



Safeguarding Policy

The policy and procedures have been divided into five sections covering Thirtyone:eight 10 safeguarding standards to assist the organisation to operate safely and in a manner that complies with relevant Uk law and good practice.

- Section 1. Place of organisation details**
Organisational activities & our commitment
Safe and Secure – Standard 1

 - Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse**
Safe and Secure – Standards 2 and 7

 - Section 3. Prevention**
Safe and Secure – Standards 3 and 4

 - Section 4. Pastoral care**
Safe and Secure – Standards 8 and 9

 - Section 5. Practice guidelines**
Safe and Secure – Standards 5, 6 and 10
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- Appendix 1. Leadership safeguarding statement

- Appendix 2. Safeguarding Incident Report Form

- Appendix 3. Safe Practices

- Appendix 4. Support organisation contact details

- Appendix 5. Body of legislation

The Safeguarding Policy

SECTION 1

Details of the organisation

Name of Organisation:

Bromsgrove Youth and Community Hub

Address:

Bromsgrove Baptist Church (Basement)

New Road

Bromsgrove

Worcestershire

B60 2JD

Tel No: 07490 958 994

Email address: thehubbromsgrove.safeguarding@outlook.com

Membership of Organisation: Community Project

Charity Number: 1190592

Insurance: Insurance – Public liability Insurance

The following is a brief description of our organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Including those with disabilities and additional needs.

Our commitment extend through our member activities, which include:

Bromsgrove Youth and Community Hub acts as a resource for young people aged between 8 -19 living in Bromsgrove and the surrounding area by providing advice and assistance and organising programs of physical, educational and other activities as a means of:

- (1) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- (2) advancing education;
- (3) relieving unemployment;
- (4) providing recreational and leisure time activity in the interests of social welfare with a view to improving their conditions of life.
- (5) giving the young people of Bromsgrove a base were they can speak to professionals on a range of topics including relationship advice, mental health support, self-esteem and sexual health.
- (6) where Young people are able to access mentoring and counselling and have a safe space where they can go with their friends or if they need support.
- (7) benefitting the wider Bromsgrove community by, tackling concerns of anti-social behaviour and a place where they can meet professionals and gain support themselves.

Our safeguarding policy is made available to anyone with a legitimate interest in the safety and well-being of children, young people and adults in our work place and external areas – Bromsgrove Youth and Community Hub will be registered with THIRTYONE:EIGHT and the Charity Commission.



Our commitment

Bromsgrove Youth and Community Hub recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Child Protection Advisory Service (THIRTYONE:EIGHT) and prepared in consultation with Bromsgrove Youth and Community Hub

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

Safeguarding Statement Bromsgrove Youth and Community Hub believes that it is everyone's right to live free from harm and abuse in accordance with the principles of respect, dignity, autonomy, privacy and equity. Safeguarding is everybody's responsibility and Bromsgrove Youth and Community Hub is fully committed to preventing abuse and harm and promoting well-being of individuals. Bromsgrove Youth and Community Hub will work together, and co-operate, in a multi-agency approach to prevent and protect children, young people and adults with care and support needs from abuse; and

recognises the lead role of the local authority in the protection of adults with care and support needs and children and young people.

We will ensure all safeguarding practices are adhered to by all Trustees, employees, volunteers, and partner organisations. We will ensure that all of our Trustees, employees and volunteers are carefully selected, trained and supervised and have read this policy & received adequate training on safeguarding practices on an annual basis. Bromsgrove Youth and Community Hub recognises that everyone can play an important role in the prevention of harm to adults and children at risk and provides appropriate training and policies to develop and support the knowledge and understanding of its trustees, employees and volunteers and partner organisations.

Bromsgrove Youth and Community Hub expects all of its Trustee's, employees / volunteers and any contracted agents, whether purchasers or providers, to conform to this policy, principles and procedures for adults; adults with care and support needs; young people; and children. Failure to comply with this policy will result in disciplinary action (for employees or sessional workers), and termination of the volunteer agreement with volunteers. The responsibility for introducing, implementing, and maintaining this Safeguarding policy and those associated with it rests with the Management Committee who will appoint a designated Trustee with responsibility for the monitoring of Safeguarding.

We consider it our duty and will take all reasonable steps to: create and maintain an environment where children, young people, adults with care and support needs and the adults working with them are safe and valued, and in which they can develop in all aspects of their life, e.g. physically, emotionally or spiritually. Within the constraints of the building, our premises will meet health and safety requirements with furnishings and equipment suitable for the activities to be undertaken. We will make available information to all on how to obtain advice, support and help if anyone has a concern or suspects a child, young person or adult with care and support needs is being harmed

Accountability – Accountability and transparency in delivering safeguarding. We make it absolutely clear about the roles and responsibilities of all those involved in the solution to any problem or issue raised and deal with it in a safe, professional and courteous manner.

Policy terms explained:

“Leadership” Organisation Trustees and Management Committee.

An “employee” is a paid member of staff of Bromsgrove Youth and Community Hub.

A “volunteer” is anyone who volunteers for the Bromsgrove Youth and Community Hub, including Directors/Trustees.

A “worker” is used to mean an employee or a volunteer.

A "child" is anyone under the age of 18. This is regardless of their personal circumstances; whether they are living at home or living independently; are a child of a service user; are in further education; are a member of the armed forces; or live in hospital, prison or a Young Offenders’ Institution.

We use the term “young person” to refer to those children under 18 but in their teens and engaged with our services.

The “organisation” is Bromsgrove Youth and Community Hub (The Hub.)

Under the duties of the Care Act 2014, an "adult with care and support needs" is a person aged 18 years or over who: has needs for care and support (whether or not the local authority is meeting any of those needs); is experiencing, or is at risk of, abuse or neglect, and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. Care and support is a mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent – including older people, people with a disability or long-term illness, people with mental health problems, and carers. Care and support include assessment of people’s needs, provision of services and the allocation of funds to enable a person to purchase their own care and support. It could include home care, personal assistants, day services, or the provision of aids and adaptations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse

Signs and indicators of abuse

How to respond to a child wishing to disclose abuse

(please see additional information sheets [Thirtyone:eight](#))

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised annual safeguarding training on a regular basis THIRTYONE:EIGHT in conjunction with Bromsgrove Youth and Community Hub In house training program.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

[Graham Bayley \(hereafter the "Safeguarding Co-ordinator"\) Contact no: 07490958994](#) who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

[Sarah McIntosh \(hereafter the "Deputy "\) Contact no: 07939995779.](#)

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the organisations' Child Protection Advisory Service (THIRTYONE:EIGHT) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.

- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from THIRTYONE:EIGHT as above.

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18's or vulnerable Adults)
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from THIRTYONE:EIGHT.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from THIRTYONE:EIGHT, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse.

Everyone has his or her part to play in helping to safeguard children and adults at risk within the life of the organisation:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> • Listen and be attentive to what is being said. Ask open questions. • Remain calm and reassure them • Explain clearly what you will do and what will happen next. • Keep them informed of timescale for when and how you or the lead Safeguarding officer will contact them again. • Be supportive, take action and don't ignore any information. • Let them know they were right to inform you. • Make sure you are taking what they have said seriously; It was not their fault; • That you would like to pass this information on to the appropriate people, with their permission; • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise. 	<ul style="list-style-type: none"> • Do not promise confidentiality and you may need to share certain information with the authorities. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions, or push for more information. • Do not offer false reassurance. • Do not delay in contacting the Lead Safeguarding Co-ordinator. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or THIRTYONE:EIGHT) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by THIRTYONE:EIGHT (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by THIRTYONE:EIGHT if, for any reason they are unsure whether or not to contact Children's Social Services/Police. THIRTYONE:EIGHT will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively THIRTYONE:EIGHT can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact THIRTYONE:EIGHT and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

Allegations of abuse against a person who works with adults with care and support needs.

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the organisation.

SECTION 3

Prevention

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

The Home Office issued guidance in 'Abuse of Trust Caring for young people and the vulnerable: Guidance for preventing abuse of trust'. This guidance is intended to apply to those caring for young people or adults with care and support needs in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. In order to avoid power imbalances, it is important to encourage a culture of mutual respect and also challenge throughout the organisation. This will also help prevent situations that may be perceived as coercive and controlling. It is important that places of worship and organisations have clear boundaries in regards to the personal relationships which can develop.

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation. Bromsgrove Youth and Community Hub Co-ordinator to assist in the personal physical and emotional care of individuals in the organisation and fully follow the guidelines set out in this policy.

When an allegation/suspicion arises in the organisation, a period of investigation will follow, which will be stressful for all involved. The Hub will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint professional intervention to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

In Supporting those who have experienced abuse we recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Can be confident that those in the organisation who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support.

Working with offenders

When someone attending the organisation is known to have abused children, or is known to be a risk to adults with care and support needs the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

SECTION 5

Practice Guidelines

- A copy of the safeguarding policy statement will be displayed permanently on the Hub noticeboard. The whole policy and procedures document is available on the Hub website – youthhubbromsgrove.org.uk
- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any covenant partner, or other person associated with the hub.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be amended on the outcome of the annual safeguarding review.
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As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in. (please see separated good practice guidelines- Thirtyone:eight)

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets THIRTYONE:EIGHT safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.



Signed by:

Graham Bayley (Lead Recruiter)

Date: 17th July 2020

Bromsgrove Youth and Community Hub safeguarding policy will be updated every year and will receive and act on regular updates sent through THIRTYONE:EIGHT.

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Leadership Safeguarding Statement

The Leadership (Trustees and Operation Management Committee) recognises the importance of its work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our organisation.

The following statement was agreed by the leadership and updated on: 17th July 2020

This organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in our organisation where the value of all people is recognised and challenges are responded to appropriately.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

Manage the risks

Protecting people and safeguarding responsibilities is a governance priority for Bromsgrove Youth and Community Hub (hereafter named the hub.) Our safeguarding policy is robust to ensure our trustee's fulfil their duty of care towards and protection of harm towards those in direct connection with the hub.

This includes:

- people who benefit from your charity's work
- staff
- volunteers
- Partnership organisations
- other people who come into contact with your charity through its work

Our safeguarding policy ensures all our trustees follow the guidance and the law.

Our Trustees promote a fair, open and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to.

Our trustees make sure the hub:

- has appropriate policies and procedures in place, which are followed by all trustees, employees, volunteers and beneficiaries.
- checks that people are suitable to act in their roles
- knows how to spot and handle concerns in a full and open manner
- has a clear system of referring or reporting to relevant organisations as soon as concerns are suspected or identified
- sets out risks and how they will be managed in a risk register which is regularly reviewed
- follows statutory guidance, good practice guidance and legislation relevant to their charity: this guidance links to the main sources of information
- is quick to respond to concerns and carry out appropriate investigations
- does not ignore harm or downplay failures
- has a balanced trustee board and does not let one trustee dominate its work – trustees should work together
- makes sure protecting people from harm is central to its culture
- has enough resources, including trained staff/volunteers/trustees for safeguarding and protecting people
- conducts periodic reviews of safeguarding policies, procedures and practice

Risks to be aware of

These are the risks we are alert to include at the hub:

- sexual harassment, abuse and exploitation
- criminal exploitation
- cyber abuse
- modern day slavery
- negligent treatment
- self-neglect
- physical or emotional abuse
- bullying or harassment
- health and safety
- commercial exploitation
- extremism and radicalisation
- forced marriage
- human trafficking
- female genital mutilation
- discrimination on any of the grounds in the Equality Act 2010
- people may target your charity
- a charity's culture may allow poor behaviour and poor accountability
- people may abuse a position of trust they hold within a charity
- data breaches, including those under General Data Protection Regulations (GDPR)

Every trustee has clear oversight of how safeguarding and protecting people from harm are managed within the hub. We make sure we monitor our performance, not just using statistics, but with supporting information, such as qualitative reports. This helps us to understand common themes, identify risks and gaps so we can ensure they are addressed.

Our Trustees use a number of things to help with their checking and assurance, including:

- record the risks faced by the hub and how these are managed
- speak to people in the hub to make sure they understand how to raise concerns and get feedback on past experiences
- carry out checks on any sites your charity may work in and seeing any necessary paperwork
- work with statutory agencies and partners
- training plans for trustees, staff and volunteers on safeguarding and protecting people from harm
- recording any potential conflicts of interest at any level
- plan a standing agenda item on safeguarding and protecting people from harm at meetings
- review a sample of past concerns to identify any lessons to be learnt and make sure they were handled appropriately
- external reviews or inspections

Get DBS checks on trustees, staff and volunteers

We make sure that trustees, staff and volunteers are suitable and legally able to act in their positions. This includes people from or working overseas.

As part of our recruitment process we ensure:

- criminal records checks are carried out, where suitable
- references and checks on gaps in work history
- confirmation that staff can work in the UK
- health checks where appropriate

Disclosure and Barring Service (DBS) – criminal records checks

We use DBS checks as part of your wide range of checks on trustees, staff and volunteers. These are used alongside references and interviews to give you a broad and informed view to manage the risk of abuse or harm.

All our posts are eligible for enhanced level DBS checks, such as those working:

- with children or adults at risk in certain circumstances

(Our lead recruiter uses the E-bulk Online DBS check service with [Thirtyone:eight.org](https://www.thirtyoneeight.org))

Our trustees risk assess all roles, taking into account the working environment, to determine if they are eligible for a check and if so, at what level.

We do not appoint anyone who is disqualified as a trustee or to a senior manager position (at chief executive or finance director level.)

Safeguarding children or adults at risk

At the hub we work with children or adults at risk, so we:

Establish good safeguarding policies and procedures that all trustees, staff and volunteers follow, which fit with the policies and procedures of your local authority safeguarding partner or safeguarding children or adults board.

Make sure all staff and volunteers receive regular training on child protection or working with adults at risk.

Appoint a safeguarding lead to work with your local authority safeguarding boards and/or create a plan for responding to concerns overseas.

Manage concerns, complaints, whistleblowing and allegations relating to child protection or adults at risk effectively.

Have clear policies when DBS checks are required, how you assess the level of check needed and how you handle the information.

Handle and report incidents and concerns

If we have an incident or allegation of abuse, we would:

- handle and record it in a secure and responsible way (see:safeguarding Incident report form)
- follow our protecting people and safeguarding policies and procedures
- act quickly, ensuring you stop or minimise any further harm or damage
- report it to all relevant agencies and regulators in full
- plan what to say to those involved with your charity and the media if appropriate
- be open and transparent so that you build the charity's reputation for acting with integrity
- review what happened to understand how to stop it from happening again

We would report to the police if the incident or concern involves criminal behaviour.

Working with or making grants to other organisations

We carry out proper due diligence when you work with, or make grants to, any other bodies, including:

- delivery partners
- trading subsidiaries of the charity, including charity shops
- organisations you fund
- connected charities

We make sure that any grant recipient or partner body is suitable. They must have appropriate safeguarding procedures in place. We make sure there are clear lines of responsibility and reporting between all bodies involved.

We have a written agreement or contract that sets out:

- your relationship
- the role of each organisation.
- monitoring and reporting arrangements

We will review this statement and our policy and procedures annually.

Implementation, monitoring and review of this policy

The Lead safeguarding coordinator and Trustees have overall responsibility for implementing and monitoring this policy, which will be monitored and reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices. We will record any incidents related to the protection of children, young people and adults with care and support needs and report them in an anonymised form to the Trustees on an annual basis. Confidentiality will be maintained at all times. Any concerns or patterns that emerge will be dealt with appropriately

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this organisation.

Lead Safeguarding Coordinator (Adult and Children)

Graham Bayley

Deputy Safeguarding Coordinator (Adult and Children)

Sarah McIntosh

A copy of the full policy and procedures is available from Bromsgrove Youth and Community Hub administration.

Signed by Lead Safeguarding Coordinator

Signed 

Mr Graham Bayley

Date 17th July 2020

Signed by Bromsgrove Youth and Community Hub Trustee

Signed

Mrs Sarah McIntosh

Date 17th July 2020

Appendix 2 – Safeguarding Incident Report Form

Bromsgrove Youth and Community Hub Safeguarding Incident Report Form	
Details of person filling in this form	
Name	
Position:	
Contact No:	
Details of Child or Vulnerable adult reporting an incident	
Name:	
Address:	
Child or vulnerable adult age and date of birth:	
Child or vulnerable adult ethnic origin:	
Does the Child or vulnerable adult have any disability? If yes give details:	
Parents / Guardians / Carers name / address / Contact No:	
Date and Time of disclosure:	
Venue where disclosure is being made:	

**Bromsgrove Youth and Community Hub
Safeguarding Incident Report Form**

Are you reporting your own concerns of passing on those of somebody else? Give details:

Brief description of what prompted concerns: including dates, times and any specific details:

Any physical or behavioural signs: (Do not ask them to show you.)

Write exactly what the Child or vulnerable adult say and any reply made (please DO NOT question the child or vulnerable adult.)

If alleged abuser has been identified, give details here:

Any action taken, give details here:

Details of action required for you to take:

Name and contact details of any witnesses to the incident:

**Bromsgrove Youth and Community Hub
Safeguarding Incident Report Form**

Contact details to whom this information has been passed to:

Name:

Position:

Organisation:

Date and time that the information was forwarded:

Agree action, including feedback from statutory agency:

Signature:

(person filling in report.)

Date of Report:

This form should be placed in a sealed envelope, marked Confidential and for the attention of Lead Safeguarding Co-ordinator, Bromsgrove Youth and Community Hub,

Lead Safeguarding Co-ordinator Contact Telephone: [07490 958 994](tel:07490958994).

Bromsgrove Youth and Community Hub will only collect and process personal information provided on this form for no other purpose than for the purpose of safeguarding children / vulnerable adults.

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Appendix 3 - Safe practices

Young leaders under 18 years of age

Young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.

Loan Working

If unplanned occasions occur and workers do find themselves in the premises on their own with children or adults at risk, they should:

- Assess the risk of sending the child or adult at risk home against the risks of being alone with them
- Phone another team member, leadership team or the designated person for safeguarding to report the situation
- Train additional leaders as soon as possible.
- Make a written report immediately afterwards and give a copy to the safeguarding Lead and the designated person for safeguarding

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- You insist that another worker is present if the worker feels this would place them in a vulnerable position
- You try to hold the conversation in a corner of a room where other people are present.
- If you are in a room on your own you either leave the door open or ensure there is visibility into the room for other leaders i.e. through a window in the door
- Another team member knows where you are.
- You agree a time limit
- You do not invite a child or adult at risk to your home alone nor go to the child or adult at risk's home if they are alone

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained, or, if occasional helpers, appropriately supervised. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

Children with Special Needs

Children who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc, and may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

Visiting Children or Young People at Home

It is unlikely that workers will need to make visits to children and their families at home on behalf of the organisation. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Trustees or management committee.

Cyber Safety – online activity

Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with young people.

Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise. It is not appropriate to use these communication methods with children aged 11 years and younger.

Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used workers will ensure that they are accountable. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation.

Communicating using Instant Messaging (e.g. Snapchat, WhatsApp, Instagram, Facebook messenger)

Instant messaging, where there is no record of what has been posted to any group or where there is no evidence of messaging threads, should not be used as method of communicating with young people. We will only use age appropriate apps.

Mobile Phones

Workers need to take care in using mobile phones to communicate with young people:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid workers will be issued with a mobile phone under a contract that provides itemised billing.

Video conferencing

- An appropriate platform should be used. Safeguarding procedures apply as for face-to-face meetings.

Social Networking

- Workers should only use the hub Facebook page and twitter account for children's / youth work communications. A worker's own personal site is not to be used. This is to ensure that all communication with children and young people is kept within public domains.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them.
- When appropriate to do so and where permissions are in place, children and youth group co-ordinators may "post" videos and photographs of group activities. In such instances, it is recommended that any "posts" are checked by a second worker to ensure the post is appropriate and confirm all permissions are in place before it is published.

Taking and storing Videos and Photographs of Children

Since the introduction of the General Data Protection Regulations, organisations must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- The leader will respect the request of any child not to take their photograph, even if permission has been given by the parent. The worker will not put pressure on the child to be involved.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at youth events or shows.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.
- All photos of children and young people will only be stored on the hub owned computer storage and managed electronic location, with access limited as appropriate. The photos stored will be reviewed on an annual basis and deleted as appropriate.

Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone can be a victim of bullying, just as anyone can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the church:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.

- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

Sexting

Sexting is defined as generating and sharing sexually provocative material (including photos, videos and sexually explicit text) between young people and/or adults via a mobile phone, handheld device, computer, 'tablet' or website with people they may not even know. There are many different types of sexting and it is likely that no two cases will be the same, so it will be necessary to carefully consider each case on its own merit.

Confidentiality

In implementing this policy, employees and volunteers must be aware that in order to protect children, young people and adults with care and support needs, in some circumstances it will be necessary to share what might normally be regarded as confidential information. The following principles should be adhered to:

- information will be shared on a need to know basis
- information will be shared when it is in the best interests of the child, young person or adults with care and support needs
- confidentiality must not be confused with secrecy
- informed consent should be obtained, but if this is not possible and a child, young person or adult with care and support needs is at risk, it may be necessary to take action.

Breach of this Policy

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly and dealt with through our Disciplinary Procedure for employees or Problem-Solving Procedure for volunteers. Serious breaches may lead to dismissal of an employee or termination of the Volunteer Agreement as this would be classed as gross misconduct.

Working with Alleged or Known Offenders

When someone attending the Hub is known to have abused children or adults at risk, or a serious allegation has been made, the Safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending the hub, it is important that their behaviour within the Hub is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse, but hasn't been convicted.

In determining the details of the contract:

- The Safeguarding team will inform and take advice from Thirtyone:eight Safeguarding Contact.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- The members Safeguarding Team will always be informed.
- The Lead recruiter should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the Lead Recruiter should make contact with the offender's specialist probation officer (SPO) who will inform the hub of any relevant information or restrictions that they should be aware of.

If the contract is broken certain sanctions will be discussed and considered with the Leadership team.

Alleged or known offenders who are themselves adults at risk

A formal contract may be quite a daunting process for someone with learning difficulties or a young person, yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract, but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

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Appendix 4 - Support organisation contact details

Thirtyone:eight

Call help line: 03030 031 111

Website: thirtyoneeight.org

Local Authority Designated Officer (LADO) Worcestershire

Jon Hancock (01905 843 311)

James Borland (01905 846 383)

Police

Contact 101, or 999 in an emergency

Adult Social Services

8.30am—4:30am5pm 01905 768 053

Out of hours (Emergency Duty Team) 01905 768 020

Family Front Door – Worcestershire Child Social Services

8.30am—4:30pm 01905 822 666

Out of hours (Emergency Duty Team) 01905 768 020

Further Support Organisation

Worcestershire Safeguarding Children Board Raising public awareness of safeguarding children in Worcestershire http://www.worcestershire.gov.uk/info/2_0054/ safeguarding children Email: WSCBtraining@worcestershire.gov.uk

Access Centre: Emergency Duty Team Worcestershire 01905 768054 Out of hours 01905 768020

Worcestershire Forum Against Domestic Abuse 0800 980 3331
www.worcestershiredomesticandsexualabuse.co.uk Worcestershire Domestic Abuse Service
Delivered in partnership by West Mercia Women's Aid and Stonham. The service delivers free, confidential advice and support to female and male survivors, young people and children. The helpline deals with any queries from people who have or are experiencing domestic abuse, or from those who may be worried about someone experiencing it. 24 hour Helpline 0800 980 3331 Women's Aid: www.westmercia womensaid.org Stonham: www.homegroup.org.uk

National 24hr Domestic Abuse There is a national helpline, which is provided in partnership between Women's Aid and Refuge to offer a listening ear, advice, referrals and support. Helpline 0800 2000 247

Worcestershire Rape and Sexual Abuse Support Centre (WRSASC) WRSASC is a free, confidential and non-judgemental service for men, women and children (aged 11 years or over) who have experienced rape, sexual assault, incest, sexual abuse, sexual harassment or any form of sexual attack, whether physical, verbal or emotional. Our services include telephone support for survivors and their family or friends via our telephone helpline and face to face counselling support for women aged 16 years and over. 01905 724514 www.wrsasc.org.uk

Broken Rainbow Support for lesbian, gay, bisexual and transgender people experiencing domestic abuse. 0300 999 5428 www.brokenrainbow.org.uk

Sexual Assault Referral Centre (The Glade) The Glade in West Mercia offers a free and confidential service to men, women and children who have been victims of rape or sexual assault. Where appropriate clients will be offered a forensic medical examination to gather evidence, advice about pregnancy and sexual health, medication where appropriate, referrals for ongoing and long term support and/or to the client's GP and counselling. 0808 178 2058 24hr Self-Referral Number: 01886 833555 (Office Hours for professionals) www.theglade.org.uk

National Stalking Helpline The Helpline provides guidance and information to anybody who is currently or has previously been affected by harassment or stalking 0808 802 0300
www.stalkinghelpline.org

Child Exploitation and Online Protection Centre National Crime Agency dedicated to eradicating the sexual abuse of children. <http://www.ceop.police.uk/> Email: communication@nca.x.gsi.gov.uk
Telephone: 0370 496 7622 (24/7)

PACE – Parents Against Child Sexual Exploitation “Equip yourself with the knowledge to protect your children against sexual exploitation” <https://keepthemsafe.safeguardingchildrenea.co.uk>

Action for Children Supports and speaks out for the UK's most vulnerable and neglected children and young people <https://www.actionforchildren.org.uk/> Email: ask.us@actionforchildren.org.uk

ChildNet Advice and info on how to talk to a child about Internet Safety. <http://www.childnet.com/>
<http://www.childnet.com/parents-andcarers/hot-topics>

EACH – Educational Action Challenging Homophobia EACH has a freephone action line for children experiencing homophobic bullying <http://www.each.education/> Call 0808 1000 143

StopBullying.gov Information for young people on cyber bullying, bullying on social networks, Internet and email bullying, bullying on mobile phones, bullying at school, what to do about bullying, and information and advice for people who are bullying others and want to stop.
<http://www.stopbullying.gov/kids/>

Think U Know The Child Exploitation and Online Protection Centre (CEOP) maintains a website for children and young people, and parents and carers about staying safe online.
<http://www.thinkuknow.co.uk/>

Teenage Relationship Abuse campaign Advice and guidance for parents of teenagers regarding teenage relationship abuse. <https://www.gov.uk/government/publications/teenage-relationship-abuse>
Page 36 of 36 Organisation What they Offer Contact Details Website link or phone number

Men's Advice Line Confidential helpline for men experiencing domestic violence from a partner or ex-partner (or from other family members). 0808 801 0327 www.mensadviceline.org.uk

Diversity Role Models Vision is a world where all children and young people can live, learn, grow and play safely, regardless of issues relating to gender and sexuality. Mission is to eliminate homophobic and trans phobic bullying. <https://www.diversityrolemodels.org/>

Samaritans Helpline The Samaritans confidential helpline for young people experiencing feelings of distress or despair. Website: www.samaritans.org Email jo@samaritans.org Phone 08457 90 90 90

Victim Support (Local) Here to help anyone affected by crime, not only victims but their friends, family and any other people involved. 0300 303 1977

Preventing extremism in schools and children's services <https://www.gov.uk/government/publications/preventing-extremism-in-schools-andchildrens-services/> Email: counter.extremism@education.gsi.gov.uk 020 7340 7264

Appendix 5 - Body of Legislation

Body of legislation designed to ensure that children, young people and adults with care and support needs are protected and it is important to understand that everyone is responsible for their safety.

Protection of Children Act 1999/Criminal Justice and Court Services Act 2000

Safeguarding Vulnerable Groups Act 2006

The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997

The Police Act 1997 • The United Nations Convention on the Rights of the Child 1990

Rehabilitation of Offenders Act 1974

Health and Safety at Work Act 1974

Care Standards Act 2000

Conduct of Employment Agencies and Employment Business Regulations 2003

The Human Rights Act 1998

The Sexual Offences Act 2003

The Children Act 1989 England and Wales

Working together to Safeguard Children, Department of Health 1999

Caring for the Young and Vulnerable, Home Office, 1999

Public Interests Disclosure Act 1998

Mental Capacity Act 2005 (Updated 2014)

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