



**GREATER
MANCHESTER
YOUTH
NETWORK**

#YoungPeopleCan

Child safeguarding policy

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Signed

Alex Fairweather - CEO



1 Introduction

Greater Manchester Youth Network is committed to safeguarding all children and adults.

Safeguarding is Everyone's Responsibility. Everyone who works or volunteers with children and young people has a responsibility for keeping them safe.

This policy sets out our values, principles, and beliefs. It also describes the steps that will be taken in meeting our commitment and responsibility to safeguard children.

GMYN adheres to the range of legislation, policy, and national guidance to safeguard, protect and promote the rights of children. This includes:

- The Children Act 1989 (as amended).
- The Children and Social Work Act 2017.
- Keeping Children Safe in Education.
- Working Together to Safeguard Children 2018.
- The Education Act 2002.
- The United Nations convention on the Rights of the Child 1992.
- The Equality Act 2010.
- The Children and Families Act 2014.
- The Human Rights Act 1998.
- Sexual Offences Act 2003

Key contacts within GMYN

- a) Designated Safeguarding Lead (DSL) is Fiona Shirley: 0161 2342950 / 07715 266823
- b) Deputy Designated Safeguarding Officers (DDSO) are Euan Davies (tel. 07534 466 607) Joe Webster (07396 519 052) and Eleanor Rearden (07754 065740).
- c) Trustee with delegated responsibility is the Chair, Sam Palmer – chair@gmyn.co.uk
- d) An emergency out of hours duty rota is provided to staff so there is a manager who is trained to DSO level available. If a manager is uncontactable the out of hours emergency contact is Alex Fairweather (CEO): 07817 391441

2 Aim

To ensure that all staff and volunteers understand how GMYN safeguards and promotes the welfare of children & young people in order to protect them from abuse, neglect or harm.

To ensure that all staff and volunteers know the procedures for dealing with any safeguarding concerns, incidents and disclosures.

3 Definitions

Children and young people are defined as anyone who has not yet reached their 18th birthday.

Safeguarding is defined by Working Together to Safeguard Children (HM Government, March 2015), as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances.

Child protection is part of safeguarding and promoting children's welfare. It is activity which is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

- a) CEYP (care experienced young people) are young people that have been or are in the care system.
- b) Cared for means a child who is in the care system. The Local Authority have responsibility for them.
- c) Care leaver means a young person, usually aged 16 or over who has been in the care system.
- d) SEND stands for special educational needs and disabilities.
- e) SEMH stands for social emotional and mental health and refers to the needs that people may have.
- f) UASC is an unaccompanied asylum-seeking child/ren
- g) 'Private fostering' is the term used when someone who is not a parent, or a 'close relative' is looking after a child or young person under the age of 16 (under 18 if they are disabled) for 28 days or more in their own home. In these circumstances children's services must be informed.
- h) LADO/Local Area Designated Officer is the person to contact if you have concerns about the conduct of a member of staff working with children or young people. There is one in every local authority.

- i) DSO is the Designated Safeguarding Officer and is the person who has responsibility for safeguarding in the organisation.
- j) For the purposes of this policy, staff includes volunteers, student placements and Trustees as well as employees.
- k) 'Fido' is GMYN's business information system (CRM). This is where young people's records are created and where all safeguarding incident reports will be saved.
- l) SIR is a safeguarding Incident Report.

4 Principles

- a) All children & young people have equal rights to protection from abuse and exploitation.
- b) Abuse and neglect are never acceptable.
- c) GMYN is committed to protecting all children, young adults, and its staff.
- d) When GMYN works in partnership, it will monitor partner organisations to ensure they meet minimum standards of protection in their programmes. A Service Level Agreement will be created and reviewed on an annual basis. Staff should also refer to the External Facilitators Checklist for additional guidance.
- e) When GMYN works in partnership, it will promote minimum standards of protection to the partner organisation to safeguard children and adults at risk on their programmes.
- f) GMYN recognises that abuse and neglect can be distressing for staff, families, children, and young people and will offer appropriate support.

5 Responsibilities

All staff are responsible for ensuring that GMYN safeguards the welfare of children. This section outlines the responsibilities of key staff at GMYN to ensure that staff comply with the procedures set out in this policy:-

The CEO:

- The CEO, Designated Safeguarding Officer and Deputy Designated Safeguarding Officers have overall responsibility for Safeguarding.

The Board of Trustees:

- The Board of Trustees have overall responsibility for safeguarding in the organisation with the Chair as lead trustee for safeguarding. The Board must ensure that the DSO and Deputy DSO's carry out their responsibilities as below.

The Designated Safeguarding Officer and Deputy Designated Safeguarding Officers:

- Be appropriately trained to DSO Level.
- Understand LSCB procedures and contact details for relevant individuals or groups.
- Keep records of all concerns, incidents or disclosures.
- Be available to staff for them to discuss any concerns, incidents and disclosures or ensure that there has a manager on duty out of hours.
- Refer cases of suspected neglect and/or abuse to children's social care or police in accordance with this guidance and local procedures or support staff to do this.
- Ensure staff, sessional staff and volunteers undertake relevant training.
- Hold regular safeguarding meetings with staff to discuss individuals of concern.
- Ensure that the GMYN environment safeguards the welfare of all children and adults by ensuring activities are properly risk assessed.
- Support staff that need to escalate concerns and refer young people to Social Services or The Channel Programme (where there is concern of an individual being groomed for extremism).
- Refer cases to the Disclosure and Barring Service, where a staff member has left due to a young people being put at risk.
- Inform the Charity Commission if there is a serious safeguarding incident.
- Conduct safeguarding audits every two years.
- Ensure that all applicable staff are DBS checked on an annual basis and that staff are requested to sign up to the DBS update service.

Line Managers:

- Ensure that staff they line manage are following safeguarding policies and working safely with young people.
- Ensure that staff know where to locate the relevant policies and that they are encouraged to seek clarity on anything they do not understand.
- Follow safer recruitment processes when they are involved in recruitment new staff.
- Support staff who have been involved in reporting of a safeguarding issue or concern.
- Encourage staff to talk about safeguarding during supervisions.

All Staff:

- Ensure that they sign up to the DBS update service.
- Ensure that they attend mandatory training.
- Report all concerns, incidents and disclosures on the same working day where possible.
- Ensure that they read and understand the policy and acknowledge this on Sage.

6 Training/Awareness

It is the responsibility of all staff to ensure that they have an awareness of safeguarding issues that may impact children and ensure that they have adequate training to recognise and respond to safeguarding concerns incidents and disclosures.

- a) All staff will have minimum of level 1 training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern.
- b) All staff will access refresher training at least every 2 years.
- c) Staff are encouraged to access higher level training and training on different safeguarding agendas. Training can be accessed online or in person. NSPCC and Local Children's Safeguarding Boards are the recommended training providers.
- d) All staff must also access Prevent training.
- e) The DSO and Deputy DSO's will access refresher training every 2 years.
- f) Trustees must also access training. NSPCC offer a specific training course for charity Trustees.
- g) Line Managers will ensure that new staff have read and understood the policy and check that they have had safeguarding training within the last 12 months. If not, they will be required to attend safeguarding training within the first 3 months of employment.
- h) GMYN will conduct a full team away day with safeguarding as a theme at least every two years. This will focus on specific safeguarding issues in order to enhance understanding.

7 Prevention

GMYN aims to have a culture of safety and ensure that all stakeholders are aware of this.

To increase the likelihood that any abuse or neglect is identified early, GMYN staff should:

- Encourage positive and safe behaviour among children and young people.
- Be an active listener.
- Be alert to changes in a person's behaviour or situation.
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged.
- Empower young people - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

- Explain to young people what safeguarding is and their workers responsibilities related to this.
- Conduct dynamic risk assessments for all activities and in some cases, where appropriate, conduct a risk assessment for an individual.
- Ensure that safer recruitment policies are followed.
- All staff must be DBS checked (N.B. Where staff are not eligible for an enhanced check, they will be able to get a basic check.)
- The Safeguarding Policy statement will be displayed on the GMYN website, in line with the Safer Recruitment Policy.
- Safeguarding statements will be visible around the office in order to deter anyone that may want to cause harm.
- Staff need to be vigilant and take note of any 'gut feelings' and raise any concerns no matter how small they may seem with the DSO or Deputy DSO or their manager immediately.

Vigilant Practice

Staff should be mindful when they take phone calls about passing on information. Perpetrators of abuse can imitate the role of a professional in order to obtain information about a potential victim. Any staff member that receives a phone call from someone asking for information about a young person, should ask for the callers' name, contact number and name of organisation they work for. They should then call them back if deemed appropriate.

STAFF MUST NEVER SHARE INFORMATION ABOUT A PARTICIPANT UNLESS THEY HAVE VERIFIED THE CALLER.

8

Safeguarding staff code of conduct (please also refer to main Code of Conduct)

In order to maintain a safe and appropriate environment staff must adhere to the following code of conduct. Staff should avoid actions or behaviour, which may constitute poor practice, potentially abusive behaviour or anything that puts them at risk of allegations of poor practice or abusive behaviour.

Staff must:

- a) Ask the person's permission before doing anything for them, which is of a physical nature for example, administering first aid (unless the young person is unconscious).
- b) Maintain appropriate standards of conversation and interaction with and between young people.
- c) Challenge behaviour of all children, young people or staff which is illegal, unsafe or abusive.
- d) Be aware of situations which may present risks and manage these.
- e) Plan and organise activities to minimise risks.

- f) Ensure risk assessments of activities (and on individuals where appropriate) are completed and control measures put in place.

Staff need to ensure that they:

- a) Never contact or spend time with young people either physically or through the use of social media where this is not relevant to the young person's involvement in GMYN activities.
- b) Never help a young person to carry out activities of a personal or physical nature where the young person can complete these on their own e.g., dressing themselves.
- c) Avoid spending time alone with children/young people away from others. If it is necessary to do so, staff must:
 - o Ensure that the meeting/activity takes place within earshot of others and/or in rooms with a window. If this is not possible, they should leave the door open.
 - o Ensure that the meeting/activity takes place in a public location where possible.
 - o Ensure there are clear exits with no obstructions for both the young person and member of staff to leave the room.
 - o Read the Transport Protocol prior to transporting young people in their car.
- d) Never develop physical/sexual relationships with children or develop friendships or relationships with children or young people.
- e) Never act in ways that may be abusive or may place a young person at risk of abuse.
- f) Never use language, make suggestions, or offer advice, which could be inappropriate, offensive or abusive.
- g) Never sleep in the same room or bed as a young person/group of young people. If the need arises to enter the room, staff should knock and announce entry, try wherever possible to make sure another member of staff is present, or ensure that the door is kept open.
- h) Never act in ways intended to shame, humiliate, belittle or degrade young people, or otherwise perpetrate any form of emotional abuse.
- i) Never invite young people to or take young people to the member of staff's home.
- j) Never instigate physical contact with a young person. GMYN recognises that physical contact cannot always be avoided.
- k) Work within the remit of their role and work to GMYN's values (even if they differ from their own).

- l) Be aware about how much personal information about their own lives they give to young people they are working with.
- m) Speak to their line manager if they are unsure whether a specific piece of work is part of their role.

9 Responding

Staff must refer to the document in the appendix entitled 'Safeguarding guide for Fido' for specific details as to how to report a safeguarding incident or concern.

All staff should follow the actions to be taken as detailed below when responding to a safeguarding concern.

- a) Staff should respond appropriately to the young person, provide reassurance and support and not display any emotions, such as shock or anger. Staff should never ask any leading questions.
- b) If a child is in immediate danger then staff should take the action necessary to help the young person and call 999.
- c) Staff should make notes and report all safeguarding concerns to the DSO, Deputy DSO or Manager on Duty if out of hours. (This needs to be written but can also be verbal). Staff can also contact social services duty teams for guidance.
- d) A written safeguarding form must be completed on Fido (this is known as a Safeguarding Incident Report/SIR). The DSO/Deputy DSO's will be notified of this and will respond accordingly. This should be written in a factual way and using the young person's own words, where applicable.
- e) Staff must not investigate a concern/disclosure as this could affect any investigation by children's services or the police.
- f) Information must be shared between key staff within the organisation, including delivery staff and any sessional workers and volunteers that may work with the individual in concern.
- g) Staff must share information with referral agencies (if applicable) ensuring that GDPR guidelines are met.
- h) Staff should speak with their line manager and/or the DSO if they are unsure what to share or who with.
- i) Staff should not discuss concerns with anyone outside of GMYN.
- j) Staff should seek support if they are distressed by a concern or disclosure.

Dealing with a Disclosure

If a young person discloses information, the member of staff should understand that:

- It takes a lot of courage for a young person to disclose that they are being/have been mistreated.
- The young person may feel ashamed.
- The young person's abuser may have threatened them if they speak out.
- The young person may feel that the abuse is their own fault.
-

Staff MUST let the young person know that they have to pass on the information. During their conversation with the young person staff should:

- Allow the young person to speak freely.
- Remain calm and respond appropriately and must not express their own feelings about what they are being told.
- Give reassurance or words of comfort but do not make promises to keep anything secret.
- DO NOT ask investigative questions. Investigation by staff can negatively impact on any future formal investigation by Police or other services.
- Avoid challenging the young person for not disclosing earlier.
- Tell the young person what will happen next.
- Make notes on what has been said. It is important that these are factual and that the young person's own words are used where possible.

10 Reporting

All safeguarding concerns will be reported on Fido (GMYN's CRM). This will be secure and in line with GDPR.

Completing a safeguarding report:

Once a conversation or incident is over, staff must complete the form on Fido. They can also report this verbally to the DSO or line manager on Duty if out of hours. Reports must be completed as soon as possible, ideally the same working day. If this is not possible, it must be completed the next working day as a matter of priority.

Notifying parent/carers:

GMYN will seek to discuss any concerns about a young person with their parent or carer if appropriate to do so.

However, if GMYN believes that notifying parent/carers could increase the risk to the young person or exacerbate the problem, then advice will first be sought from young people's social care. This must be handled sensitively, and the DSO will contact the parent in the event of a concern, suspicion, or disclosure.

Follow up after completing report

Staff must ensure that they follow up on any actions highlighted by the DSO after the initial safeguarding report e.g. speaking to a young person's social worker. Staff will be encouraged to reflect on any safeguarding concern, incident or disclosure with the DSO and identify any learning that has taken place. Staff will also be expected to discuss the concern, incident or disclosure in the delivery team meeting to share any learning and identify best practice.

Staff support

GMYN recognises that it can potentially be stressful and distressing for a staff member to hear about a safeguarding incident or concern. SMT are keen to ensure that staff are supported adequately when dealing with any safeguarding issues. Staff are encouraged to seek support from a member of management and are also able to contact the Employee Assisted Programme for further support.

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Concerns about staff in GMYN or in partner organisations

- a) All staff must remember that the welfare of the young person is paramount. All concerns of poor practice or concerns about a staff members behaviour should be reported to the DSO and/or deputy DSO. Where there are concerns about the DSO or the deputy DSO, this should be reported to the Chair of the Board.
- b) GMYN adheres to whistle blowing guidance (see Whistleblowing policy) and staff who raise concerns or allegations do so in confidence, where possible.
- c) Concerns about the conduct of staff in other organisations are to be reported to the DSO who is to contact the relevant manager or DSO within the other organisation or may raise concerns directly to the relevant safeguarding authority.
- d) Local authorities will have designated officers (referred to as the LADO) to be involved in the management and oversight of individual cases of allegations of abuse made against those who work with children. The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers.

The LADO works within Children's Services and should be alerted (usually by the DSO) to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers.

11 Additional Considerations

Sharing information externally

Staff involved in any safeguarding concerns or incidents should ensure that information is shared with relevant workers, e.g., Social Worker, Personal Advisor or other key worker that has referred the individual to GMYN. This should NOT be done via email unless a document is password protected.

Consent and Protection of information

- a) Staff are to ensure that they have received ~~consent~~ registration forms for all young people prior to engagement in a GMYN activity, this information should then be uploaded onto the secure database.
- b) If a young person is under 18, consent needs to be obtained from a parent/guardian. Staff are required to take appropriate action for any considerations, such as medical or disabilities that are outlined in the consent form.
- c) When working in partnerships the named lead partners will usually have responsibility for obtaining consent forms.

Activities delivered by a partner organisation

When GMYN's young people attend off-site activities delivered by another organisation, staff are to ensure that they are aware of who the key safeguarding contact is. They must also ensure that any delivery partner meets the minimum requirements outlined on the External Facilitators Checklist (see appendix). It is good practice for staff to make themselves aware of the partners safeguarding policies and procedures.

Photography and images

- a) GMYN may use pictures of young people in promotional material or on their website and/or social media. GMYN will seek their consent for photographs to be taken or published.
- b) Images of young people are not to be taken where consent has not be given (either parental or from an individual if over 18).
- c) Photo consent must always be given prior to the photo being taken and images should not be taken on any personal equipment, such as staff members own phones.
- d) Particular attention should be given to use of images of cared for children and care leavers and care given to ensure that they are not put at risk by images of them being published.
- e) It is good practice to re-confirm consent regularly, and verbally before taking photos if possible.

See IT policies for additional information.

Young Person use of / borrowing of GMYN Laptops / Mobile Phone Devices.

In the event where a young person doesn't have access to a personal laptop or phone, on occasion it may be appropriate for a young person to borrow a GMYN laptop or a phone device as part of their engagement within GMYN activities. This is only ever considered in extreme circumstances or where it is required as part of a specific project. As part of our information security measures, all GMYN digital hardware is labelled within the asset register and has remote access controls and administrator control measures or blocks to manage the devices access rights. This includes:

- Websites with any inappropriate content
- Social Media Platforms
- Ability to disable user accounts

To ensure young people are using equipment appropriately staff should follow the steps below:

- A Programme Coordinator requests permission for a young person to borrow a digital device. This needs to be authorised by the Operations Manager or CEO.
- The laptop is signed out by the young person and the Operations Manager. The young person signs an agreement concerning appropriate use of the laptop with a return date issued.
- On return, the laptop history is checked by the Operations Manager to review the use.
- If the young person does not return the laptop by the agreed date, it will be remotely blocked. The Operations Manager will keep a log of signed out / return due dates to monitor this use.

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Related policies and further reading

- Adult Safeguarding Policy
- Whistleblowing Policy
- Anti-bullying Policy
- Code of Conduct
- Safer Recruitment Policy
- Lone working Policy
- Social media policy
- ICT acceptable use Policy
- Young person's anti-bullying policy
- Allegations policy
- Information Security Policy
- Safeguarding guide for Fido
- External facilitators checklist

[NSPCC](#) – Up to date research, information, and training opportunities. Caspar is the NSPCC bulletin that provides information, news and updates regarding safeguarding matters.

CEOP- Online reporting of inappropriate behaviour towards children.

Thinkuknow– Advice and online resources around sexual exploitation for children and carers.

NCVO Know How– Advice, resources and standards for safeguarding within voluntary and community sector.

Channel and Prevent Multi-Agency Panel (PMAP) guidance - GOV.UK (www.gov.uk) – Channel is a voluntary programme that safeguards people that are identified as being vulnerable to being drawn into extremism.

NSPCC: Preventing Abuse & Neglect - further info on definitions of abuse and the signs and symptoms.

[FM \(manchestersafeguardingpartnership.co.uk\)](http://manchestersafeguardingpartnership.co.uk)

[A charity's duty to report safeguarding issues | NCVO](#) – information and guidance around reporting serious safeguarding incidents to the Charity Commission.

Homeless hostels - [Homeless Hostels GM.docx \(sharepoint.com\)](#)

[Survivors Manchester - Break the silence](#) – Manchester based organisation that supports male victims of abuse

[Listen, Believe, Support | Manchester Rape Crisis](#) – Support for women across Greater Manchester

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Appendices

Appendix 1: Safeguarding guide for Fido (CRM)

Introduction

Safeguarding reports on Fido are called Safeguarding Incident Reports (SIRs).

This is a step by step guide to completing a safeguarding report on Fido.

Key people in the process:

1. Programme Co-ordinators
2. Designated Safeguarding Officer and Deputy Designated Safeguarding Officer/s

What it is that the key people need to get out of the process:

1. Programme Coordinators need to know that they have accurately recorded a safeguarding incident and that this will be read in a timely manner by one of the DSO's. They also need to be assured that they will receive expert guidance and advice and any next steps that they need to carry out.

2. DSO's need to be assured that what a Programme Coordinator has recorded is an accurate description of a safeguarding incident or concern and that this has been recorded within the expected timeframe* after the incident/concern or disclosure.

*All reports should be completed on the day that the incident occurred. This is crucial so that it is recorded as accurately as possible. Staff are expected to build in time after all sessions regardless of the time of day to complete any SIR's.

Completing a safeguarding report on Fido

Following a disclosure, incident or concern a report should be completed on Fido as soon as possible.

Step 1 – Go into the young person's record.

Step 2 – Click on 'Create safeguarding report'

Step 3 – In the description box, type in exactly what happened or what the concern is. This needs to be as detailed as possible and based on facts alone. If opinion is given, it needs to be made clear that this is opinion and not fact.

Step 4 – Click on the drop down menu under 'Nature of concern' and click on the most appropriate category. If uncertain, speak to DSO/DDSO for guidance.

Step 5 – Click on incident location and enter the address of the incident/disclosure/cause for concern

Step 6 – If carers need to be informed, tick this box. If not, leave unticked.

Step 7 – Note the status. When the report is first created this will always be New.

Step 8 – Once all of the steps have been completed, click Save.

Step 9 – This report will appear on the DSO and Deputy DSO's dashboard. The DSO that is on duty will review the report as soon as possible. This will be within the same working day if during office hours. If the incident was during the evening or at the weekend, it will be read the next working day, as a matter of priority.

Step 10 – Consider whether there is any follow up to do, click on New SIR Task and enter the details here. This could include escalating the incident, referring the young person to another support service or seeking advice from the DSO.

Step 11 – Also consider whether a phone call with the young person is required in relation to the safeguarding incident. If this is the case, this needs to be logged under the 'log a call' button.

Step 12 – Once the DSO has read the report, they may decide that there are further actions for the staff member to carry out. This will be logged under the follow up tab and the staff member will be notified.

Step 13 – As soon as there are no further actions, the case will be closed and will remain in the YP's record.

Nature of concern

All SIR's will come under one of the following:

Information only – These reports would tend to be less serious but are important to flag as could be an indication of abuse or of something that may escalate. An example of this could be that a young person mentions to a staff member that someone at school was unkind to them.

Cause for concern – This is something where the staff member has been aware that the young person could be a serious risk of harm. The level of severity may not be known at this stage but it could be something very serious. It could be something that the staff member notices, e.g. self harm or something that they have been made aware of, e.g. a bullying incident within the group.

Incident – This is where something has actually happened during a session and could be something like a fight between participants or something involving a member of public.

Disclosure – This would be where a young person shares something with a staff member that indicates that they could be at significant harm. For example, a young person who tells a staff member that their foster carer has hit them.

Safeguarding witnesses

On occasion, there may be other witnesses whose details need to be logged. This could include sessional workers or even members of the public. If their details are recorded, under GDPR they will have to give their permission for this and also be given access to GMYN's privacy policy.

Sharing the SIR with other delivery staff

There may be instances where other delivery staff need to have site of an SIR for a particular young person. The DSO can authorise this and provide time limited access to staff that need to see the information.

Important notes

The report should be factual. Where opinion is given, it should be made explicitly clear that this is opinion.

Once submitted, changes will not be able to be made.

Age when SIR (safeguarding incident report) created – this should be populated automatically.

Delivery staff are reminded that the Manager on duty can be contacted for support or guidance out of hours, however unless they are the DSO or Deputy DSO, they will not have sight of the form. As detailed above, they can have temporary access to a report if this is deemed appropriate.

Key learning

It is crucial that staff allow time to consider this section in order to learn and also share any learning within the organisation. In some instances what is recorded here will be discussed in delivery team meeting and/or form the basis of staff training events. This will be included in a PIF in the first instance.

Appendix 2: Safeguarding Policy Statement

1. Our values

- All abuse of children and adults is an abuse of their human rights.
- All children and adults at risk have equal rights to protection from abuse and exploitation.
- Abuse is never acceptable.
- We have a commitment to protecting all participants and staff.
- When we work with partners, they have a responsibility to meet minimum standards of protection for children and adults at risk in their services/programmes.

2. What we will do.

We will meet our commitment to protect participants from abuse through the following means:

Awareness: we will ensure that all staff and volunteers and others are aware of the problem of child and adult abuse.

Prevention: we will ensure, through awareness and good practice, that staff, volunteers minimise the risks to participants.

Reporting: we will ensure that staff, volunteers and others are clear what steps to take where concerns arise regarding the safety of children and young people.

Responding: we will ensure that action is taken to support and protect children and adults at risk where concerns arise regarding possible abuse.

3. How GMYN will do this. In order that the above standards of reporting and responding are met, GMYN will:

- take seriously any concerns raised
- take positive steps to ensure the protection of participants and staff
- support children, adults at risk, staff or other adults who raise concerns or who are the subject of concerns
- act appropriately and effectively in co-operating with any subsequent process of investigation
- be guided through the child protection process by the principle where the interest of the child is of paramount importance
- listen to and take seriously the views and wishes of participants
- work in partnership with parents/carers and/or other professionals to ensure the protection of all of our participants.

4. Actions to Take. If a young person is at risk of serious, immediate harm staff should contact the local area Children's Services or the Police on 999. All safeguarding concerns must be reported to the DSO or deputy DSO

Appendix 3: Types of Abuse

Types of Abuse

Child abuse is maltreatment of a child. Someone may abuse a child either by directly inflicting harm, or by failing to act to prevent harm. Child abuse occurs in family, institutional and community settings. Children may be abused by an adult or adults, or by another child or children. The majority of abuse is perpetrated by someone known to the child, including parents, other relatives and families' friends. Abuse by strangers is much less common.

The four types of abuse are described below, along with signs and indicators for each type. Recognising abuse is not straightforward and it is not your responsibility to decide whether or not a child has been or is at risk of being abused. However, you do have a responsibility to act on concerns, to enable appropriate investigations to take place and actions to be taken to protect children.

Neglect and Abuse

Abuse is about the misuse of the power and control that one person has over another. In determining whether or not abuse has taken place, it is important to remember that intent is not the issue.

The definition of abuse is based not on whether the perpetrator intended harm to be caused but rather on whether harm was caused, and on the impact of the harm (or risk of harm) on the individual.

Failing to act to prevent harm being caused to a person you have responsibility for, or acting in a way that results in harm to a person who legitimately relies on you, both constitute abuse.

Physical abuse

Including hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual abuse

Including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Exploitation

Either opportunistically or premeditated, unfairly manipulating someone for profit or personal gain.

Financial or material abuse

Including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, such as connection with wills, property, inheritance or financial transactions, or the misuse of property, possessions or benefits.

Neglect and acts of omission

Including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse

Including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.

Institutional abuse

Including neglect and poor care practice within an institution or specific care setting like a hospital or care home, for example. This may range from isolated incidents to continuing ill-treatment.

Domestic Abuse

Domestic abuse describes negative behaviours that one person exhibits over another within families or relationships. These patterns of behaviour can include threats, put-downs, isolation, violence, and control. Sometimes domestic abuse can be called domestic violence.

Domestic abuse can take different forms, including:

Physical abuse: pushing, hitting, punching, kicking, choking and using weapons.

Sexual abuse: forcing or pressuring someone to have sex (rape), unwanted sexual activity, touching, groping someone or making them watch pornography.

Financial abuse: taking money, controlling finances, not letting someone work.

Emotional abuse / coercive control: making someone repeatedly feel bad or scared, stalking, blackmailing, constantly checking up on someone, playing mind games. Coercive control is now a criminal offence under the Serious Crime Act 2015.

Digital / online abuse: using technology to further isolate, humiliate or control someone.

Honour-based violence and forced marriage.

If a child or young person under the age of 18 witnesses (including hearing it from another room) when domestic abuse occurs this is a safeguarding issue, and an alert must be made.

Other Types of Abuse

**Fabricated, Fictitious or Induced Illness
(Munchausen's by Proxy)**

Some of the following signs may be indicators of fabricated illness

This is a rare form of child abuse. It occurs when a parent or carer exaggerates or deliberately causes symptoms of illness in a child.

- Symptoms only appear when the parent or carer is present
- The only person claiming to notice symptoms is the parent or carer
- The affected child has an inexplicably poor response to medication or other treatment
- If one particular health problem is resolved, the parent or carer may then begin reporting a new set of symptoms
- The child's alleged symptoms don't seem plausible (E.g., a child who has supposedly lost a lot of blood but doesn't become unwell)
- Parent or carer has a history of frequently changing GPs or visiting different hospitals for treatment, particularly if their views about the child's treatment are challenged by medical staff
- The child's daily activities are being limited far beyond what you would usually expect as a result of having a certain condition (E.g., they never go to school or have to wear leg braces even though they can walk properly)
- The parent or carer has good medical knowledge or a medical background
- The parent or carer doesn't seem too worried about the child's health, despite being very attentive
- The parent or carer develops close and friendly relationships with healthcare staff, but may become abusive or argumentative if their own views about what's wrong with the child are challenged
- The parent (commonly the father) has little or no involvement in the care of the child
- The parent or carer encourages medical staff to perform often painful tests and procedures on the child (tests that most parents would only agree to if they were persuaded that it was absolutely necessary)

Children Missing from Home

Some of the following signs may be indicators of Children going missing from home

Children who go missing from home are vulnerable to abuse and violence, and need to be safeguarded

Children go missing for a number of reasons, but in general, the factors preceding missing episodes are:

- Arguments and conflicts (whether at home or in a placement)
- Poor family relationships
- Abuse and neglect
- Boundaries and control

Immediate risks

- No means of support or legitimate incomes leading to high-risk activities
- Becoming a victim of abuse
- Missing out on schooling and education
- Increased vulnerability

Peer Abuse & Bullying (Including Cyber Bullying)

Some of the following signs may be indicators of peer abuse and bullying

A definition of Bullying is: 'Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group physically or emotionally.'

Children or young people may be reluctant to attend school

There are many different types of cyber bullying including:

Not wanting to leave the house

Have unexplained cuts and bruises

Become withdrawn/ lack confidence

Change in appetite increase/ decrease or changing appearance to try to fit in

Low self esteem

Become withdrawn

Reluctance to let parents or other family members anywhere near mobiles/ laptops etc

Friends disappearing or being excluded from social events

Change in personality

Fresh marks on skin which could indicate self-harm and dressing differently e.g. wearing long sleeved clothing in summer

Harassment

Denigration

Flaming

Impersonation

Outing and trickery

Cyber stalking

Exclusion

Blackmail and grooming

Spreading rumours

Threatening behaviour

Peer abuse can also take the form of sexual abuse (see earlier section on sexual abuse)

Female Genital Mutilation (FGM)

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person.

Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

From October 2015, the new 'mandatory reporting' duty for professionals requires them to notify the police if they discover that an act of FGM appears to have been carried out on a girl who is under 18 (either if they have visually confirmed it or it has been verbally disclosed by an affected girl).

Some of the following signs may be indicators of Female genital mutilation

- A female child in a family where other females have undergone FGM
- The family is from a nation, region or community in which FGM is practised
- The family arranges for the child to take a holiday, planning an absence from school
- The child talks of a special ceremony that is going to happen
- Sudden or repeated failure to attend or engage with health services

Forced Marriage

Forced marriage (FM) is where one or both parties do not agree to the marriage and where fear, coercion, duress or force is a factor.

Forcing someone to marry is a criminal offence (under the crime and Policing act 2014) and something that can lead to lifelong suffering for the victim from physical abuse, sexual abuse and servitude.

Some of the following signs may be indicators of Forced Marriage

The factors below collectively or individually may be an indication that a person fears that they may be forced to marry, or that a forced marriage has already taken place.

Education

- Truancy from school
- Extended periods of unauthorised absence for sickness or overseas family commitments

Forcing children to marry is child abuse.

- History of other siblings missing education and marrying early

Health

- Self-harm
- Attempted suicide
- Eating disorders
- Depression
- Isolation

Child Sexual Exploitation

Some of the following signs may be indicators of Child sexual exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups.

What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber-bullying and grooming.

Social

Going missing from home or care or school
Estranged from the family
Being collected from home/school in unknown cars
Secretive mobile phone use
Being friends with significantly older people
Becoming involved in crime e.g. stealing

Physical

Physical injuries
Drug misuse
Sexually transmitted infections
Poor mental health
Self-harm
Change in physical appearance

However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Radicalisation and Extremism

Some of the following signs may be indicators of Radicalisation and extremism

Radicalisation

Radicalisation refers to the process whereby a person comes to support terrorism and forms of extremism leading to terrorism

Extremism

Extremism is defined by the Government in the Prevent Strategy as 'a Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.'

The prevent duty can be downloaded at:
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

- Identity crisis
- Personal Crisis
- Personal circumstances
- Unmet Aspirations-Perceptions of injustice; feeling of failure
- Criminality
- Use of inappropriate language
- Possession or accessing violent extremist literature
- Behavioural changes
- The expression of extremist views

Children who witness Domestic Abuse	Some of the following signs may be indicators of domestic abuse
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Parents or carers may underestimate the effects of domestic abuse on their children, but children witnessing abuse is recognised as significant harm in law.

- Children who are withdrawn, anxious, clingy, depressed
- Problems sleeping
- Soils clothes
- Aggressive behaviour

Child Trafficking	Some of the following signs may be indicators of Child trafficking
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Child trafficking is the recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation (Council of Europe ratified by the UK government in 2008).

- Spends a lot of time doing household chores
- Not registered with a GP or school
- Has no access to their parents or guardians
- Isn't sure what country, city or town they're

*Finally, a child who is being abused may experience more than one type of abuse, but **it is not your responsibility to investigate any of this.** For further information regarding the types of abuse go to your local area safeguarding board website. This is currently different for each Local Authority.*

Appendix 4 – External facilitators checklist

1. Definitions

Partner – an organisation that is named in a funding bid with a service level agreement in place e.g Barnardo’s mentoring scheme.

External facilitator – an organisation or person that provides a service e.g freelance arts facilitator

2. Responsibilities

GMYN has a duty to ensure that all partners and external facilitators are safe to work with young people. The expectations and roles of partners working on specific GMYN programmes will be outlined in Service Level Agreements. These will cover safeguarding reporting procedures of each partner, confirmation of safeguarding policies and information on DBS checks.

When booking an external facilitator, the onus is of the GMYN Programme Coordinator to ensure that relevant checks are made before and during activities to keep young people safe. The Programme Coordinator should ensure that the following actions are completed when working with external facilitators.

3. Checklist

Programme Coordinators will:-

- Check external facilitators DBS – this will be done by a DSO (If clear on update service then facilitator wears a green lanyard and is allowed to be left alone with young people, if not checked then the facilitator cannot be left alone with young people and must wear a red lanyard.)
- Complete GMYN risk assessment – Programme Coordinator completes risk assessment detailing DBS check implications.
- Add external facilitator information (name, organisation, DBS number) to session booking in your calendar.
- Review external facilitator risk assessment for activity.
- Check external facilitator public liability insurance (where applicable).
- Check external facilitator safeguarding policy (where applicable).
- Carry out briefing and de-brief to discuss any safeguarding concerns.

Appendix 5 Safeguarding contact numbers

Safeguarding contact numbers

Contact details for Adult safeguarding boards

Manchester	0161 234 5001
Oldham	0161 770 7777 or 0161 770 6936 out of hour
Bury	0161 253 5151
Trafford	0161 912 5135 or 0161 912 2020 out of hours
Stockport	0161 217 6029
Tameside	0161 922 4888
Wigan	01942 828 777
Salford	0161 631 4777
Rochdale	0300 303 8886
Bolton	0120 433 7

Contact details for Child safeguarding boards

Manchester	0161 234 5001
Oldham	0161 770 7777
Bury	0161 253 6153
Trafford	0161 912 5125
Stockport	0161 217 6028 or 0161 718 2118 out of hours
Tameside	0161 342 4101 or 0161 342 2222 out of hours
Wigan	01942 828 300
Salford	0161 603 4500
Rochdale	0300 303 0440
Bolton	01204 331 500 Or 01204 338 777 out of hours

Appendix 6 Safeguarding flowchart

- Follow this flowchart for concerns around safeguarding.
- **If you are unsure about anything, do not be afraid to ask your line manager (or the next safeguarding lead for support).**
- For issues raised by professionals in other organisations, **report and record**, but advise them to follow their own processes.
- No one is expected to make decisions around safeguarding on their own, **discuss, decide and debrief!**

