

Safeguarding Children Policy and Guidelines

FSE/SEC06/GL/017 Issue 5.0

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**THE EUROPEAN SCOUT FEDERATION
(BRITISH ASSOCIATION)
Registered Charity No 272404**

Safeguarding Children Policy

We intend to create within the Association an environment in which all members are safe from physical, sexual, emotional harm or neglect and in which any suspicion of such is promptly and appropriately responded to. In order to achieve this we will:

- 2.1. Require all adults, who come into contact with children, to follow the procedures outlined in the section on Leadership, Training and Vetting.
- 2.2. Require all adults to abide by the following code of conduct.
 - Treat everyone with respect and set an example for others to follow.
 - Meetings and activities are planned in such a way that two or more adults are always present and in such a way that no adult is left alone with one or more children.
 - Respect a young person's right to personal privacy.
 - Be available for young people and adults to talk about any concerns they may have, and attitudes or behaviour they do not like or feel uncomfortable with.
 - Avoid situations that compromise the relationship of trust adults should have with young people.
 - Do not allow abusive youth peer activities.
 - Do not have inappropriate physical or verbal contact with young people.
 - Do not exaggerate or trivialise child-abuse issues.
 - Do not show favouritism to a young person or allow inappropriate attention seeking behaviour.
 - Do not allow suspicion, disclosure or allegation of abuse to go unrecorded or unreported.
- 2.3. Support families.
 - The group will take every step in its power to build up trusting and supportive relationships between families and Leaders in the group.
 - Where abuse at home is suspected, the group will continue to welcome the child and family while investigations proceed.
 - The care and safety of the child will always be paramount; the group will do all in its power to support and work with the child's family.

This policy will be reviewed annually. The next review is due in March 2015.

Signed

National Commissioner

Child Protection Coordinator

Safeguarding Children Guidelines

Introduction

These guidelines have been put together as a support pack to the Safeguarding Children training undertaken by all adult/warranted leaders.

It is the duty of all adults/warranted leaders to ensure the safety and well being of young people in their care. To enable us to do this it is important that all adults/warranted leaders understand the importance of 'safeguarding children'.

The Safeguarding Children course is delivered in a way to help us ensure that all matters are dealt with in an appropriate manner.

It is also important that the association and its members adhere to current legislation. This includes Children Act 1989 and 2004, in addition to the Every Child Matters document. The primary concerns of which are to safeguard children from abuse.

The role of the Child Protection Coordinator

The Child Protection Coordinator's role is to ensure that all adult/warranted leaders are aware of signs and symptoms of abuse and how to document these concerns, whilst ensuring confidentiality.

The Child Protection Coordinator's role is also to provide adult members and warranted Leaders with advice based on the above legislation.

The role of the Child Protection Coordinator is described in the roles and responsibilities document FSE/SEC05/GE/035.

The Child Protection Coordinator is responsible for delivering Safeguarding Children training to all FSE members and is the point of contact should an incident occur and anyone is in need of advice.

Safeguarding Children Responsibilities of leaders/adult members

As an adult in Scouting you have a responsibility to ensure that young people are protected from harm. It is the responsibility of each adult in Scouting to ensure that:

- 1 their behaviour is appropriate at all times
- 2 they observe the rules established for the safety and security of young people
- 3 they follow the procedures following suspicion, disclosure or allegation of child abuse
- 4 they recognise the position of trust in which they have been placed; and
- 5 in every respect, the relationships they form with young people in their care are appropriate

All Adults in Scouting, who wish to work with young people, must accept and understand this policy. They must also agree to put the Association's policy on safeguarding children into practice.

Meeting your responsibilities

These guidelines, in conjunction with the FSE Policy, Procedure and Practice document, set out a code of behaviour that all adults must follow. It is essential that all adults in Scouting follow this code. The 'do's and don'ts' section of this document can help you ensure that:

- 1 the welfare of the young people for whom you have a duty of care is safeguarded
- 2 you avoid compromising situations or opportunities for misunderstandings or allegations

Every Adult should have a copy of the Safeguarding Children Pocket Guide. The pocket guide is designed for you to keep - carry it.

Check that:

- 1 you have your own copy
- 2 all other adults involved in the work of your Section/Group also have a copy
- 3 you have a copy of the Pocket Guide displayed in your HQ or meeting place
- 4 parents / carers are made aware of the Safeguarding Children Policy and Guidelines

Signs and Symptoms

As an adult it is important to be aware of possible signs and symptoms of abuse, below is a guide to those possible signs and symptoms along with definitions.

Always remember there may be a reasonable explanation for your concern.

1. Physical abuse

Actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child. Physical abuse may involve hitting; shaking; throwing; poisoning; burning or scalding; drowning; suffocation or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer invents the symptoms of ill health, or deliberately causes ill health to a child they are looking after (Munchausen's syndrome by proxy).

The presence of injuries may indicate that further enquiry should be undertaken. The presence of one or more of these factors is not proof that abuse has taken place but must be viewed in the context of the wider history. Always consider the history and injury in relation to the child's developmental age.

2. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non penetrative acts. They may include non contact activities such as involving children looking at, or in the production of pornographic material or watching sexual activities; or encouraging children to behave in sexually inappropriate ways.

3. Neglect

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger, or the failure to ensure access to the appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

4. Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child they are worthless or unloved, inadequate, or valued only insofar as they only meet the needs of another person. It may involve 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 ill-treatment of a child, though it may also occur alone.

The lists below provide information as to where we would usually expect to see common childhood injuries and those places where a child would not normally be injured.

Common sites for accidental injury

- 1 Forehead
- 2 Nose
- 3 Chin
- 4 Spine
- 5 Forearm
- 6 Elbows
- 7 Hips
- 8 Knees
- 9 Shins

Common sites for non accidental injury

- 1 Eyes:- bruising black (particularly both eyes)
- 2 Skull:- fracture, bruising or bleeding under skull from shaking
- 3 Mouth:- torn frenulum
- 4 Shoulders:- bruising, grasp marks
- 5 Cheek / side of face:- bruising, finger marks
- 6 Neck
- 7 Upper and inner arm: - bruising, grasp marks
- 8 Chest
- 9 Back
- 10 Thighs:-linear bruising, outline of belt/buckles, scalds, burns
- 11 Knees

Good Practice

It is important that we as an organisation use 'Good Practice' when working alongside children and below are explanations of how to do this.

- 1 Adults should always ensure that another adult can always see them when at meetings or activities with children. This is to ensure the safety and well being of both the child and the adult.
- 2 During contact games/activities adults should refrain from participating
- 3 Adults should never approach a child for physical contact (e.g. hugging) however if a child approaches the adult it would be inappropriate to reject the child or their feelings.
- 4 Activities should not promote bullying or physical violence
- 5 If bullying or physical violence occurs it should be stopped immediately and the reason why explained to the young persons.
- 6 It would be inappropriate for an adult to offer a lift to a child alone
- 7 Whilst camping adults must have separate sleeping arrangements from young people
- 8 Young people should be given privacy for washing and changing
- 9 Adults/warranted leaders are aware of the position of trust they have been given and should act appropriately
- 10 Adults should ensure they fully understand the procedures for recording and reporting concerns
- 11 Ensure that all facts are recorded as they were told to you, do not write in own words or make assumptions
- 12 Adults should not jump to conclusions without checking facts first
- 13 Never assume 'it will never happen to me!'

How to deal with disclosures of abuse

Do's and Don'ts

DO

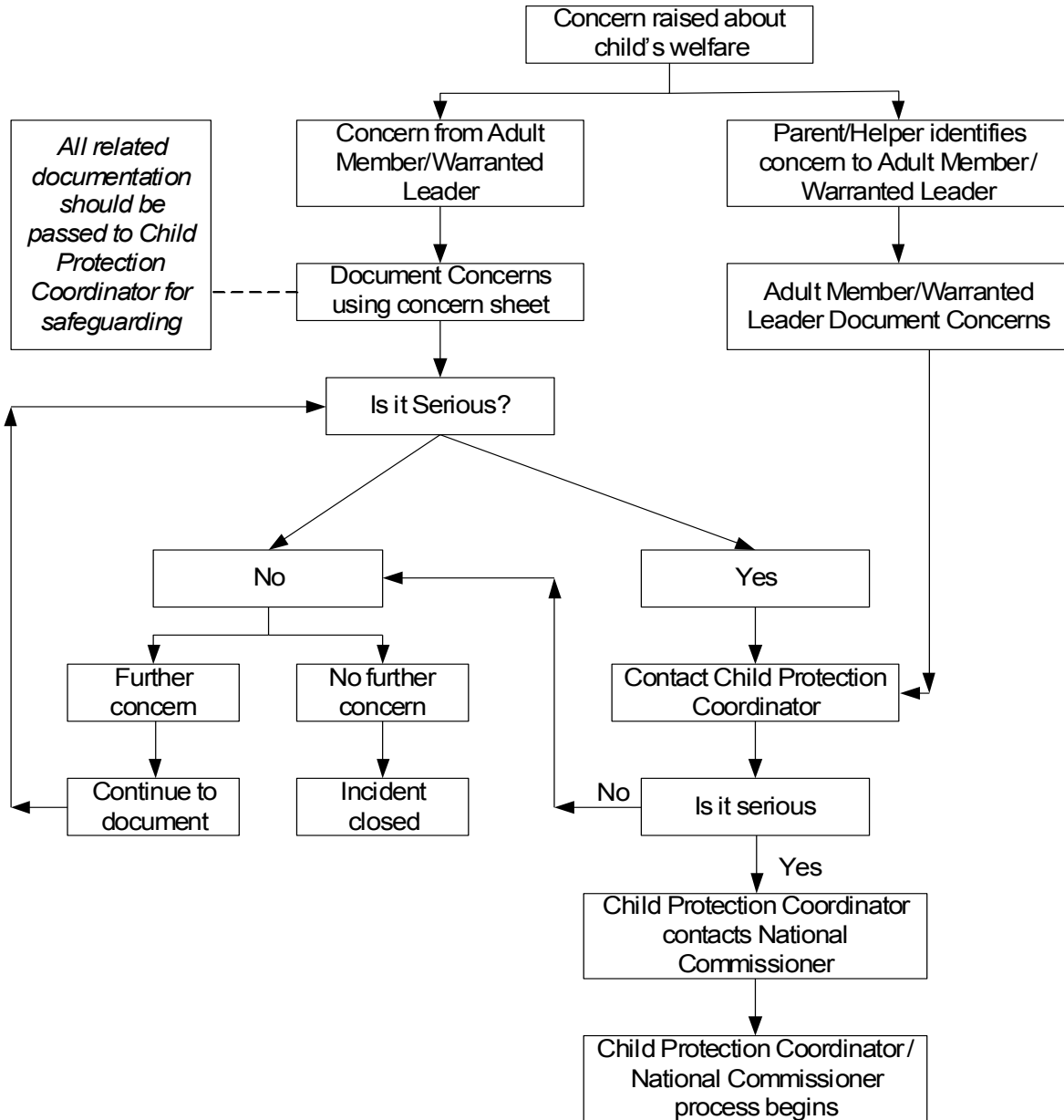
- 1 believe the child and tell them that you believe them
- 2 Tell them you're glad they told you
- 3 Reassure the child that what has happened is not their fault and that the abuser is responsible
- 4 Be honest about your own position and that you will have to pass on this information and why.
- 5 Keep the child fully informed about what you are doing and why
- 6 Give the child information about confidential sources of help (phone lines, leaflets etc available from Child Protection Coordinator)
- 7 Record all information using child's own words

DON'T

- 8 Make promises you can't keep
- 9 Interrogate the child with questions
- 10 Cast doubt on what the child tells you. Remember it has taken a great deal of courage for them to tell you.
- 11 Say anything which might make the child feel responsible for the abuse
- 12 Communicate feelings of anger as the child may feel it is them you are angry with
- 13 Panic! When confronted with the reality of abuse there is often a feeling of needing to act immediately. Action taken too hastily can be counter-productive.

Flowchart

Safeguarding Children Process



N.B. If an allegation is made or concern is raised against an adult member or warranted leader, immediately contact the Child Protection Coordinator and/or the National Commissioner

It is important that the Association, via its Child Protection Co-ordinator and National Commissioner, refers the investigation of any alleged abuse to those persons or authorities who are qualified to do so if necessary. In the event of an allegation being made against the National Commissioner, the Child Protection Co-ordinator reports to the Assistant National Commissioner.

Safeguarding Children concern sheet

Name of young person:	
Date of birth:	
Address:	
Place:	Time:
Incident causing concern:	
Action taken:	
Name and position of person noting this concern:	
Signed:	Date of incident:

Record keeping and confidentiality

- 1 All concerns about the welfare of children should be recorded. Explanations can be sought if appropriate from parent/carer and also recorded.
- 2 All concerns about actual or possible abuse should be recorded separately in a safeguarding children file.
- 3 Records should be descriptive and factual; don't interpret.
- 4 Records should be dated and signed.
- 5 The Child Protection Coordinator will maintain and control access to all safeguarding children records.
- 6 The purpose of confidentiality is to protect children by:
 - 7 Ensuring the Association is not assisting abusers through access to information.
 - 8 Providing appropriate privacy to children and their families.
 - 9 Information should be shared only on a need to know basis, parents must not be informed where sexual abuse is suspected.
- 10 All safeguarding children records should be kept separately from a child's open access records.
- 11 All safeguarding children records should be kept in a secure place and accessed only by designated persons.
- 12 Parents have no right of access to safeguarding children records.

Supervision

We follow, as far as is reasonably practicable, the Government's recommended guidelines for adult supervision levels, a leader is classed as over 18.

Weekly meetings

- Otters - One Leader to each 6 children
- Cubs - One Leader to each 8 children
- Scouts - One Leader to each 10 children

Events and activities (including overnights)

- Otters - One Leader to each 4 children
- Cubs - One Leader to each 6 children
- Scouts - One Leader to each 8 children

Events and overnight activities should be supervised by a warranted leader by the same genders of those children in attendance to ensure appropriate pastoral care can be provided.

It is noted that scouts move to rovers at the age of 16, 16 and 17 year olds are not classed as adults. Permission should be sought from parents if it is expected that 16 and 17 year olds are to share overnight accommodation with over 18s. It is taken as read that over 18s do not share accommodation with those under 16. Single sexed accommodation should always be provided for Under 18s.

It is the policy of this Association that all Scouting events and activities are governed by this policy and its associated guidelines. Any such event that involves a leader and an under 16 that is not deemed as a Scouting event is not governed by this policy and its associated guidelines. *A Scouting event is any meeting whether that be formal (e.g. Pack night, camp, province event) or informal (doing the shopping for a weekend camp) where section leaders and under 16's come into contact. If there is any doubt as to whether a meeting should be deemed as a Scouting event and thus governed by this policy and associated guidelines, advice should be sought from a Province Commissioner.*

Church Sponsored Groups

In the case of Church sponsored groups, where Leaders are also supported by the Church in terms of Safeguarding Children issues, their Child Protection Adviser must be included at the stage that the FSE Child Protection Coordinator and National Commissioner are contacted. They will already have access to the appropriate authorities in your area.

Useful websites

1. www.safenetwork.org.uk
2. www.nspcc.org.uk
3. www.education.gov.uk
4. www.charity-commission.gov.uk
5. www.doh.gov.uk
6. www.disclosureandbarringservice.gov.uk
7. www.legislation.gov.uk

The above websites are useful for Leaders to gain extra information.

The websites below are aimed at children, where they can access useful information.

1. www.samaritans.org.uk
2. www.kidscape.org.uk
3. www.talktofrank.com
4. www.childline.org.uk