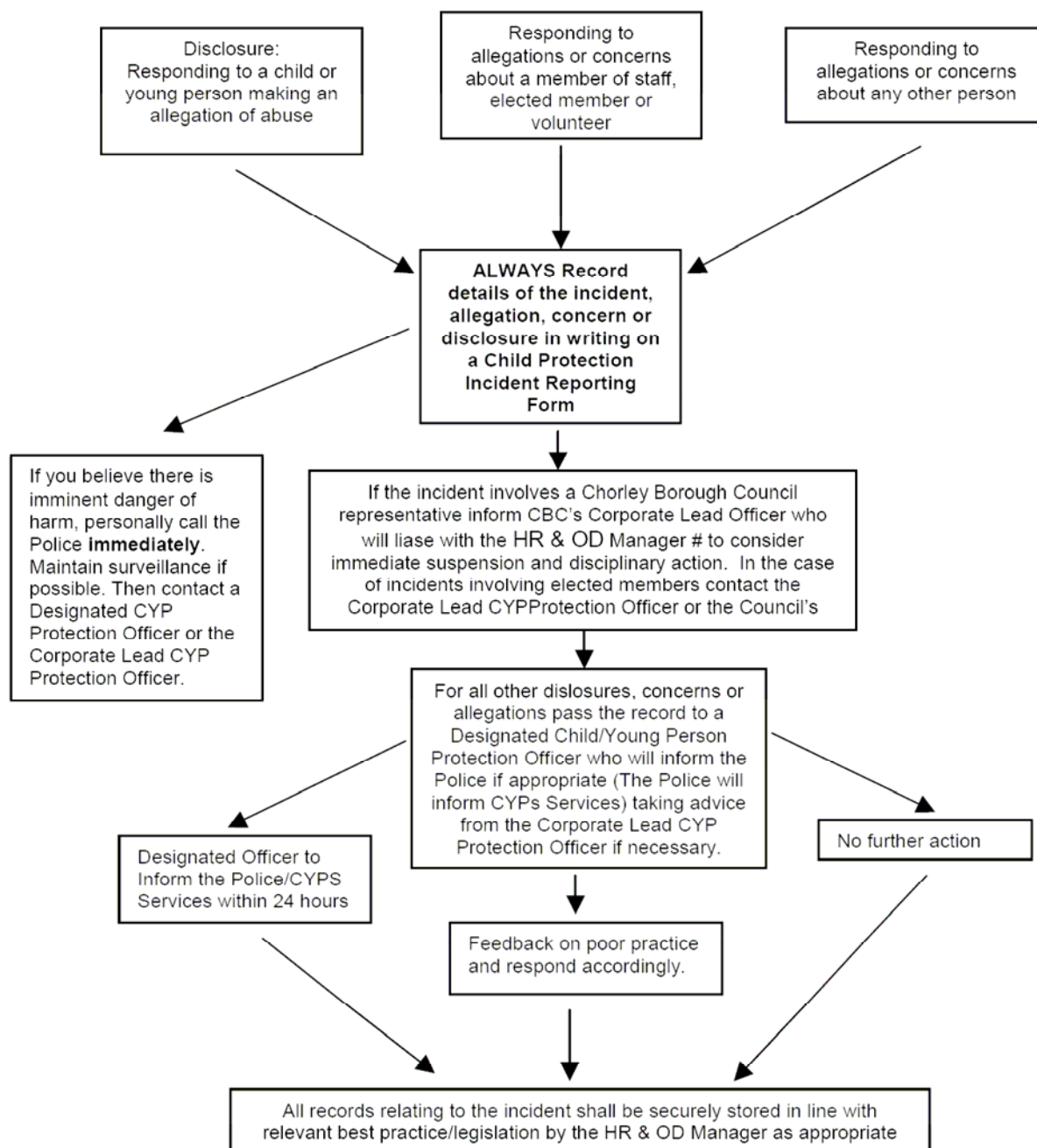


# Child & Young Person Protection Policy

Draft: January 2008



## How to respond to allegations, concerns and disclosure.



**Remember your role is not to investigate. Leave this to the professionals. Listen to the child, reassure them, don't question them, and do not make any promises of confidentiality.**

**In all cases, if you are not sure what to do contact a Designated Child Protection Officer for advice. You can also gain help from the NSPCC 24-hour help-line. Tel No: 0808 8005000.**

# The HR & OD Manager is a Designated Child or Young Person Protection Officer for internal Chorley Borough Council staff only.

\* If there is imminent danger of harm, personally call the Police immediately and try to maintain surveillance. Further guidance is contained within this document in Section 3.

# Child and Young Person Protection Policy (January 2007)

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## Introduction

Chorley Borough Council is committed to safeguarding and promoting the welfare of children and young people and to delivering services for children that promote good practice and expects all representatives to share this commitment.

All children and young people have the right to be safe in the services provided for them and the activities they choose to participate in and the Council is committed fostering a safeguarding culture across the organisation.

This policy sets out the Council's guidance on best practice in dealing with children and young people, protection procedures and specifies the roles and responsibilities of the Council's representatives for whom this policy is mandatory. The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection and to allow Council representatives to make informed and confident responses to specific Child Protection issues

## Terms of reference

### Definitions:

**Child Protection-** The process of protecting individual children identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect.

**Children/Young people:** In line with the Children Acts 1989 and 2004 a child is anyone who has not yet reached his or her 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989.

**Chorley Borough Council representatives** are defined as:

- Employees
- Agency Staff
- Members
- Contract Staff
- Volunteers - when working for and on behalf of Chorley Borough Council

**Parent** is used throughout this document as a generic term to represent parents, carers and guardians.

**Substantial Access to children and young people** is defined as:

- **Where individuals are regularly caring for, in contact with, training or supervising a child, young person.**
- **and/or Where an individual has sole charge of children or young people.**

## 1.1 Policy Statement:

**‘As a provider of public services Chorley Borough Council fully accepts its legal and moral obligations to provide a duty of care and will take all reasonable steps to protect all children and young people using Council services or working with the Council from harm, discrimination or degrading treatment and respect their rights, wishes and feelings’**

The welfare of the child is paramount and is always the primary concern of Chorley Borough Council. Everyone has the right to protection from abuse whatever their age, culture, ability, gender, ethnicity, or sexuality.

The Council is committed to the following principles and actions:

- The Council will ensure that a protective safeguarding culture is in place and is actively promoted within the organisation and will work together with other agencies to safeguard children.
- The Council will implement procedures to safeguard children and young people and take all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- All representatives of Chorley Borough Council who work with children will be recruited with regard to their suitability for that responsibility. Representatives who have substantial access to children and young people are subject to an enhanced Criminal Records Bureau check prior to appointment and that this check is repeated every 2 years, or sooner, where directed by Professional Bodies, e.g. NGB, Teaching Sport. Where volunteers are being used for one-off events then a self-disclosure form will be required.
- All staff / volunteers will be required to adopt and abide by the Council’s Code of Conduct and the Child and Young Person Protection Policy and its procedures and will be provided with supervision, guidance and/or training in good practice and Child Protection procedures to ensure that they are properly equipped to:
  - identify where there may be a problem
  - know how to obtain advice
  - refer concerns to relevant specialists
  - protect themselves from false accusations of abuse
- All representatives have a responsibility to report concerns of suspected abuse or poor practice and The Council will provide designated points of contact within the organisation.
- Council representatives should follow the code of conduct contained in this policy and work in an open and transparent way avoiding any conduct that may cause a reasonable person to question their motives and intentions.
- The Council will promote good practice that encourages a safe environment, protects all parties and avoids mistaken allegations of abuse.
- The Council will take all incidents of poor practice and allegations or suspicions of abuse seriously and these will be responded to swiftly and appropriately.
- The Council will respond promptly to suspicions or allegations involving staff and appropriate disciplinary and appeals procedures will be implemented.
- This policy will be reviewed every three years or whenever there is a major change in the organisation or in the relevant legislation or any other adopted standard of best practice.

- Confidentiality shall be upheld in line with current data protection and human rights legislation.

### **Who does the policy apply to?**

The policy applies to all staff and representatives of Chorley Borough Council: Employees, Agency and Contract Staff, Volunteers (including young people under 18) working for and on behalf of Chorley Borough Council and elected members.

## **1.2 Specific Responsibilities of Council Representatives**

### **Designated Child Protection Officer:**

- Will provide a point of contact for staff who want to test concerns about Child and Young Person Protection and act appropriately, either seeking advice from, or making a formal referral to, statutory agencies regarding a Child and Young Person Protection disclosure, report or concern.
- Will be aware of local child protection procedures and the Local Safeguarding Children Board.
- Will provide a point of contact with the Social Services Duty Officer and hold an up-to-date list of contact details for statutory child protection agencies
- **It is not the role or responsibility of any representative of the Council to decide whether abuse is taking place. Designated Officers should take advice from the relevant statutory agency before deciding to refer reports, concerns or disclosure formally.**

### **Corporate Lead Child Protection Officer**

Holds all of the responsibilities of a Designated Officer but in addition:

- Will act as the lead officer for the Council with responsibility for Child Protection Procedures.
- Will liaise with the Lancashire Safeguarding Children Board (LSCB) as appropriate.

### **Directors:**

Should nominate a Designated Officer as a named child protection contact for staff within their directorate who have access to children as part of their working duties.

### **Managers:**

- Are responsible for making sure that all of their staff are aware of, and understand the importance of this policy and related guidance.
- Will arrange for appropriate training for their staff and maintain a log of this training.
- Must make sure that any contractors, agents or other representatives who they have engaged to undertake duties on behalf of the Council involving contact with children and young people, understand and comply with this policy.

- Should ensure that safe working practices are in place for their staff, and ensure that staff without enhanced CRB clearance are never placed in a situation where they have 'Substantial' access to children as defined in this policy and take all practicable steps to avoid any avoidable sole contact with children by any of their staff..
- Will work with HR to ensure that all staff are compliant with the Council's provisions relating to CRB Disclosure. This includes assessing whether new positions or changes to job descriptions will require CRB disclosure.
- Must make sure that any contractors, agents or other representatives whom they engage to undertake duties on their behalf, which involves contact with children and young people, understand and comply with the policy.

### **Human Resources:**

- Will ensure CRB checks and references that refer to the candidates' suitability to work with children and young people are taken up for all appropriate posts as part of the recruitment and selection processes and that repeat checks are issued for employees.
- Will include appropriate training in the corporate training programme and ensure that Child and Young Person Protection training is part of the induction programme for all new staff with substantial access to children and young people.
- Will ensure that details of CRB checks (record of date and reference number), any details of child protection incidents and references of staff are kept securely and uphold confidentiality in line with best practice and relevant legislation.
- Will maintain a record of all staff that have completed a CRB check and are considered suitable for work involving substantial access to children and young people.

### **All Staff and Members:**

- Should be aware of this policy and should sign the Council's declaration of commitment to safeguarding children. For staff this declaration will be stored in their personnel file or recorded appropriately in the case of members.
- Should attend appropriate child and young person protection training if their role involves substantial access to children and young people.
- Should not begin any unsupervised activity involving substantial access to children and young people prior to receiving a satisfactory CRB check.
- Should be aware of this policy's guidance on best practice, appropriate and inappropriate behaviour for staff working with/or in charge of children and young people and the relevant Codes of conduct.
- Should understand Council's procedures for reporting concerns and disclosure and know who their Designated Child Protection Officer is.
- Are expected to act on any suspected or potential case of child or young person abuse. In line with the existing 'Whistle blowing' Policy Chorley Borough Council will support anyone who, in good faith, reports his or her concerns that a child or young person is being abused or is at risk of abuse, even if those concerns prove to be unfounded.
- Should challenge poor practice as appropriate.

## 2. Recognising Abuse

### Facts about abuse

Children of all ages may be abused. The abuser may be a family member. Or they may be someone the child encounters within the community, including during sports and leisure activities. Child abusers can be found in all areas of society, and from any professional, racial and religious background. Contrary to the popular image child sex abusers often appear kind, concerned and caring towards children. But this is deliberate - by forming close relationships with children, abusers can build their trust and help prevent adult suspicion. Often an abused child will suffer more than one type of abuse at the same time. For example, parents who physically abuse their children may also be neglectful.

**Recognising child abuse is not easy. It is not the responsibility of Council staff, elected members or volunteers to decide whether or not child abuse has taken place or if a child or young person is at significant risk. Council staff, elected members and volunteers do, however, have a responsibility to act if they have a concern.**

### Abuse and neglect

Somebody may abuse a child or young person by inflicting harm, or by failing to act to prevent harm. Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place.

There are different types of abuse, and a person may suffer more than one type. The following definitions are based on those from the Department of Health Guidance 'Working Together to Safeguard Children' (2006) and the Sport Child Protection Unit.

- **Physical abuse** - where an adult or another young person physically hurts or injures an individual by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child or young person whom they are looking after.
- **Sexual abuse** - where an adult or another young person uses a child or young person to meet his or her own sexual needs. This could include any sexual act. Showing children pornographic material is also a form of sexual abuse. The Sexual Offences Act 2003 now extends the abuse of trust offences to tackle on-line and off-line grooming of children.
- **Emotional abuse** - the persistent emotional ill treatment of an individual. It may involve conveying to an individual that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing an individual to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make them very nervous and withdrawn. Some level of emotional abuse is involved in all types of abuse.
- **Neglect** - where adults fail to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person's health or development (e.g. Failure to provide adequate food, shelter and clothing, failure to protect an individual from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give an individual love, affection and attention.

### Signs and indicators of abuse

Sometimes a child who is being abused *may* show some of the following signs:



- A change in his or her general behaviour. For example, they may become unusually quiet and withdrawn, or unexpectedly aggressive. Such changes can be sudden or gradual.
- He or she appears distrustful of a particular adult, or a parent or a coach with whom you would expect there to be a close relationship.
- He or she may describe receiving attention from an adult that suggests they are being 'groomed' for future abuse
- The child suddenly starts to lose concentration and to perform badly at school or in their sport, or refuses to attend school or club.
- He or she is not able to form close friendships.
- The child refuses to remove clothing for normal activities or wants to keep covered up in warm weather.
- The child shows inappropriate sexual awareness or behaviour for their age.
- The child has unexplained injuries such as bruising, bites or burns - particularly if these are on a part of the body where you would not expect them.
- The child has an injury which is not explained satisfactorily or properly treated.
- A deterioration in the child's physical appearance or a rapid weight gain or loss.
- Pains, itching, bruising, or bleeding in or near the genital area.

**Concern does not necessarily need to be related to a single specific incident. It may also arise from the accumulation of minor concerns.**

It is important to remember that these signs do not always mean that a child is being abused - there may be other explanations. But if you think that a child may be being abused, it is important that you discuss your concerns with a professional.

Every child and young person is unique and it is difficult to predict how their behaviour will change as a result of their experience of abuse. Listed below are some physical signs and behavioural indicators that may be commonly seen in children and young people who are abused, but remember they may only be an indication and not confirmation that abuse is taking place.

### **Important Rule**

It is important to remember that many children or young people will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as death, or the birth of a new baby in the family, relationship problems between parents/carers, etc

**It is not the responsibility of a Chorley Borough Council representative to decide that abuse is occurring, but it is their responsibility to act on any concerns by reporting any suspicions that they have.**

## **Indicators of Abuse**

Indications that a child or young person may be suffering abuse could include the child or young person describing what appears to be an abusive act involving him / her, or someone else expressing concern about the welfare of another child or young person. Some physical signs and behavioural indicators are shown in the tables below.

### **PHYSICAL ABUSE**

Some injuries may seem insignificant by themselves, but repeated injuries, even of a very minor nature, especially in a young child, may be symptomatic of child abuse and, if no action is taken, the child may be injured more seriously.

<b>PHYSICAL ABUSE</b>	
<b>Physical Signs</b>	<b>Behavioural Indicators</b>
<ul style="list-style-type: none"> <li>• Cigarette burns.</li> <li>• Bite marks.</li> <li>• Broken bones.</li> <li>• An injury for which the explanation seems inconsistent</li> <li>• Unexplained or suspicious injuries such as bruising, cuts, burns or scalds, particularly if situated on a part of the body not normally prone to such injuries.</li> <li>• Bruises that reflect hand (grasp) marks or fingertips (from slapping or pinching).</li> <li>• Black eyes - particularly suspicious if both eyes are black (most accidents cause only one).</li> <li>• Symmetrical bruising on the ears - sometimes on the back of the ear</li> <li>• A direct impression or outline bruising (eg belt marks, hand prints)</li> <li>• Linear bruising (particularly on the buttocks or back)</li> <li>• Bruising on soft tissue with no obvious explanation;</li> <li>• Different age bruising.</li> </ul>	<ul style="list-style-type: none"> <li>• Fear of parents/carers being approached for an explanation.</li> <li>• Aggressive behaviour or severe temper outbursts.</li> <li>• Flinching when approached or touched.</li> <li>• Reluctance to get changed or covering up (e.g. wearing long sleeves in hot weather).</li> <li>• Depression.</li> <li>• Withdrawn behaviour.</li> <li>• Running away from home.</li> <li>• Distrust of adults, particularly those with whom a close relationship would normally be expected.</li> </ul>

**REMEMBER: There may be other reasons that a child or young person is exhibiting some of the signs and indicators**

### **Burns and scalds**

It can be very difficult to distinguish between accidental and non-accidental burns, but as a general rule, burns or scalds with clear outlines are suspicious, e.g. a gloves and socks effect. So are burns of uniform depth over a large area. Also, splash marks above the main scald area (caused by hot liquid being thrown).

Remember also:

- a responsible adult checks the temperature of the bath before a child gets in;
- a child is unlikely to sit down, voluntarily, in too hot a bath and cannot scald its bottom accidentally without also scalding its feet;
- a child getting into too hot water of its own accord will struggle to get out again and there will be splash marks;
- small round burns may be cigarette burns (but may be friction burns and accidental, if along the bony protuberances of the spine, impetigo can also lead to marks which appear very similar to cigarette burns). Cigarette burns also tend to have a characteristically dark, thick base.

### **Scars**

All children have scars, but notice should be taken if an exceptionally large number, particularly if of different ages and if accompanied by current bruising. Unusually shaped scars (e.g. old cigarette burns), or large scars (indicating burns that did not receive treatment), should be viewed suspiciously.

## Bruising

Most falls, or accidents, produce one bruise on a single surface, usually on a bony protuberance. A child who falls downstairs generally has only one or two bruises. Bruising in accidents is usually on the front of the body, as children generally fall forwards. In addition, there may be marks on their hands if they have tried to break their fall.

The following are uncommon sites for accidental bruising:

- back, back of legs, buttocks (exception, occasionally, along the bony protuberances of the spine);
- mouth, cheeks, behind the ear;
- stomach, chest;
- under the arm;
- genital, rectal area (but ask if the child is learning to ride a bicycle);
- neck.

## EMOTIONAL ABUSE

Emotional abuse can exist in the absence of physical ill-treatment. A child's need for love, security, encouragement, praise and stimulation when unmet, can have a serious and sometimes irreparable effect on the child's development. Parents may be hostile, rejecting, indifferent, or, perhaps worst of all, inconsistent and unpredictable in their response to their child.

EMOTIONAL ABUSE	
Physical Signs	Behavioural Indicators
<ul style="list-style-type: none"><li>• A failure to thrive.</li><li>• Sudden speech disorders,</li><li>• Developmental delay, either in terms of physical or emotional progress.</li></ul>	<ul style="list-style-type: none"><li>• Neurotic behaviour, e.g. hair twisting, rocking.</li><li>• Is prevented from socialising with other children.</li><li>• Fear of making mistakes.</li><li>• Self harm.</li><li>• Fear of parent/carer being approached regarding their behaviour.</li></ul>

**REMEMBER: There may be other reasons that a child or young person is exhibiting some of the signs and indicators**

## SEXUAL ABUSE

Sexual abuse is now known to be more common than has been generally recognised. Boys and girls of all ages can be victims but the majority are girls. The perpetrators are usually adults known to the children involved e.g. fathers, stepfathers, relatives, neighbours, family, friends etc. Abuse within a family is rarely an isolated event; it sometimes lasts for months and years and involves more than one child.

Abuse usually escalates from caressing and fondling, which the child may welcome initially, to mutual masturbation and penetration. Victims may disclose their situation to adults in whom they have confidence. It is now known that children rarely fantasise, or make up

stories of sexual abuse. Children's allegations should, therefore, always be taken seriously and reported.

<b>SEXUAL ABUSE</b>	
<b>Physical Signs</b>	<b>Behavioural Indicators</b>
<ul style="list-style-type: none"> <li>• Pain or itching in the genital/anal areas.</li> <li>• Bruising or bleeding in genital/anal areas.</li> <li>• Sexually transmitted disease.</li> <li>• Vaginal discharge or infection</li> <li>• Stomach pains.</li> <li>• Discomfort when walking or sitting down.</li> <li>• Pregnancy. Especially where the child is under sixteen and/or identity of father is a secret or vague.</li> <li>• Evidence of self-harm or mutilation or suicide attempts.</li> <li>• Regressive patterns: soiling, wetting.</li> </ul>	<ul style="list-style-type: none"> <li>• Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn.</li> <li>• Fear of being left with a specific person or group of people.</li> <li>• Having nightmares.</li> <li>• Running away from home.</li> <li>• Sexual knowledge that is beyond their age or development age/</li> <li>• Sexually precocious behaviour, e.g. inappropriate contact with adults;</li> <li>• Sexual drawings or language.</li> <li>• Bedwetting.</li> <li>• Saying they have secrets they cannot tell anyone about.</li> <li>• Self-harm or mutilation, sometimes leading to suicide attempts.</li> <li>• Eating problems such as overeating or anorexia, bulimia</li> <li>• Confusion of ordinary affectionate contact with abuse</li> <li>• Abuse of drugs or alcohol</li> <li>• Hysterical attacks</li> </ul>

**REMEMBER: There may be other reasons that a child or young person is exhibiting some of the signs and indicators.**

Many of these symptoms are also associated with other forms of childhood disturbance and in themselves should not be seen as diagnostic.

The patterns of behaviour in particular children will depend on the age, sex and stage of development of the child:

- pre-school children are more likely to show direct physical responses, sexualisation of behaviour and regressive signs and symptoms;
- school age children may show unexpected decline in school performance, loss of self-esteem patterns, running away, reluctance to return home at the end of a school day, may be resistant to PE, undressing at school, medicals etc;
- adolescents may overdose, run away, self-mutilate, become promiscuous, develop anorexia, abuse drugs or alcohol, or have hysterical attacks;
- boys are more likely to identify with the aggressor and behave aggressively themselves.

**NEGLECT**

A child's growth and development may suffer when he/she receives insufficient food, love, warmth, care and concern, praise and encouragement or stimulation. Neglect and failure to thrive will need a medical diagnosis but warning signs, apart from perhaps the child's neglected appearance, may include:

<b>NEGLECT AND FAILURE TO THRIVE</b>	
<b>Physical Signs</b>	<b>Behavioural Indicators</b>
<ul style="list-style-type: none"> <li>• Constant hunger, sometimes stealing food from others,</li> <li>• Constantly dirty or 'smelly'.</li> <li>• Loss of weight, or being constantly underweight.</li> <li>• Inappropriate dress for the conditions.</li> <li>• a child who is short in stature and under-weight for his/her chronological age</li> <li>• the child's skin condition is poor or a cold skin mottled with pink or purple;</li> <li>• swollen limbs with pitted sores which are slow to heal</li> </ul>	<ul style="list-style-type: none"> <li>• Complaining of being tired all the time.</li> <li>• Not requesting medical assistance and/or failing to attend appointments.</li> <li>• Having few friends.</li> <li>• Mentioning their being left alone or unsupervised.</li> <li>• unresponsiveness in the child, or indiscrimination in their relationships with adults - often seeking attention, or affection, from anyone.</li> </ul>

**REMEMBER: There may be other reasons that a child or young person is exhibiting some of the signs and indicators**

## **BULLYING**

Bullying can involve a combination of other forms of abuse such as physical or emotional abuse bullying can be child on child but could also be adult on child, for example concerns about a coach/council representative bullying a child.

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist remarks, threats, name calling) and emotional (e.g. isolating an individual from activities).

They will include:

- deliberate hostility and aggression towards the victim
- a victim who is weaker than the bully or bullies
- an outcome which is always painful and distressing for the victim

Bullying behaviour may also include:

- other forms of violence
- sarcasm, spreading rumours, persistent teasing or theft
- tormenting, ridiculing, humiliation
- racial taunts, graffiti, gestures
- unwanted physical contact or abusive/offensive comments of a sexual nature

Emotional and verbal bullying is more likely; however it is also more difficult to cope with or prove.

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes

- a shortage of money or frequent loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.

The Council has a zero tolerance approach to bullying. If bullying is suspected, representatives of the Council should follow the procedure set out in 'Responding to suspicions or allegations' in Section 4.

Action for staff to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, but do not promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to a Child Protection Officer or the school (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully(ies)'s parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

**If the issue is one of an adult against a child this should representatives should follow the same procedures as with any other form of abuse.**

**For further information on the effects of abuse refer to the NSPCC helpline/website**

### **Warning Signs: Behaviours Common to Child Abusers**

Those who represent a threat of sexual abuse to children are often skilled at avoiding detection. With this in mind the following list of warning signs should help representatives in their role of exercising vigilance to safeguard children and may alert them to the possibility that someone's intentions towards children are suspicious.

Representatives should look out for those who:

- Display inappropriate behaviour, or talk inappropriately, to children and young people.
- Avoid co-working or supervision of their work with children or young people.
- Seek out opportunities to spend time with either individual children or with a small groups on a regular basis, particularly vulnerable children and young people, for example those who may be disabled.

- Encourages secretiveness about their activities with children or young people.
- Pay an unusual amount of attention to individual or groups of children, and particularly the provision of presents, money or favours to children or young people.
- Take a child/young person or a small group of children or young people to their own home.
- Are vague about previous employment or gaps in their employment history.

Representatives should also be aware of, and informed by, the Council's guidance on good and bad practice in relation to safeguarding and protection.

### 3. Response Procedures for Incidents of Disclosure and Reporting Concerns, Suspicions and Allegations

(Summarised in flowchart format on the inside cover of this document. Details of the Council's Designated Child Protection Officers are also available in the appendix and on theloop)

You may become aware of possible abuse in various ways.

- see the abuse happening; or receive a direct disclosure of abuse.
- suspect or have concerns because of signs such as those listed in Section 2 or
- have concerns reported to you by either another party

If a child or young person indicates that he/she is being abused, or information is obtained which raises concern of abuse, you should act immediately.

**It is not the responsibility of a Chorley Borough Council representative to decide that abuse is occurring, but it is their responsibility to act on any concerns by reporting any suspicions that they have.**

**If you are not sure what to do your first response should be to contact a Designated Child Protection Officer who will be able to provide advice. A list of contacts is available in the appendix of this policy and on theloop. However, if you believe a child to be in immediate danger you should contact the Police, then inform a Designated Child Protection Officer.**

**If you are not sure what to do you can gain help from the NSPCC 24-hour help line Tel No: 0808 8005000.**

(Should the abuse concern a representative please see section 3.4, for members see section 3.5)

#### 3.1 Recording Information on the Child Protection Incident Reporting Form

All concerns, disclosure or incidents should be recorded on the Child Protection Incident Reporting Form. The form maintains a record of any incident. The form should always be filled out as soon as possible after disclosure, incidents or concerns. Hard copies should be stored in all directorates with access to children and a copy will also be available to all desk-based staff on theloop.

To ensure that information is as accurate and helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording representatives should confine yourself to the facts. Distinguish your personal knowledge from what others have told you. Do not include your own opinions.

Information should include the following:

- the child's name, age, date of birth and ethnicity
- the child's home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, e.g. location, size etc. Also give details of any indirect signs, such as behavioural changes
- details of witnesses to the incident
- **the child's account**, if it can be given, of what has happened and how any injuries occurred if appropriate
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details



- has anyone been alleged to be the abuser? Record details

### **3.2 Recording Concerns and Allegations (See Response Procedures Flowchart)**

**It is not the responsibility of Council staff, elected members or volunteers to decide whether or not child abuse has taken place or if a child or young person is at significant risk. Council staff, elected members and volunteers do, however, have a responsibility to act if they have a concern.**

This policy document contains guidance on signs and indicators of abuse and guidance relating to the Councils code of conduct for staff working with Children and Young People which should inform representatives in relation to concerns about a child's welfare, reporting inappropriate behaviour and witnessing abuse.

All concerns and allegations should be recorded on the Child Protection Incident Reporting Form. This applies whether the concern or allegation refers to a member of staff, volunteer, elected member or any other person (for example a family member).

**Remember: Concern does not necessarily need to be related to a single specific incident. It may also arise from the accumulation of minor concerns. Failure to report concerns early may allow abuse to continue or escalate with catastrophic consequences.**

**In all cases, if you are not sure what to do you should contact a Designated Child Protection Officer who will be able to provide advice. A list of contacts is available in the appendix of this policy and on theloop.**

#### **Action to take:**

##### **• Complete a Child Protection Incident Reporting Form**

- **Pass the completed form to a Designated Child Protection Officer immediately** (or as soon as practically possible if out of hours). Reporting the matter should not be delayed by attempts to obtain further information.
- If you believe that a child or young person is in immediate danger of harm, you should personally contact the Police ensuring that the Council's Corporate Child Protection Officer is made aware at the earliest opportunity. (The police will automatically inform Children and Young People's Services). A record should be made of the name and title of the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is needed.

### **3.3 Responding to disclosure (See Response Procedures Flowchart)**

#### **If you receive information concerning disclosure you should:**

- React calmly so as not to frighten the child or young person.
- Tell the child or young person that he/she is not to blame and that he / she was right to tell you.
- Take what the child or young person says seriously, recognising the difficulties inherent in interpreting what is said by a child or young person who has a speech disability and/or differences in language.
- **You should not attempt to investigate the abuse.** Remember that an allegation of abuse or neglect may lead to court action to protect the child or to punish the abuser. Both could be jeopardised if you act inappropriately. Your role is to listen and record. Keep

questions to the absolute minimum to ensure a clear and accurate understanding of what has been said. DO NOT ASK CLOSED OR LEADING QUESTIONS such as “did he touch you?” Allow the child to talk freely and be supportive.

- Reassure the child or young person but do not make promises of secrecy or confidentiality, as these may not be feasible as a result of subsequent developments.

- Make a full written record of what had been said, heard and/or seen as soon as possible, ensuring that you use the exact words of the speaker.

- Complete a **Child Protection Incident Reporting Form as provided in Appendix A** attaching the original written record, or using the form as the first record of the disclosure if available.

- **ACT NOW- DO NOT DELAY. Pass the referral to a Designated Officer immediately in person** (this should be done as soon as practically possible in an out of hours situation)-reporting the matter should not be delayed by attempts to obtain further information. If your Designated Officer is unavailable contact the Council's Corporate Lead, CBC staff can also refer to the Councils HR & OD Manager.

- The Designated Officer to whom you report should ideally be that in your Service. In the absence of this person however, the issue should be passed on to any other Designated Officer without delay. If the disclosure relates to a member of staff within your directorate or another Designated Officer then the issue should be passed immediately to the Corporate Lead Child Protection Officer or the Designated Officer in the HR directorate.

- If you have reason to believe an individual is in immediate danger of harm then you should personally contact the Police ensuring that a Designated Officer is made aware at the earliest opportunity. (The police will automatically inform Children and Young People's Services). Try to maintain surveillance of the situation. A record should be taken of the name and position of the police officer to whom the concerns were passed along with the time and date of the call, in case any follow- up is needed.

- If the immediate danger relates to suspected abuse by a parent/carer, do not allow the child or young person to go home with them without calling the Police to the scene.

*In some instances it may be that the child or young person is unable to express his/herself verbally and mean that it may be difficult for vulnerable victims of abuse to complain or be understood. Sometimes it is hard to distinguish the signs of abuse from the symptoms of some disabilities or conditions. However, where there are concerns about the safety of a disabled child or young person representatives should record what has been observed in detail and follow the Council's procedures to report these concerns.*

#### **Actions to avoid if you receive a disclosure:**

- Do not panic.
- Do not allow any shock or distaste to show.
- Do not probe for more information than is offered or ask leading questions.
- Do not speculate or make assumptions.
- Do not make negative comments about the alleged abuser.
- Do not approach the alleged abuser.
- Do not make promises or agree to keep secrets.

**In all cases, if you are not sure what to do you should contact a Designated Child Protection Officer who will be able to provide advice. A list of contacts is available in the appendix of this policy and on theloop.**

**If you are not sure what to do you can gain help from the NSPCC 24-hour help line  
Tel No: 0808 8005000.**

The Designated Officer must report the incident or seek advice from Children and Young People's Services as soon as possible but within an absolute maximum of 24 hours from the receipt of a **Child Protection Incident Reporting Form**. The Designated Officer will advise the referrer of the action they will take (further feedback will only be provided if appropriate).

### **3.4 Reporting allegations or concerns of abuse relating to Chorley Borough Council representatives (See Response Procedures Flowchart)**

#### **Action to take:**

##### **• Complete a Child Protection Incident Reporting Form**

- Pass the completed form to the Corporate Lead Child Protection Officer or the HR & OD Manager immediately (or as soon as practically possible if out of hours). In the absence of the Corporate Lead Child Protection Officer or the HR & OD Manager pass the form to one of the Directors. Reporting the matter should not be delayed by attempts to obtain further information.
- If a child or young person is in immediate danger of harm, you should personally contact the Police ensuring that the Corporate Lead Child Protection Officer is made aware at the earliest opportunity. (The police will automatically inform Children and Young People's Services). Maintain surveillance of the individual if possible. A record should be made of the name and title of the police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed- record this information on the **Child Protection Incident Reporting Form**.

### **3.5 Reporting allegations or concerns of abuse relating to Elected Members**

*(Summarised in flowchart format on inside cover of this document Appendix, along with details of the 'Designated Officers' which are available on theloop)*

Should a concern, report or allegation relate to an Elected Member the first point of contact should be with the Councils Corporate Lead Child Protection Officer or the Council's Monitoring Officer, who will take advice from Children and Young People's Services or refer the matter formally. The Monitoring Officer may decide that the Council's Standards procedures may apply.

#### **Action to take:**

##### **• Complete a Child Protection Incident Reporting Form**

- Pass the completed form to the Corporate Lead Child Protection Officer or the Councils Monitoring Officer (Director of Corporate Governance) immediately (or as soon as practically possible if out of hours). In the absence of either the matter should be reported to a Designated Officer. Reporting the matter should not be delayed by attempts to obtain further information.
- If a child or young person is in immediate danger of harm, you should personally contact the Police ensuring that the Corporate Lead Child Protection Officer is made aware at the earliest opportunity. (The police will automatically inform Children and Young People's Services). Maintain surveillance of the individual if possible. A record should be made of

the name and title of the police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed- record this information on the **Child Protection Incident Reporting Form**.

### **3.6 Reporting poor practice, Whistle Blowing & sharing information/concerns**

The Council has a 'Whistle Blowing Policy' in line with the Public Interest Disclosure Act 1998. It is also important to have procedures for enabling staff and volunteers to share, in confidence, with a designated person concerns they may have about a colleague's behaviour.

This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'.

The welfare of the child is always paramount to Chorley Borough Council and we fully support 'whistle blowing' for the sake of the child. The Council assures all representatives and professional or voluntary organisations that it will fully support and protect anyone who, in good faith (without malicious intent), reports a concern about a colleague's practice or the possibility that a child or young person may be being abused.

While it is difficult to express concerns about colleagues or issues relating to bad practice, it is vital that these concerns are communicated to a Designated Officer or manager. All staff and volunteers will be encouraged to talk to the designated officer if they become aware of anything that makes them feel uncomfortable. ***For further information please refer to the Council's policy on 'Whistle blowing'.***

#### **Internal complaint procedures**

Any complaints made against Chorley Borough Council's staff regarding child or young person protection will be handled by Human Resources in conjunction with the relevant Director, following the Council's Disciplinary Procedures. For complaints relating to elected members the matter will be handled by the Council's Monitoring Officer and/or Corporate Lead Child Protection Officer. The Monitoring Officer may decide that the Council's Standards procedures may apply.

- The Police or Children and Young People's Services may also be consulted / informed following the results of an investigation. This can't be right. By the time the decision is made any chance of criminal proceedings will have been prejudiced. A view will be formed swiftly as to whether the allegation amounts to a criminal offence. If it does and unless it is clearly a false or malicious allegation then there should be an immediate discussion with the police
- If appropriate, this policy will be reviewed as a result of the complaint.

#### **Responding to Poor practice**

If, after investigation, the allegation clearly stems from poor practice, the appropriate Director or manager and Human Resources shall arrange for further information, training and supervision for the representative(s). In light of the investigation the Director will be responsible for making any recommended changes to the practices and procedures within their directorate to ensure that the welfare of children and young people is safeguarded and remains paramount.

### **3.7 Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child). Where such an allegation is made, the Designated Officer at Chorley Borough Council shall follow the Council's procedures for responding to disclosures.

### **3.8 Support following allegations of abuse**

Use of Helplines, support groups and open meetings will be encouraged to maintain an open culture and help the healing process for staff following allegations of abuse. A contact number for the British Association for Counselling and Psychotherapy can be found in the contacts section of this document. Consideration shall also be given to what support may be appropriate to the alleged perpetrator of the abuse.

### **3.9 Approach by a potential abuser following Referral**

Should a member of staff be approached by someone who has been identified as a potential abuser the staff member should not comment on the case and contact a Designated Officer as soon as possible. If the representative believes that such an approach now means that the Child or Young Person may be in immediate danger of harm they should personally contact the Police ensuring that the Corporate Child Protection Officer is made aware at the earliest opportunity. Maintain surveillance of the individual if possible. (The police will automatically inform Children and Young People's Services). A record should be made of the name and title of the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is needed.

### **3.10 Confidentiality**

The legal principle that the welfare of the child is paramount may mean that usual considerations of confidentiality which would apply in other situations should not be allowed to override the Council's exercising of a duty of care and the protection of children and young people from harm.

However, every effort shall be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only.

This could include sharing information with the following parties to safeguard children and young people:

- Statutory child protection agencies: Children and Young People's Services or the Police
- Designated Child Protection Officers and HR & OD Manager.
- The parents of the person who is alleged to have been abused (**only following advice from Children and Young People's Services**).
- The person making the allegation. (Feedback will only be provided if appropriate).
- OFSTED in the case of a child or young person making a disclosure regarding a staff member of an OFSTED registered facility.
- The alleged abuser and parents if the alleged abuser is a child or young person. (Following advice from Children and Young People's Services).

Information shall be stored in a secure place by the HR & OD Manager with limited access by designated people; relevant measures will be taken to ensure confidentiality when sharing information to ensure the protection of children and young people. If information is shared with other agencies a secure method of transfer must be used.

### **3.11 Approaches from the press regarding a Child Protection Incident**

Should a Council representative be approached by a member of the press in relation to a Child Protection Incident or ongoing investigation relating to a Council representative they should not make any comment but should refer the member of the press to the Council's Communications team for comment.

## **4. Recruitment, Employment and Deployment Procedures**

Chorley Borough Council will take all reasonable steps to ensure that unsuitable people are prevented from working with children and young people in the services it provides. This procedure extends to people who are working on behalf of the Council as well as employees; including all permanent and temporary employees, volunteers and casual staff.

### **4.1 Advertising Posts**

Managers will review each job description before advertising to identify whether the post will involve access to children and young people. These posts will be identified in the relevant section on the job description.

Where there is substantial access to children and young people, applicants will be sent a summary of the child and young person protection policy as part of the application pack or will be provided with a link to the web site. The following additional information will also be requested as part of the application process:

- A self-disclosure question to establish whether they have ever had action taken against them in relation to child or young person abuse, sexual offences or violence.
- The applicant's consent to a CRB check being undertaken.
- At least two references (not relatives) that comment on the applicant's previous experience and suitability for working with children and young people. References should have known the applicant for at least 3 years.

### **4.2 Criminal Records Bureau (CRB) Disclosure and references (for posts involving access to children and young people)**

The employment interview will include specific child protection questions. For applicants who are successful at the interview HR will request a CRB disclosure and 2 references. At this stage an offer of employment may be made subject to satisfactory CRB clearance and references.

Both HR and the applicant will receive the result of the CRB disclosure. The results are confidential, although any concerns will be highlighted to the recruiting manager. If there are substantial concerns with the disclosure, which may preclude the applicant from the post, these cases will be raised with the HR & OD Manager. It will be their responsibility to decide on the applicant's suitability for working with children and young people, taking into account only those offences that may be relevant to the post. The CRB procedures should be referred to for more guidance on the suitability of applicants.

### **Renewing CRB Disclosure**

All representatives of Chorley Borough Council who have substantial access to children and young people are required to renew their enhanced Criminal Records Bureau Check every two years, or earlier, as may be directed by professional bodies.

### **Existing Staff**

All existing representatives of Chorley Borough Council who have substantial access to children and young people will be subject to an enhanced CRB check.

If a member of staff's job description changes to decision should be made by their manager as to whether the duties will involve substantial access to children and, if so, that an enhanced CRB disclosure is applied for.

## **4.6 Induction**

All Chorley Borough Council representatives, will undergo an induction before commencing their employment, in which a summary of the Child or young person Protection Policy is included. A link to the full policy and procedures will be provided on the intranet.

## **4.7 Training**

Appropriate training will be provided to all Chorley Borough Council employees, members and volunteers who work with children or through their jobs could be in a position to recognise signs of abuse to children and young people. The level of training required shall be identified by Line Managers, with additional support offered by the HR Training team. For new staff, training will be provided as soon as possible after commencement, in all cases within 6 months.

**Level 1** - For Chorley Borough Council representatives who will work with children and/or could be in a position to recognise signs of abuse to children and young people, as well as guidance on good working practices. Training to cover this policy will be carried out by the line manager. Refresher training shall take place after any significant change to this policy.

**Level 2** – An appropriate more indepth Child Protection awareness programme which may be provided externally –designed for anyone who comes has 'substantial access' to children during their work. Frontline staff should access the most relevant form of training for their job. This will be identified by line manager and/or designated Child Protection Officer with the support of HR.

**Level 3** – Appropriate training for Designated Child or young person Protection Officers. Training is to enable participants to become familiar with the role and responsibilities of the Designated Child Protection Officer and develop competence and confidence in carrying out this role.

**Level 4** – Corporate Lead Child Protection Officer specific training on child protection issues and this specific role. Update training on a regular basis. Refresher training at least every 2 years.

**Coaches-** Coaches working in sport will be required to attend a specific coaching-related child protection such as Sports Coach UK's 'Good Practice in Child or young person Protection' or equivalent unless they can demonstrate that they have attended a sports governing body approved training course in Child or young person Protection.

## 5. Code of Conduct for all Council representatives

Although it is impractical to provide definitive instructions applying to every situation when Chorley Borough Council representatives come in to contact with children, the following points cover the standards of behaviour expected of all representatives in order to protect both themselves and the individuals they come in to contact with, and are supplementary to the existing Chorley Borough Council Code of Conduct.

### All Staff must:

- Implement the Child or young person Protection Policy at all times.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never share overnight accommodation with a child or young person.
- Never allow or engage in any form of inappropriate touching. The main principles of touching are:
  - It should always be in response to the individual's needs.
  - It should always be appropriate to the individual's age/stage of development.
  - It should always be with the individual's permission.
- Never allow the use of inappropriate language to go unchallenged.
- Never physically restrain a child or young person, unless the restraint is to prevent physical injury to the individual or to another person.
- Never make sexually suggestive comments, even in fun.
- Never reduce a child or young person to tears as a form of *control*.
- Never allow allegations to go unchallenged, unrecorded or not acted upon.
- Never do things of a personal nature that an individual can do for himself or herself or that a parent can do for them.
- Never invite or allow children stay with you at your home unsupervised.
- Never leave children unattended or with members of staff who have not been subject to an enhanced Criminal Records Bureau check.

### With the exception of emergencies staff must

- Never have children in their own vehicle, unless parents have been notified. (Where circumstances require the transportation of children, another Chorley Borough Council representative must be present and the driver must have adequate insurance to use their vehicle for work. In extreme medical emergencies where it is required to transport a child or young person on their own it is essential that another Chorley Borough Council representative or the parent is notified immediately.)
- Avoid where possible taking an individual to the toilet unless another adult or group of children is present.
- Never spend time alone with a child or young person. If you find you are in a situation where you are alone with a child or young person make sure you can be clearly observed by others or that you have gained the consent of the parent (for example on a home visit if the parent leaves the room for a period of time).

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children. In doing so appropriate consents should be taken and any such task should be



completed in the way that gives you most protection. Be responsive to a person's reactions, if a person is fully dependent on you, talk through what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, sports contact, lifting or assisting an individual to carry out particular activities. **Representatives should avoid taking on the responsibility for tasks for which they are not appropriately trained.**

## **Implications for representatives**

Representatives who breach the code of behaviour shall be subject to the Council's disciplinary procedures. If an allegation is made against a representative the matter shall be investigated.

## **Further Guidance**

### **Work experience placements**

Special consideration must be made with regard to young people on work experience placements at the Council (and Council services).

In the first instance both work experience students and supervisors should follow the safeguarding protocols of the organisation which has arranged the placement with the Council, who should have their own safeguarding procedures in place.

It is the responsibility of managers to ensure that adequate provisions are made to ensure that staff working in an office based situation employ safe working practices and are not placed in a situation where they are left unsupervised with Child/Young Person on a work experience placement or an employed under 18 year old. Advice will be given by Designated Officers if required.

In all cases the requirements of this policy should strictly adhered to. If a Council representative is placed in a situation where they have sole unsupervised access to a work experience student they must have received an Enhanced CRB clearance within the previous two years, as the representative will by definition have Substantial access to children and young people.

Staff should follow the Council's Code of Conduct for all representatives and the Guidance for safe working practices laid out in this policy. However, these may be contradicted by the need to transport work experience students shadowing mobile members of staff in their car, where practically possible more than one representative should be present in such circumstances.

Where this is unavoidable representatives should always follow the Council's guidance on best practice and use common sense to safeguard themselves from allegations if they have unsupervised access to a work experience student, particularly if transporting young people.

If a placement or working situation means that transportation between sites is unavoidable written parental consent should be received via the organisation which has arranged the placement if Council representatives are required to transport children. This parental consent will be a pre-condition of placements.

### **Storing Data relating to Children and Young People**

Where the Council holds children's data in relation to services, especially where there is sensitive personal data collected such as medical conditions this information should be held in line with requirements for the Data Protection Act.

## **6. Partnership working, Community and Voluntary Sector Organisation's receiving funding from the Council and Contractors**

### **Partners, Community and Voluntary Sector Organisations**

In line with ECM Working Together to Safeguard Children guidance where council services are undertaken by partners on the behalf of Chorley Borough Council or the council fund voluntary or community organisations whose work will involve access to children through, for example the provision of grants, the Council will seek assurance that such bodies either have their own safeguarding and child protection practices in place or have accepted those of the Council. In the case of organisations receiving significant funding provision from the Council to deliver services for children the receipt of such assurances will be a prerequisite for funding and form part of the application process if appropriate.

A whole range of umbrella and specialist organisations, including the national governing bodies for sports, offer standards, guidance, training and advice for voluntary organisations on keeping children and young people safe from harm which would be of use to voluntary organisations. For example, the Child Protection in Sport Unit (CPSU), established in partnership with the NSPCC and Sport England, provides advice and assistance on developing codes of practice and child protection procedures to sporting organisations. The NSPCC have produced a guide for organisations for safeguarding children and young people which provides guidance entitled 'Stopcheck' which may be of use to smaller organisations. The Council will endeavor to provide support to smaller groups to help them meet the requirements of this policy. Links are provided in the appendix.

### **Contractors**

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children or young people should have their own child or young person protection policy or failing this, must comply with the terms of Chorley Council's Child and Young Person Protection Policy. Contractors will be responsible for ensuring that workers with substantial access to children or young people are subject to the necessary Criminal Records Bureau disclosure. This includes sub-contracted workers employed through agencies.

Where a contract is to be tendered for, the above stipulations should form part of any tender document. Production of the contractor's child or young person protection policy must form part of any tender submission and must be received and considered satisfactory by the Council prior to any formal engagement. Should the Council not satisfied with the Contractor's Child or young person Protection Policy, the Contractor shall adopt the Council's policy and be required to sign a self-declaration. (see Appendix)

Alternatively for smaller contracts not requiring a tender, a signed declaration must be submitted as shown in the Appendix. The manager engaging the contractor is responsible for ensuring that the above procedures are adhered to.

## 7. Guidelines for Use of Photographic Equipment at Organised Events - including Mobile Phone technology

### Introduction

There is evidence that some people have used public events as an opportunity to take inappropriate photographs or film footage of children. All representatives organising events where children will be participating must remain vigilant and ensure the following guidelines are adhered to. The guidelines apply to all forms of technology that can be used to record images including mobile phones, many of which now include digital cameras, and staff should be aware of the opportunity this affords for misuse.

In addition, when using an external venue, you need to check the venue's policy on the use of photographic equipment. For example a leisure centre may not allow the use of filming equipment in the changing rooms or swimming pool areas.

**If a professional photographer, the press or representatives are invited to cover services, events, activities, the event organiser must:**

- Inform participants and parents that a photographer will be in attendance and ensure they consent to both the taking and publication of films or photographs by asking them to complete a consent form. (A sample form can be found in Appendix )
- Ensure that the photographer wears their identification or is provided with identification at the event.
- Ensure that the photographer has no unsupervised access to children.
- Ensure that the last names of children are not used in photographs or film footage, unless with the express permission of the child or young person's parent.

### Additional Guidelines:

It is impossible to regulate the use of photographic equipment at open public events but the following additional procedures should be considered by the event organiser and adopted where practical to do so:

**Professional photographers** wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

**Students or amateur photographers** wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club / educational establishment outlining their motive for attending the event.

**All other spectators** wishing to use photographic equipment should register their intent with the promoter of the event.

**Accreditation procedure:** a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

**Public information:** the specific details concerning photographic equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

**The recommended wording is:**

“In the interests of safeguarding children and in line with the Chorley Council Child Protection Policy, the promoters of this event request that any person wishing to engage in any photography should register their details with the event staff at the entry desk before carrying out any such photography. The promoters of this event reserve the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by the promoter’s conditions.”

**If you have concerns:**

If you are concerned about any photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate, the person about whom there are concerns should be asked to leave and the facility manager should be informed.

**All enquiries regarding this policy should be directed to: Corporate Director (People)**

**Policy Dated:**

**Review Date:**



## Appendix B:

### Designated Child or Young person Protection Officers- Roles and Responsibilities

Each Chorley Borough Council directorate with the potential for access to children has nominated one person who will act as the main contact for child or young person protection. There is also an overall Chorley Borough Council Corporate Lead Child or Young Person Protection Officer. These two roles and their responsibilities are detailed below.

#### Corporate Lead Child or young person Protection Officer

This role is that of the designated overall Child or Young Person Protection Officer for Chorley Borough Council. The person nominated to take on this role is responsible for:

- Reporting incidents and seeking advice from the relevant agencies (Police/Children and Young Peoples Services) within 24 hours of receipt of a **Child Protection Incident Reporting Form**
- Liaising with all directorates to maintain and update the Chorley Borough Council Child or young person Protection Policy at a minimum of once every three years.
- Keeping an up-to-date knowledge and understanding of the area of child or young person protection. This will include attending relevant or identified training.
- Acting as a first point of contact for the Council on issues of Child or young person Protection, both internally, and for members of the public and other external contacts.
- Ensuring all relevant information is communicated to the Designated Child or Young Person Protection Officers. Quarterly minuted meetings should occur, in order that experiences be shared, updates be given, and issues be raised and dealt with as appropriate.
- Providing guidance on relevant matters to Designated Child or Young Person Protection Officers as and where necessary.
- Representing Chorley Borough Council on local Child or Young Person Protection groups.
- Promoting child or young person protection throughout the Council in conjunction with the directors. For example publicising new editions of the Policy. Delegating the above tasks as and when this proves necessary.
- Receiving and acting upon any reports or incidents of suspected or actual abuse.
- Reporting incidents and seeking advice from the relevant agencies (Police/Children and Young Peoples Services) within 24 hours of receipt of a **Child Protection Incident Reporting Form**
- Advising the referrer of the action they will take (further feedback will only be provided if appropriate).

#### Designated Child or Young Person Protection Officers

This role is that of a Child or young person Protection Officer specific to a given service within Chorley Borough Council. These services are those that have been identified as working with or around children. The persons in these roles are responsible for:

- Receiving reports or incidents of suspected or actual abuse in liaison with the Corporate Lead Child and Young Person Protection Officer where necessary and according to the terms of the Policy.
- Reporting the incident / seeking advice from the relevant agencies within 24 hours of receipt of a **Child Protection Incident Reporting Form**.
- Advising the referrer of the action they will take (further feedback will only be provided if appropriate).
- Ensuring that staff in their directorate are familiar with and work towards any minimum operating standards that have been set in relation to the Policy.
- Passing on records and reports of any incidents of suspected or actual abuse to HR for secure storage.
- Providing guidance on any other relevant matters to staff in their service.
- Acting in support of the Corporate Lead Child or young person Protection as appropriate, and undertaking any necessary actions in their absence.

## CONTACTS

Child and Young Person Protection Role	Post	Work Telephone
Corporate Lead Child or Young Person and Designated Child or young person Protection Officer	Active People Manager (Leisure and Inclusion)	01257 515814
<b>Human Resources</b> Designated Child or Young Person Protection Officer (Contact for staff only)	HR & OD Manager	01257 515186
Monitoring CYP Officer (Contact for issues relating to members only)	Director: Corporate Governance	01257 515102
Designated CYP Officer: People		
Designated CYP Officer: Business		
Designated CYP Officer: Neighbourhoods		
Designated CYP Officer: Finance		
<b>CHILDRENS SOCIAL CARE CHORLEY (LANCASHIRE SOUTH)</b>  (Previously Lancashire Social Services)	<b>CHILDRENS SOCIAL CARE CHORLEY</b> Calder House, Highfield Road North, Chorley, PR7 1DH	<b>TEL: 01257 231 585</b>  <b>EMERGENCY DUTY TEAM: 0845 6021043</b>
<b>Police</b>	Non Emergency Contact  Emergency Contact (if a child is in danger)	<b>0845 1 25 35 45</b>  <b>999</b>

## **Appendix C: Guidance on safe working practices**

The following list outlines important considerations when working directly with children. All members of staff will be made familiar with this on appointment.

- Treat everyone with respect.
- Ensure all have an equal opportunity to participate.
- Do not engage in physical contact without clearly explaining your reasons.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Do not permit abusive activities (e.g. bullying).
- Do not allow yourself to be drawn into inappropriate attention seeking behaviour, but deal firmly and fairly with such behaviour at all times.
- Do not show favouritism to any individual.
- Do not participate in games involving physical contact.
- Do not do things of a personal nature that individuals can do for themselves.
- Do not allow the use of inappropriate language or use it yourself.
- Do not allow allegations to go unchallenged, unrecorded or unreported. Do not take children in your vehicle or into your home.
- Do not allow any one-to-one contact to take place at any time
- Ensure that appropriate clothing is worn by yourself and children participating at all times.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available (where possible).
- Ensure the register is fully complete & that children are marked in and signed out (under 10s must be collected by a parent/carer).
- Ensure you have access to a first aid kit and telephone. If you are on a school site, please be aware of where these are and that you know the fire procedures.
- Ensure that no one takes any photographs or videos of any person without gaining their parent/carers written permission.
- Ensure that all toilet trips and first aid is carried out in pairs/groups or in the latter case where you can be seen.

### **Supervision Ratios**

The supervision of children must be adequate, whether at the organisation's venue or on a journey or visit. The ratio of adults required is dependent on the magnitude of risk and the ability of the group or individual. Relevant Government guidelines and best practice should be adhered to and in the case of sporting activities where required ratios vary from sport to sport, representatives should follow the standards set out by the relevant National Governing Body.



## **Appendix D: Relevant Legislation**

### **The Children Act 1989 (England and Wales)**

The act designed to ensure the welfare and developmental needs of children are met, including their need to be protected from harm.

### **The Children Act 2004**

The Children Act 2004 puts into practice the proposals set out in the Green Paper Every Child Matters (2003) and places a duty on key statutory agencies to safeguard and promote the welfare of children.

The Act embodies five principles that are key to well-being in children and young people and later life:

- Being healthy • Staying safe • Enjoying and achieving • Making a positive contribution
- Achieving economic wellbeing

The Council has a responsibility to provide a safe environment for children and young people in which their welfare is of paramount importance.

### **Criminal Justice and Court Services Act 2000**

Provides a comprehensive definition of working with children. Refers to the responsibility of public bodies to prevent unsuitable people from working with children and provides criminal sanctions for those who breach the disqualification.

[www.opsi.gov.uk/acts/acts2000/20000043.htm](http://www.opsi.gov.uk/acts/acts2000/20000043.htm)

### **The Protection of Children Act 1999**

Creates a framework operating across the different sectors that work with children to identify those considered unsuitable to work with children. Includes listing their names on the PoCA list and the (former) education List 99.

### **Working Together to Safeguard Children (2006)**

A guide to inter-agency working to safeguard and promote the welfare of children (HM Government 2006). Sets out how organisations and individuals should work together to safeguard and promote the welfare of children. Working Together is addressed to organisations that are responsible for commissioning or providing services to children, young people and their carers, and organisations that have a particular responsibility for safeguarding and promoting the welfare of children. [www.everychildmatters.gov.uk/resources-andpractice/IG00060/](http://www.everychildmatters.gov.uk/resources-andpractice/IG00060/)

### **The Police Act 1997**

Changes the route by which employers can check whether a potential employee has committed criminal offences against children, or whether there is a reason for that person to be considered inappropriate to work with children. Contains provision for the creation of the Criminal Records Bureau (CRB) for England and Wales.

[www.opsi.gov.uk/acts/acts1997/1997050.htm](http://www.opsi.gov.uk/acts/acts1997/1997050.htm)

### **The Data Protection Acts 1984 and 1998**

Relate to the recording of information, including information about children. States that information must be obtained fairly and processed lawfully, and shared only in certain circumstances, and kept securely. [www.opsi.gov.uk/acts/acts1998/19980029.htm](http://www.opsi.gov.uk/acts/acts1998/19980029.htm).


### **The Human Rights Act 1998**

Sets out the rights of children to be protected by a series of Articles covering specific areas.

### Sexual Offences Act 2003

Introduced a package of measures to give children the greatest possible protection from sexual abuse, extending the abuse of a position of trust offences and creating a new offence to tackle off line and online grooming.[www.opsi.gov.uk/acts/acts2003/](http://www.opsi.gov.uk/acts/acts2003/)

## Appendix E: Declaration

<p style="text-align: right;"></p> <h3>Declaration</h3> <p>Chorley Borough Council is fully committed to safeguarding the well being of children and young people by protecting them, from neglect, physical, sexual and emotional harm.</p> <p>Working as an employee or volunteer of Chorley Borough Council or as an elected member it is important that you have taken time to thoroughly read the the Council's Child Protection Policy and Procedures.</p> <p>By insisting on awareness of the policy it is our intention to ensure that all representatives are proactive in providing a safe and secure environment for the children and young people to whom we have a duty of care.</p> <p>.....</p> <p><b>Declaration:</b></p> <p>I have read and understood Chorley Borough Council Child Protection Policy, and the Code of Conduct and Procedures and I accept the principles therein.</p> <p>Signed: _____ Date: _____ Name: _____</p> <p>(Please print) Position in Organisation _____</p> <p>This will be kept in your personnel file</p>
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## Appendix F:


<p style="text-align: right;"><b>Chorley</b> Council</p> <h3 style="text-align: center;">Self declaration for contractors engaged in work on behalf of Chorley Borough Council</h3> <div style="background-color: #e0e0e0; padding: 5px; margin: 10px 0;"><p><b>Self declaration for contractors engaged in work on behalf of Chorley Borough Council</b> (To be completed by contractors likely to have contact with children)</p></div> <p><b>Name of Contractor:</b></p> <p>I have read and understood the Council's Child, young person or vulnerable adult Protection Policy and agree to abide by the procedures set out in the document.</p> <p>I confirm that I/we hold a current Child, Young Person or Vulnerable Adult Protection Policy that is available to view on request. <i>(Delete as appropriate)</i></p> <p>I confirm that all workers engaged by the above named contractor and who are likely to come in to contact with children have been subject to the appropriate level of Criminal Records Bureau check as defined by the Criminal Records Bureau guidance.</p> <p><b>Signature:</b></p> <p><b>Name:</b></p> <p><b>Position:</b></p> <p><b>Date:</b></p>
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## Appendix G:

<p style="text-align: right;"><b>Chorley</b> Council</p> <h3 style="text-align: center;"><u>CONFIDENTIAL</u>: Self Disclosure Form</h3> <p><b>Personal disclosure form for all voluntary staff working or in contact with young people on behalf of Chorley Borough Council</b></p> <p>Have you ever been convicted of a criminal offence or been the subject of a Caution or Bind Over Order? Please tick one.</p> <table border="1" style="width: 100%;"><tr><td style="width: 80%;">NO, I have never been convicted of a criminal offence or been the subject of a Caution or Bind Over Order?</td><td style="width: 20%;"></td></tr><tr><td>YES, I have been convicted of a criminal offence or been the subject of a Caution or Bind Over Order?</td><td></td></tr></table> <p>If Yes, please state the nature and date(s) of the offence(s) in the space provided.</p> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div> <p>Signed .....</p> <p>Print name:.....</p> <p>Position:.....</p> <p>Date:.....</p>	NO, I have never been convicted of a criminal offence or been the subject of a Caution or Bind Over Order?		YES, I have been convicted of a criminal offence or been the subject of a Caution or Bind Over Order?	
NO, I have never been convicted of a criminal offence or been the subject of a Caution or Bind Over Order?				
YES, I have been convicted of a criminal offence or been the subject of a Caution or Bind Over Order?				

## Appendix H: Photographic Consent Form

<h3 style="margin: 0;">Consent Form for the use of Cameras and other Image Recorders</h3> <p>Venue/Area:.....          Ref No:.....          Description of Equipment:.....          Surname:..... Fornames:.....          Address:.....          .....          ..... Postcode:.....          Telephone No:.....          Mobile Telephone No:.....          Fax No:.....          Email Address:.....          Name(s) of the subject(s)          1..... 5.....          2..... 6.....          3..... 7.....          4..... 8.....</p> <p>Relationship of the photographer and subject (s).....          .....</p> <p>Reason for taking photographs and/or uses the images are being, or are intended to be put to (i.e. family record/advertising etc)          .....</p> <p>I declare that the information provided is true and correct and that the images will only be used for the purposes stated.          Signed:..... Date:.....          Authorised by:..... Date:.....          Position held:.....</p> <p><small>Under the Data Protection Act 1998 the information that you have provided will be used only for the purposes monitoring camera and image recorder use and will be destroyed at the end of a year.</small></p>	
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<h3 style="margin: 0;">Parental consent form for use of photographic and filming equipment</h3> <p>Please be aware that official event photographers will be in attendance at the <u>add title of event</u>. They will be easily identifiable and will be creating a pictorial record of the event by taking photographs of <u>add details</u>. If, for any reason, you do not wish your child, young person or vulnerable adult/children to be photographed please indicate this by ticking the box below.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> I do not wish my child, young person or vulnerable adult/children to be photographed at the <u>add title of event</u> </div> <p><b>Use of Photographs Consent</b></p> <p>Chorley Borough Council may wish to utilise photographs or video footage that was taken at the event by either the Official Photographer or the Press. If, for any reason, you do not wish photographs or video footage of your child, young person or vulnerable adult/children to be utilised by the aforesaid, please indicate this by ticking the box below.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> I do not wish official photographs or video footage of my child, young person or vulnerable adult/children to be utilised for publicity purposes.         </div> <p><b>Spectators Photography</b></p> <p>All spectators wishing to take photographs at the <u>name of event</u> are required to register their details. Registration will take place at the designated event information points. Once registered, spectators will be given a badge to indicate that they are a 'Registered Photographer'. This badge should be worn visibly throughout the event.</p> <p>Signed ..... (Parent or Guardian)          Date:.....</p>	
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## Appendix I: Useful Contacts/further resources

National Contacts		
<b>The NSPCC Child or Young Person Protection Helpline</b>	Western House 42 Curtain Road London EC2A 3NH	020 7825 2500  <b>Helpline: 0800 800 5000</b> <a href="http://www.nspcc.org">www.nspcc.org</a> Asian Helpline: 0800 096 7719 Deaf User's Text phone: 0800 056 0686
<b>Child or Young Personline UK (Childline)</b>	Freepost 1111 London N1 OBR	0800 1111 <a href="http://www.childyoungpersonorvulnerableadultline.org">www.childyoungpersonorvulnerableadultline.org</a>
<b>Sports Coach UK</b>	114 Cardigan Road Headingley Leeds LS6 3BJ	0113 274 4802 <a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>
<b>Criminal Records Bureau (CRB)</b>	P0 Box 110, Liverpool, L69 3EF	0870 9090811 <a href="http://www.crb.ciov.uk">www.crb.ciov.uk</a>
<b>NSPCC Child Protection in Sport Unit</b>	NSPCC National Training Centre 3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 <a href="http://www.sportprotects.org.uk">www.sportprotects.org.uk</a>
<b>British Association for and Counselling and Psychotherapy</b>	BACP House, 35-37 Albert Street, Rugby, Warwickshire, CV21 25G	0870 443 5252 E-mail: <a href="mailto:bacp@bacp.co.uk">bacp@bacp.co.uk</a> <a href="http://www.bacp.co.uk">www.bacp.co.uk</a>

Local Contacts		
<b>Local Authority Sports Development Officer</b>	Chorley Borough Council	01257 515816
<b>Lancashire Safeguarding Board (LCSB) Local Children</b>		<a href="http://www.lancashire.gov.uk/education/safe_child_board/documents/pdf/05_11_07_LSCP_chapter_02.pdf">http://www.lancashire.gov.uk/education/safe_child_board/documents/pdf/05_11_07_LSCP_chapter_02.pdf</a>

### Further reading

**What to do if you are worried a child or young person or is being abused:** 2003 DoH  
[www.dh.gov.uk/assetRoot/04/06/13/03/04061303.pdf](http://www.dh.gov.uk/assetRoot/04/06/13/03/04061303.pdf)

**Every Child Matters 2003:** HMSO [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

**Working Together to Safeguard Children Guidance 2006:**  
[http://www.everychildmatters.gov.uk/\\_files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf](http://www.everychildmatters.gov.uk/_files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf)

**Lancashire Local Safeguarding Children Board PROCEDURES:**  
[http://www.lancashire.gov.uk/education/safe\\_child\\_board/documents/pdf/05\\_11\\_07\\_LSCP\\_chapter\\_08.pdf](http://www.lancashire.gov.uk/education/safe_child_board/documents/pdf/05_11_07_LSCP_chapter_08.pdf)