires staff to talk with each other and begin a dialogue to see if there is a need for an early response or intervention about a particular matter
- Regular patterns of behaviour or concerns – in isolation, it is likely that a concern could be explained or dismissed. It is important that these situations are not ignored. However, with good recording systems, concerns can become more worrying when they are more regular and persistent
- Behaviours of young people – given that young people will often communicate their concerns in many different ways and especially through their behaviour, it may be that the behaviour is in itself a form of disclosure
- Third party information – another young person or adult shares information about someone and it may be that the parents of the family pass on information
- Concerns about workers and how they relate to a child/young person
- Observing the behaviour of young people to each other
- A specific disclosure – a young person makes a specific allegation or disclosure
- Concerns about a member of staff’s behaviour in relation to their own children perhaps expressed through social conversation, or evident because the member of staff is going through personal difficulties which could affect their parenting capacity

Duty to respond – “Safeguarding”

All concerns, no matter how they arise should be taken seriously, passed on and the appropriate steps taken as part of Enthusiasm’s procedures. However, any concerns of abuse must be reported without delay as these will likely need to be passed to the appropriate Local Authority.

All staff will be alert to their own possible hesitations in passing on concerns of any sort, the most common being:

- The fear of being wrong
- The fear of reprisals from others
- The fear of “spoiling” a relationship with a young person, their family or a member of staff if it is about them
- Thinking that a behaviour or concern is “normal” for that individual or family and therefore it can be dealt with as part of their day to day care without any other action necessary
- Worrying about others seeing them as a troublemaker
- Genuine fears for their job and financial security

None of the above should stop any member of Enthusiasm from passing on any concerns they may have. Safeguarding is paramount.

Safeguarding vulnerable adults

Enthusiasm acknowledges that in many instances concerns will be expressed for an adult deemed vulnerable. A vulnerable adult is a person aged 18 or over who is or may be in need of community care services by reason of mental health or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation.

The procedure for dealing with concerns about vulnerable adults is the same for young people in that the safeguarding form will be used and the same steps taken to ensure outcomes are reached.

It is particularly important to recognise that anyone can be vulnerable and at any time. Life circumstances can affect someone's capacity to make decisions, care for others or cope generally with day to day demands. In this sense, Enthusiasm is committed to recognising vulnerability in adults as temporary or permanent and applicable to all, colleagues and staff included.

It will respond to concerns about vulnerable adults in light of The Care Act 2014

Harm and abuse

Enthusiasm acknowledges that if all staff respond at an early stage many situations can be resolved with positive outcomes. However, when concerns arise which clearly suggest they are causing harm or likely to cause harm, all staff will respond as a matter of urgency and in line with procedures.

It can often be difficult to recognise abuse. The signs listed in these guidelines are only indicators and many can have reasonable explanations. A young person may suffer more than one category of abuse. Young people may behave strangely or seem unhappy for many reasons, as they move through the stages of childhood/adolescence or their families experience change. It is nevertheless important to know what could indicate that abuse is taking place and to be alert to the need to consult further.

Someone can abuse a young person by actively inflicting harm or by failing to act to prevent harm. Abuse can take place within a family, in an institutional or community setting, by telephone or on the Internet. Abuse can be carried out by someone known to a young person or by a complete stranger. If you are worried about a young person it is important that you keep a written record of any physical or behavioural signs and symptoms. In this way you can monitor whether or not a pattern emerges and provide evidence to any investigation if required.

Physical abuse

Staff and volunteers should respond to the four categories of abuse as identified in Working Together to Safeguard Children 2018.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a young person.

Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a young person.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on young people. These may include interactions that are beyond the young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the young

person 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 young people to frequently feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of maltreatment of a young person, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the young person 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. It may also include non-contact activities, such as involving young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging young people to behave in sexually inappropriate ways, or grooming a young person 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 young people.

Peer on peer abuse

Peer abuse is behaviour by an individual or group, intending to physically, sexually or emotionally hurt others. All staff should recognise that children are capable of abusing their peers. All staff should be aware of safeguarding issues from peer abuse including:

- bullying (including online bullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

Staff should consider the seriousness of the case and make a quick decision whether to inform the Designated Safeguarding Lead immediately before taking any further action.

Neglect

Neglect is the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent/carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a young person from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment;

It may also include neglect of, or unresponsiveness to, a young person's basic emotional needs.

Specific circumstances

From time to time it may be that there are concerns or early indications about a number of more complex issues, all of which will need a more robust response and the appropriate Enthusiasm procedure must be followed:

- Toxic trio - recent research has identified significant risk factors within the family which pose a particular risk to young people. The toxic trio includes domestic abuse, substance misuse and parental mental ill-health. Each of these concerns should be taken seriously in terms of the impact on young people as well as on any adults within the family;

- Young carers – sometimes given the complex needs within some of the families of the young people, it may be that a young person has become a young carer for others in the family, especially for parents who may be themselves vulnerable. Such a young person needs help and support to be able to alleviate the impact of this responsibility;
- Child on child abuse/exploitation – the abuse of young people from other young people needs careful attention and should always be passed on for assessment and analysis through the safeguarding procedure route. All Local Authority Social Care children and family services have sexual exploitation policies which lay down a specific and sensitive procedure for dealing with such issues;
- Fabricated illness – Local Authority procedures give clear guidance on the need to report concerns when a parent or carer may be deliberately harming their young people or others to gain attention or undue status;
- Institutional abuse - it is essential to ensure that Enthusiasm should not be in any way negligent in their duty of care towards those in their care. This may include the following:
 - Negative cultures of bad practice
 - Exploitation of young people by staff
 - Neglect of young people in attending to their day to day needs
 - Emotional abuse of young people in the way they are treated or shown a lack of respect, warmth and care by staff
 - Management styles which make staff and young people feel bullied, undervalued or fearful
- Cultural and religious considerations - Some members of our communities hold beliefs that may be common within particular cultures but which are against the law in England. Enthusiasm does not condone practices that are illegal or harmful to young people. Examples of particular practices are:
 - Forced marriages - No faith supports the idea of forcing someone to marry without their consent. This should not be confused with arranged marriages between consenting adults;
 - Under-age marriages - In England, a young person cannot legally marry or have a sexual relationship until they are 16 years old or more;
 - Female genital mutilation - This is against the law. It is also illegal for someone to arrange for a young person to go abroad for female genital mutilation
 - Ritualistic abuse - Some faiths believe that spirits and demons can possess people (including young people). What should never be condoned is the use of any physical violence to get rid of the possessing spirit. This is physical abuse and people can be prosecuted even if it was their intention to help the young person.

Recording

Recording is an essential part of the accountability of all staff. Recording of information, concerns and rationales for all decisions made is essential should Enthusiasm records be scrutinised for example during disclosures for court purposes.

Accurate information recording is essential when a safeguarding concern is identified, safeguarding concerns should be recorded in detail and Enthusiasm safeguarding procedure followed subsequently. Records to be reviewed regularly for open cases.

In addition it is a source of valuable information to be able to offer the best service and determine the weight of a concern.

Recording is essential to understanding patterns and trends in the life of a young person during their time with Enthusiasm especially given that persistent concerns often need a more robust assessment.

Enthusiasm requires all staff to take their responsibilities to record seriously and any recording, no matter how informal or in “rough” form, must be retained.

Confidentiality

Enthusiasm respects the need to treat information with sensitivity and supports the view that all information should be held as confidential unless it meets the criteria for sharing with others. In the interests of safeguarding and particularly when it comes to the protection of young people, it is probable that information will need to be shared with relevant parties on a need to know or need to share basis.

Please see our separate Confidentiality Policy.

Advice on when to share information should always be sought beforehand as breaching confidentiality could result in a complaint by those to whom the information refers and/or disciplinary proceedings if the information is treated inappropriately, conversations re: safeguarding overriding confidentiality.

GDPR should not however be a barrier to sharing information when there is a safeguarding concern.

On a day to day basis, no member of staff should leave confidential information of any kind in their vehicles without direct supervision and certainly not overnight or at their home or place of residence. Enthusiasm will also adopt a “clean desk” policy ensuring that at the end of the working day all desks are cleared and information is stored appropriately.

PART 2 – THE ENTHUSIASM PROCEDURE FOR DEALING WITH ALL CONCERNS

Guiding Principles:

In the event that a young person makes an allegation or disclosure of abuse against an adult or another young person, it is important to:

- Listen to them and/or closely observe their presentation and behaviour
- Keep calm
- Let them know that you take what they are saying seriously
- Be aware that the young person may have been threatened or bribed not to tell
- May not recognise that they are a victim
- Do **not** attempt to question or interview them yourself; never push for information but let them know that you are willing to listen - do **not** investigate the concern
- Let them know that you will need to tell someone else in order to help them
- Where appropriate be open with the person about what steps are being taken and allow them to be party to them if possible
- In particular it is important not to promise to keep anything secret or to yourself
- Discovery of disclosure – ensure accurate recording of the disclosure, behaviour, who's present, time and date of disclosure and time and date of recording

Duty of care

Every member of staff has a duty of care towards a young person to safeguard and promote their welfare. This duty of care requires them to pass on a concern for further attention and assessment. This is a legal duty as per Common Law and given more authority within the Children Act 1989 for all professionals who work with young people.

That duty of care does not end simply because a concern has been passed on to someone else. It cannot be assumed that having passed it on, it is being dealt with. The duty of care in responding to a concern involves getting feedback about exactly what has happened with the concern and therefore that duty only ends when this has been done and everyone is satisfied that appropriate action has taken place.

This applies even when dealing with other agencies and their need to give appropriate feedback to ensure they too have fulfilled their duty of care and statutory responsibility.

Whatever the circumstances of the concern, all matters will be reported in line with Enthusiasm procedures. Failure to report any concern will be seen as a disciplinary matter as a young person and/or vulnerable adult may be left vulnerable or in further danger.

When is a concern a concern?

Some concerns can be dealt with as part of the on-going work with an individual and/or within the professional relationship with the young person on a day to day or contact by contact basis. However, a concern needs to be passed on and warrants further assessment when:

- It is persistent;
- Despite day to day management, the concern is not being addressed or changed;
- An incident has a safeguarding component;
- Staff feel that a concern needs a more thorough robust assessment by Senior Managers;
- The concern is having a detrimental effect on a young person and/or others.

The safeguarding form

The form in appendix 1 is the official Enthusiasm form for the recording of concerns, no matter how slight or uncertain. It is also the official record of how the concern has been addressed. The form must be completed for niggling concerns as well as more definite safeguarding concerns regardless of staff member or how the concern arose.

Where there is more than one young person subject to the concern a separate form should be completed with cross references to connected young people.

The form should be held centrally by the Designated Safeguarding Officer in a manner that allows staff to access information in the future should they have new or further concerns about a young person and to enable the young people's chronology to be updated and appropriate action to be taken.

Responding to a concern

It is important to be proactive and do not hesitate to respond to concerns for anything from a "niggling feeling" that something may be wrong to an actual disclosure of abuse and everything in between. Safeguarding is everyone's business and as such it is incumbent on all people to take their duty of care seriously and act on concerns.

The flowchart on the following page shows how individuals should respond to concerns

Helping victims of abuse

As an organisation we are committed to supporting victims of abuse and every effort will be made to support them and their partner and families if applicable. Victims of abuse attending Enthusiasm will be treated with dignity and respect and matters will be kept confidential. The individual concerned will be consulted and informed if a decision is taken to inform any other professionals internally or externally.

Allegations made against staff or volunteers

Organisations that work or come into contact with children and young people need to be aware of the possibility that allegations of abuse will be made against members of their staff. Allegations will usually be that some kind of abuse has taken place. They can be made by children and young people and they can be made by other concerned adults.

In light of many national reported cases, allegations against staff can relate to the way they conduct themselves with young people, adults and colleagues. It may be that their attitude, general behaviour or approach needs to be challenged and if necessary reported.

All allegations should be brought to the attention of the Line Manager and the Designated Safeguarding Officer immediately. If the concern is about any Manager or Senior Manager, the Designated Officer should be informed or the Founder whichever is the most expedient.

If the concern is about an Executive Officer the matter must be addressed to a Board member of the Chairperson of the Board.

Make sure that the young person in question is safe and away from the alleged abuser:

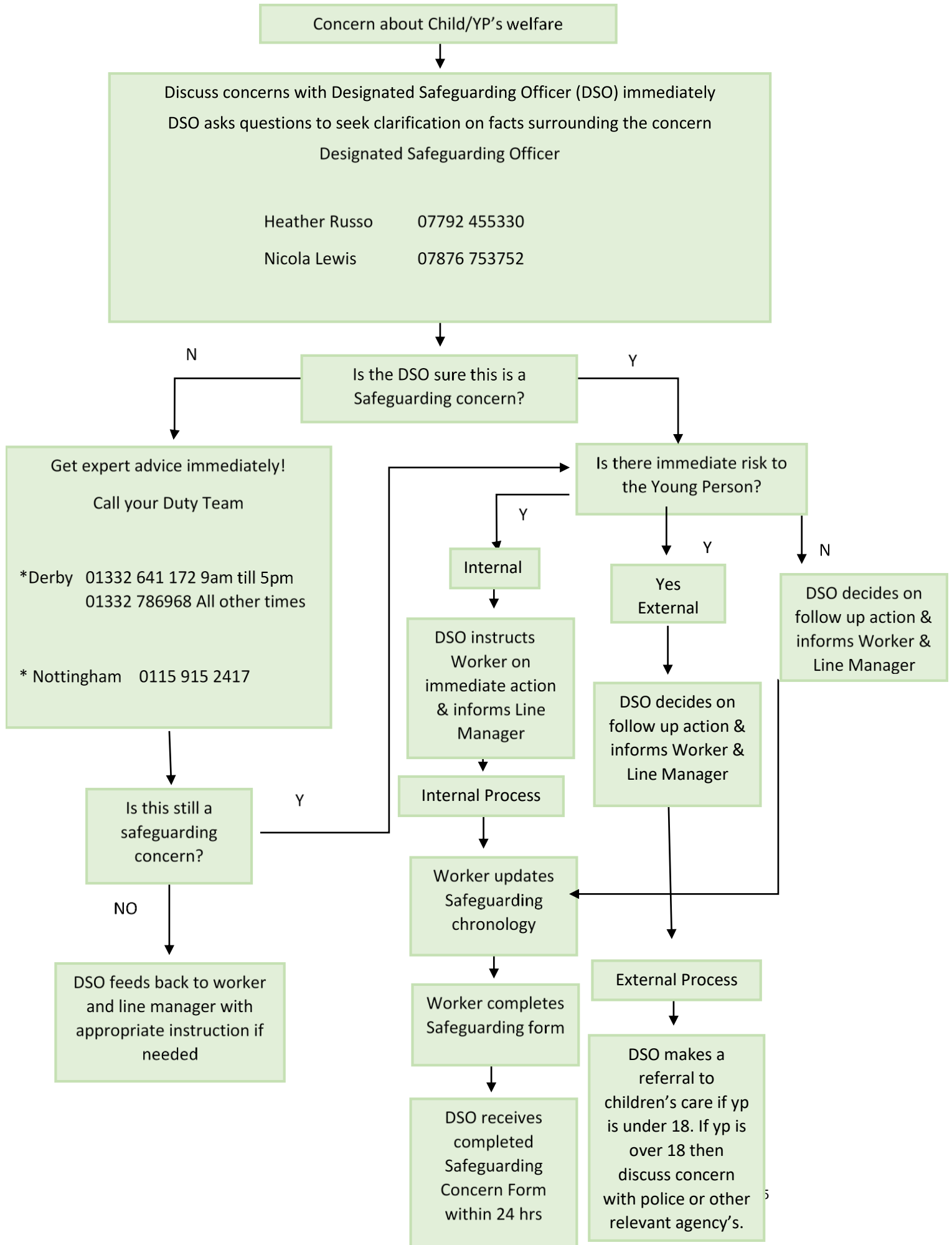
- Internal concerns raised in relation to staff members, immediate contact to be made with the Local Authority Designated Officer (LADO)
- Contact the Social Care Team under the direction of the LADO
- Contact the parents/carers of the child/young person if advised to do so by the social worker/officer in charge of allegations;
- Irrespective of any investigation by social workers or the police, you should follow the appropriate disciplinary procedure. A relevant discussion will take place with at least the Founder and the

Designated Safeguarding Officer to determine the appropriate action which may include suspension of the member of staff.

- Consider whether the person has access to young people anywhere else and whether those organisations or groups need to be informed;
- Act upon the decisions made in any relevant meeting;

All incidents should be investigated internally **after** any external investigation has finished, reviewing organisational practice and putting in place any additional measures to potentially prevent similar occurrences. If a staff member, volunteer or visitor has concerns, they should not be victimised in any way for expressing those concerns. They must be supported in raising any concerns, to allow a fair and measured investigation to take place in to the issues raised.

What to do if you are worried a child/young person is being abused



Young people with special needs

Enthusiasm needs to be aware that young people who have a disability can be subjected to abuse. Indeed studies have shown that children with disabilities are at greater risk of sexual abuse. Therefore, there is a need to be extra vigilant in order to protect these young people:

- It can be hard to know if a young person with a disability has been abused because of communication problems;
- Young people may have difficulty in understanding what is said to them, or in expressing themselves in ways that others understand;
- The person communicating with a young person may not possess the appropriate personal communication skills themselves (e.g. using appropriate spoken and non-verbal communication or using particular forms of communication such as Makaton signs and symbols, British Sign Language etc).

There are a number of reasons why a young person with a disability suffers abuse:

- Young people with disabilities tend to have more physical contact than those without disabilities (i.e. therapists, care workers) and may require higher levels of personal care;
- The definition of what constitutes abuse is wider for young people with disabilities. (This can include force-feeding, financial abuse, over-medication and segregation);
- Attitudes can play a part – the belief that a young person with a disability may not be sexually abused due to being perceived as a-sexual.

Recruitment

All recruitment will undergo a rigorous procedure as any staff or volunteer can come into contact with young people, both directly and indirectly and this will help mitigate the likelihood of allegations of abuse being made. As an absolute minimum, the following standards should be followed:

These guidelines apply to everyone and should be fully discussed as part of the induction process.

Paid/unpaid staff

- All prospective staff/volunteers should complete an application form which requires details of their previous employment and names of two referees
- All prospective workers/volunteers above the age of 16 years should have a Disclosure Barring Service Check (DBS) before they start employment – anyone who refuses to do so should not be employed
- All prospective workers/volunteers should be interviewed to establish previous experience of working in an environment where there is contact with young people and perceptions of appropriate behaviour
- Nobody should start work/volunteering before references have been received. Referees should be reminded that references should not misrepresent the candidate or omit to say things that might be relevant to their employment
- All new members of staff will complete a formal induction process
- All appointments to work with young people should be subject to an agreed probationary period
- New members of staff/volunteers should be clear about their responsibilities and wherever possible, work to an agreed job description
- All new staff required to have read and accepted boundaries and safeguards section of document

Related Policies and Forms

1. Confidentiality Policy
2. Safeguarding Concern form
3. Induction form
4. Lone worker form
5. Health and Safety guidance
6. Seven golden rules for information sharing
7. Young person consent
8. Parent/carer consent

PART 3 – GOOD PRACTICE

- The Designated Safeguarding Officer must undergo safeguarding training. It is the responsibility of this person to make themselves available for consultation by staff, volunteers, visitors, young people and their families;
- All staff are responsible for young people while on our premises and must make sure that health and safety guidelines are adhered to;
- All staff working with young people should receive regular supervision from a more experienced staff member and are expected to attend basic safeguarding training;
- Under no circumstances should visitors be allowed to wander around the premises unaccompanied when young people are present;
- It is vital that the ratio of adult to young person is adequate to ensure safety and where possible there should be at least two adults present with a group of young people;
- Staff should be alert to strangers frequently waiting outside a venue with no apparent purpose specifically.
- Young people should not be collected by people other than their parents unless notification has been received;
- Enthusiasm will supervise young people while they attend sessions.

Outings & trips

- Consent forms must be obtained prior to outing/trips for **all** young people mentored and non-mentored
- All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts;
- All drivers should travel with at least one escort;
- Roll call will be taken at the start of a journey and again before commencing the return journey; if travelling in more than one vehicle, young people will be encouraged to travel in the same vehicle there and back;
- Staff accompanying trips will carry the contact numbers for the home organisation and emergency services in the event of an alert being necessary;
- If a young person goes missing while on a trip, staff should instigate an immediate search. If the young person cannot be found within half an hour, the appropriate security staff and the police should be notified;
- If the young person cannot be found, the parent/carers of the child will be notified immediately along with the police and security
- The care of the remaining young people is paramount. It is imperative that they return to the home site as quickly as possible, while a senior staff member remains at the visit site to coordinate contact between security staff and the young person's parent/carer.

Arrangement for supervision of group/youth activities

Young people's supervision: practical issues

The below ratio of staff/volunteers to young people should be applied wherever possible.

The number of adults who should be present for a specific indoor/outdoor activity or holiday event:

staff/volunteers		:	young people
On the premises	2 mandatory	:	1-40
In minibus	2 mandatory	:	1-15
Outdoor activities	1	:	10

Notes. These are suggested figures but we need to ensure minimum/mandatory adults for child supervision.

- Wherever possible male and female workers will be present at all activities involving the attendance of young people. If this is not practicable then two workers of the same gender will be present wherever possible;
- **Where possible, a worker will not be left alone with a young person. It is acknowledged there may be circumstances when this might be necessary or helpful. In this instance the worker must notify another worker of the intention to speak alone with a young person, but MUST do so in a visible place leaving doors to rooms open.**
- Where confidentiality is important for information and guidance and a young person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building. That person must actively monitor the situation ensuring their presence is known;
- Any 1-2-1 intervention or counselling sessions with any young person can only be undertaken by authorised personnel and counselling arrangements will have been discussed beforehand;
- No person under 16 years of age should be left in charge of any young people of any age;
- A register of young people attending the club or activity will be kept, as will a register of helpers. This should include arrival and departure times, of any individual not attending the whole session, and any others in the building at the time (e.g. a maintenance person);
- Workers should record unusual events stating what they witnessed. This can be very helpful if leaders have to deal with a challenging situation where someone may subsequently make accusations of assault. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of young people all make similar comments about one worker, this should be investigated by the leadership team. **Log books can protect both young people and workers alike.** All records kept will be stored securely;

Use of premises by other organisations

In the event that a room or rooms on the premises are used by other organisations, the letting agreement should ensure that the hiring organisation works to their own approved safeguarding procedures and/or that they read and agree to abide by these guidelines. They will not be permitted to access any areas of the building where young people working with the Enthusiasm team are based and they will be expected to adhere to any requests made by Enthusiasm staff relating to the safeguarding of the young people.

Working with offenders/young people convicted of sexual offences

Where someone attending the centre is known to have sexually abused young people, friendship to the individual, Enthusiasm in its commitment to the protection of all young people will ensure that the Designated Safeguarding Officer meets with the individual to discuss boundaries that the person will be expected to keep. Enthusiasm reserves the right to impose strict boundaries in order to regulate the behaviour of such persons, having taken the appropriate advice where necessary.

Boundaries and contracts for offenders in Enthusiasm

Notes for guidance:

In order to safeguard the individual and wider body of Enthusiasm, Enthusiasm reserves the right to seek involvement of a person's probation officer and if a registered sex offender, involvement of the local police, sex offender manager or any other agency with or without the consent of the individual.

In any event, it will be important for key leaders etc to know that the person is attending the organisation and the details of the agreement that the organisation and the individual have entered into or the parameters that have been laid by the Designated Safeguarding Officer. This information must be treated in the strictest of confidence and individuals concerned will be actively informed of this.

Guidelines for building confidence and self-esteem for young people

Discipline is the education of a person's character and includes nurturing, training, instruction etc.

Each occasion where discipline is required to be administered it will be done so with the following points taken into consideration:

- Focus on individual young person's positives, do not compare with any other party
- Encourage and build them up, giving responsibility for simple tasks
- Build healthy relationships with young people and be a good role model, setting a good example;
- Be consistent in what you say and do
- Ensure other team members follow the same procedures/actions to help avoid misunderstandings and manipulation, a **consistent** approach is essential

Implementation checklist

These safeguarding procedures will only be effective if all staff and volunteers own and understand them. Enthusiasm will:

- Ensure Safeguarding Officers attend training on safeguarding, and regularly update their training
- Ensure DSO's cascade safeguarding information and amendments in legislation or procedures to all staff, encouraging an organisational recognition and ownership of the safeguarding agents
- Ensure all staff and volunteers have a copy of safeguarding procedures
- Ensure that all staff and volunteers know what to do if they have concerns about a child/young person
- Ensure all existing staff and volunteers above the age of 16, who have contact with young people have an enhanced DBS
- Ensure that the premises conforms to health and safety guidelines
- Ensure that any letting arrangements are bound by contracts that include an agreement to adhere to the host organisation's safeguarding procedures
- Review regularly Enthusiasms safeguarding procedures in light of any new legislation, amendments

Boundaries/safeguards

The below points will form the basis of the interview with an applicant for a role at Enthusiasm and must be accepted in their entirety before involvement with young people at Enthusiasm:

- Ensure that arrangements for transporting young people are with the knowledge of the Designated Safeguarding Officer/team leader and have parental approval
- Careful consideration regarding accommodation issues and arrangements for residential holidays will be given, as to whether adults should share sleeping accommodation with young people. (This might be an unwise practice generally, but appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth hostelling where it is the custom). The decision will be documented and the Designated Safeguarding Officer/Deputy at Enthusiasm will be informed of the arrangements prior to the event
- The only people allowed into an activity (e.g. crèche, holiday club, youth club, extracurricular) involving young people are the workers assigned to that group, or other Enthusiasm staff. Other adults will not be granted free access. If they need to be there for a specific reason (e.g. guest speaker, maintenance person), an entry will be made in the log book, providing details of their name and the time they came/left
- All new staff are required to have read and accepted boundaries and safeguards section of the document

The level of personal care must be appropriate and related to the age of the child/young people whilst also accepting that some children have special needs.

Guidance on touch – e.g. physical contact between adults and young people – can be quite healthy and acceptable in public places, but not in circumstances where an adult/young person is on their own. All physical contact must be appropriate and necessary.

Guidelines on touch for those who work with young people

- Keep everything public, open and transparent;
- There should be no intimate contact;
- Touch should be related to the young person's needs, not the worker's
- Touch should be age-appropriate and generally initiated by the young person rather than the worker;
- Avoid any physical activity that is, or may be thought to be inappropriate;
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misunderstood;
- Point out anything that could be misconstrued. Concerns about abuse should always be reported;
- Workers will treat all young people with dignity and respect in attitude, language and actions;
- Workers will respect the privacy of young people;
- **No young people should be invited to your home;**
- **No young people should have your personal phone number.**

Visiting young people at home

Youth workers and leaders will need to visit young people and their families from time to time. We recommend the following guidelines:

- Inform your leader/another worker that you are carrying out home visits and inform your expected completion time. If you are visiting a house where the risk is deemed to be higher than usual, you must inform your leader of this specific risk;
- Never go into a young person's home if the parent/appropriate adult is absent;

- Keep a record of the visit, noting date and purpose (e.g. register, intervention sheet). Prior consent must be obtained from parent/guardian on general consent form that staff will visit young people at home and will engage their child/young person;
- All workers will have some form of identification authenticated by the organisation which can be shown to the child's/young person's parent/carer.

First home contact

- This should always be done with a colleague or appropriate volunteer, never alone;
- Inform your Manager of all first visits that you are undertaking on that day;
- Provide information about Enthusiasm to the parent/carer – to include contact telephone numbers etc.

Young people who are not Enthusiasm clients – Universal Services

- On arrival, welcome the young person and attempt to gain some factual information about them, i.e. *name, age, where they live, telephone number*, and record in a register;
- If non Enthusiasm clients wish to attend an outing or trip consent forms must be obtained prior to this.

Additionally, you will need to consider the following:

Without quizzing the child/young person, you will need to find out as soon as you can whether the young person has any special needs, *e.g. is the young person on any medication*, so that you can respond appropriately in any emergency.

Young persons' peer group activities

The following guidelines are intended to supplement Enthusiasm's Safeguarding Policy and those participating must at all times, act in accordance with the terms of the policy.

The need for adult leaders

All youth activities should be overseen by named adults who have been selected in accordance with the agreed recruitment procedures. Whilst there may be strong arguments raised for peer groups of age 16+ to be led and run by youth members, adult leaders will be present. In addition they should contribute to any planning and review of events.

If there are young people aged under 16 at an activity, adults should be present or within earshot;

Working with young people who display challenging behaviour

Some guidelines to consider

- If a young person is displaying challenging behaviour, an attempt should be made to speak to the individual to:
 - Request that the behaviour stops;
 - Speak with the young person to find out the cause(s) of upset;
 - Warn the young person that they will be asked to leave if the behaviour continues in order to safeguard others;
- If your request is ignored, you might need to warn them that you will have to call for additional help, e.g. Police;
- **In exceptional circumstances and with the help of another**, you might need to prevent the young person from harming themselves. **In all circumstances**, workers involved should record as soon as possible, i.e. once the situation is resolved/or immediately after the activity, details of:

- What activity was taking place;
- What might have caused the challenging behaviour;
- The young person's actions;
- What both said and how both responded;
- Others present who might have witnessed the event;

This record should be given to the DOS, and one copy kept by the involved person.

Safety matters

- The premises/equipment will be well lit and maintained.
- Regular maintenance checks of equipment to be used will be undertaken by department heads/leaders;
- Internal and external building, boundaries, fixtures, fittings and equipment should meet adequate safety standards;
- Any high risk activities are properly supervised;
- Toilets and hand basins will be regularly cleaned and properly maintained;
- The area where food is prepared will be clean and hygiene requirements observed;
- An adequate first aid kit will be kept on the centre's premises and made available for activities outside and off the premises. A certified first aider will be available wherever possible;
- All drivers of vehicles used to provide transport must hold a full driving licence and have valid insurance and ensure seat belt rules, requirements for minibuses etc are complied with (refer to relevant policy);

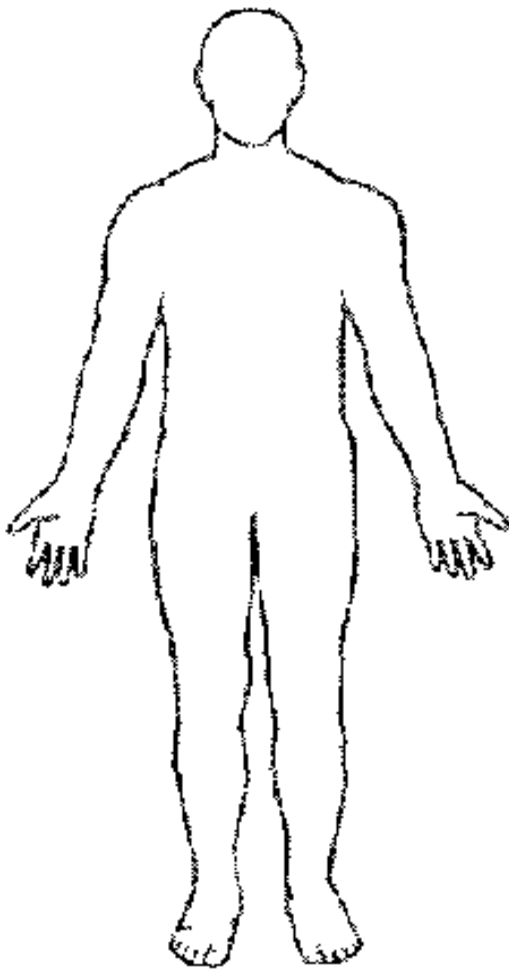
Appendix 1

Safeguarding Concern Form

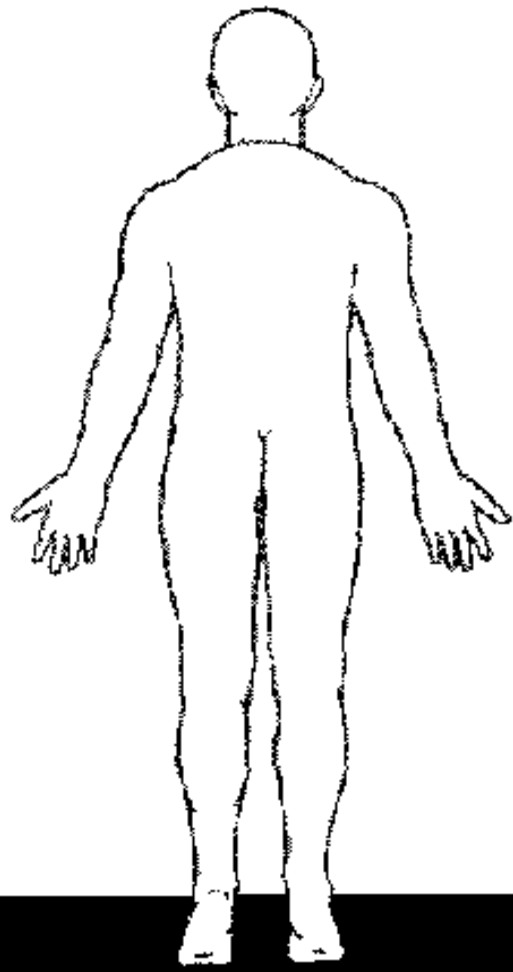
Please ensure this form is signed and dated once completed

Name of Young Person:					D.O.B:					
Locality										
Nature of Concern:	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Sexual	<input type="checkbox"/>	Emotional	<input type="checkbox"/>	Neglect	<input type="checkbox"/>	Other Please state below
Concern recorded by:						Date:				
Job Role:						Signature:				
Reasons/Identifying factors of concern/disclosure										
<p>Permission – If applicable, has the young person disclosing been made aware that any information that highlights a 'Risk of Significant Harm' will have to be forwarded to the relevant agency: YES / NO</p>										

Injury Details



Front



Back

Outcome

DSO Name:

Date Received:

Action Taken

DSO Comments

- No Action/Continue to Monitor
- Discussion with Parent/Carer/Young Person
- CAF/EHA Initiated
- Referral to Children's Social Care
- Other (please state below)

Signed:

Date: