Safeguarding policy and Procedures

*Throughout our policies the term ‘Partner’ referred purely to Outdoor Educational Providers who are providing facilities and we are working within their Adventure Activities License and operating procedure.

**Throughout our policies the term ‘Associate’ refers to self-employed workers who are working with Dyslexia Adventures who are engaged by Dyslexia Adventures to provide support, training and/or supervision.

***‘Working in partnership’ means working with an Outdoor Educational Provider

****‘Working independently’ means working in situations where Dyslexia Adventures is providing workshops or activities where an adventure activities license is not required (i.e. working with age 18+ or activity is not included in the Adventurous activities regulations or a parent/guardian are present).

It is the policy of Dyslexia Adventures to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

Policy statement

We in Dyslexia Adventures are committed to a practice, which protects children from harm.

Workers and Associates with this organisation accept and recognise their responsibilities to develop awareness of issues, which cause children and young people harm.

We will endeavour to safeguard children and young people by –

- Adopting child protection guidelines through a code of behaviour for workers and associates.
- Sharing information about child protection and good practice with children, parents, workers and associates.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of associates and partners.
- We are also committed to reviewing our policy and good practice at regular intervals.

This policy believes in the following principles:

- The welfare of children and young people is paramount
- All children and young people without exception have the right to protection from abuse
• All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and all people working with *Dyslexia Adventures* have a responsibility to report concerns.

**Procedures**

**Worker Awareness and Training**

People have a responsibility to be vigilant and sensitive and to prioritise the protection of young people. All people working with *Dyslexia Awareness* must be aware of this policy and the procedures that ensure child protection.

**o Induction**

Each new associate is made familiar with *Dyslexia Adventures*’s policies and procedures including the Safeguarding Policy and Code of Behaviour.

**o Training**

People are to:

- Maintain their awareness of child protection issues
- Identify their personal training needs
- Appropriate concerns and challenges are to be made in accordance with *Dyslexia Adventures* or partners stated procedures
- In the event of a referred child protection issue arising, Associates must follow the stated procedures.

*Dyslexia Adventures* will support people in all child protection issues with information, guidance, and via the designated Child Protection worker. When working with a partner, the overriding child protection policy will be that of the partner. When working independently i.e. coaching or working in the presence of parents or with over age 18 clients, the overriding child protection policy will that of Dyslexia Adventures.

The Child Protection Officer for Dyslexia Adventures is Tom Marvan, Director.

**Guidelines for all Dyslexic Adventures staff and Associates:**

**Attitudes**

Staff and Associates should be committed to:

- Treating children and young people with respect and dignity
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person
By Example

- Workers and Associates should endeavour to provide an example, which we would wish others to follow.
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person’s right to privacy

One to One Contact

Workers and associates should:

- Not spend excessive amounts of time alone with children, away from others.
- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible and to activate the Lone working procedure (See Lone Working Policy).
- If privacy is needed, ensure that other workers are informed of the meeting and its whereabouts

Physical Contact

Workers and associates should never:

- Engage in sexually provocative or rough physical games, including horseplay.
- Do things of a personal nature for a child or a young person that they can do for themselves.
- Allow, or engage in, inappropriate touching of any kind.

General

Workers and associates should:

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes.
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun.

Relationships

Workers and associates who are involved in relationships with other workers or associates should ensure that their personal relationships do not affect their role within Dyslexia Adventures or the work of Dyslexia Adventures.

Relationships with Young People

Workers or associates MUST NOT engage in personal relationships of any kind with young people they have met through their work.

Information about the legal status of being a worker with young people:

The Sexual Offences Act 2003

The Act provides a comprehensive legislative framework for sexual offences. It covers offences against adults (including people with mental disorders), as well as offences against children and sexual offences within the family. These offences include: sexual activity with a child such as physical contact 'touching';
causing or inciting a child to engage in sexual activity; or engaging in sexual activity in the presence of a child.

**You are in a position of trust!**

Anyone who is responsible for supervising members under the age of 18 is deemed to be in a position of trust. Anyone over 18 and in a position of trust is potentially affected by the Sexual Offences Act 2003. This means that when you work with young people under 18 as a worker or volunteer then the legal age of consent for sexual activity is 18. This is a particularly important area of legislation for young leaders who may be around this age and working in their own communities. If there are any questions you have or concerns it is important that you speak with your Line Manager as soon as possible.

**E lecting people for positions of trust?**

The position of trust is not a separate role. It describes the position of those members who are responsible for supervising under-18s and can't simply be delegated to someone.

**What is classed as ‘being in a relationship’?**

The law classes a relationship as anything from a one-night relationship to long term and from touching to penetration.

**W hen does the law not apply?**

When the people involved in the relationship are married, or where the relationship existed before the adult took a club officer role or position of trust.

**What if the parents are happy with the relationship between an adult leader and a member?**

Parental approval does not override the law. If reported for investigation the adult member could still be breaking the law.

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**Recruitment of workers, partners and associates to Dyslexic Adventures**

In order to ensure the health, welfare and safety of vulnerable adults and young people, people must be COMPETENT to do the job and SUITABLE for the job.

COMPETENCE may be a pre-requisite for the position and evidence of relevant experience, training and/or qualifications will be required. If not a pre-requisite, competence may be gained by relevant training.

SUITABILITY checks will be made on associates who apply to work with and who will have regular access to vulnerable adults and young people through Dyslexic Adventures activities. In addition to workers employed and checked by partner organisations Dyslexia Adventures will also work with associates, they will show evidence of competence and current DBS checks to Tom Marvan.

The checks for suitability of associates will entail two approved forms of identification and an enhanced DBS check which is current within two years.

**Procedure on receiving DBS information**

- If the disclosure confirms information that Dyslexia Adventures have already taken into account since the applicant has previously revealed it, then Dyslexia Adventures will not rescind the offer of work.
- If there are discrepancies between the information that the applicant has provided and the information on the disclosure then further consideration will be necessary. Dyslexia Adventures will discuss any new matters with the applicant before making a final decision.
- If someone is convicted of one of the Schedule Four offences (see note 6) they will be unsuitable for work with children and young people.
Sharing information about safeguarding and good practice with children and workers

Good communication is essential in any organisation. In *Dyslexia Adventures* every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them. *Dyslexia Adventures* will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties. (See Complaints Policy)

When sharing information, workers with *Dyslexia Adventures* will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents

Parents / persons with parental responsibility are ultimately responsible for their children’s welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- Publicising information on all our work.
- Publishing the named Designated Child Protection Person(s) and how to make a complaint.

Workers and associates working with Dyslexia Adventures

As an organisation, which offers support and guidance to children and young people, it is imperative that each person working with *Dyslexia Adventures* is aware of their responsibilities under the Child Protection legislation and has a working knowledge of *Dyslexia Adventures* procedures.

Other Bodies

A copy of our Safeguarding Policy will be made available to any other appropriate body.

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**Action To Be Taken If A Child Protection Issue Arises Or Is Suspected**

ALL INFORMATION MUST REMAIN CONFIDENTIAL, and the data protection policy adhered to.

- If there are obvious signs of abuse (see notes 1 and 2) the case must be REFERRED IMMEDIATELY, by telephone to social services (see note 3). DO NOT DELAY. The receiving authority will offer immediate guidance.
- If there is some suspicion, concern or need for advice or information, people can contact Tom Marvan who is the project’s child protection person. The decision to refer or not will remain with the individual worker.
- However, if the person with whom you have consulted has grave concerns and understands that you may not intend to refer on, they may act on the information that has been supplied.
- A report of the incident should be made on *Dyslexia Adventures's* Child Protection Incident report form (note 4) and this should be witnessed.
The following notes will help when completing the form:

- A description of the activity which has led to the presenting cause for concern
- Circumstances e.g. Bruising, inappropriate sexual behaviour, poor standards of cleanliness (see Child Protection Handbook for more detail); signs which may suggest deliberate injury, neglect and failure to thrive, emotional abuse or sexual abuse (see notes 1 and 2)
- Details of any marks – draw diagrams
- Details of any comments made by the young person.
- Do not question or investigate at this stage
- Details of worker’s/witness’ observations of young person’s behaviour

Sharing Information about concerns with agencies who need to know and involving parents and children appropriately.

In any case where an allegation is made, or someone has concerns, a record should be made.

DESIGNATED CHILD PROTECTION PERSONS

For reasons of confidentiality the only people who need to know this information are the following Designated Child Protection Person – Tom Marvan. When working with partners Tom and other staff will report to the partners dedicated Child Protection Officer.

The following notes will help when responding to the young person:

**DO**

- Believe what you are being told and acknowledge this
- Explain who you have to tell and why
- Recognise how difficult this situation may be for the child and say so
- Reassure the young person that what has happened is not their fault and you are pleased they shared it with you
- Explain that abuse happens to many other people – not to minimise, but to reassure
- Remember the abuser is responsible
- Any body language of yours that expresses distaste may have to be explained to the young person
- Involve a witness if possible

**DO NOT**

- Agree to keep secrets
- Make promises you cannot keep
- Interrogate the young person with lots of questions – obtain the facts, which should be observable and not include speculation, interpretations or recommendations
- Doubt what is being said – it has probably taken a great deal of courage to speak out
- Make the young person feel responsible by inappropriate verbal and non-verbal responses
- Panic – listen to the child, then contact the designated person
- Make an individual decision not to refer
GOOD PRACTICE WHEN WORKING WITH YOUNG PEOPLE

DO treat everyone with respect
DO provide an example you wish others to follow
DO ensure that the ratio of qualified/experienced adult workers to young people is appropriate to the activity.
DO respect a young person’s right to personal privacy.
DO have appropriate sleeping accommodation for separate genders and adults and young people.
DO provide opportunities for young people to talk to others about any concerns they may have.
DO encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they find unacceptable.
DO remember someone else might interpret your actions, no matter how well intentioned.
DO recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.

DO NOT work alone.
DO NOT permit abusive youth peer activities (EG: racism, bullying or homophobia.
DO NOT engage in any inappropriate physical or verbal contact.
DO NOT make derogatory or suggestive remarks or gestures.
DO NOT jump to conclusions about others without checking the facts.
DO NOT exaggerate or trivialise child protection issues.
DO NOT allow yourself to be drawn into any inappropriate attention seeking behaviour such as crushes.
DO NOT show favouritism to any individual.
DO NOT rely on just your good name to protect you.
DO NOT believe that “it could never happen to me.”
DO NOT take a chance.
### Signs and Symptoms

<table>
<thead>
<tr>
<th>Physical Abuse</th>
<th>Emotional Abuse</th>
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<tbody>
<tr>
<td><strong>Physical Signs:</strong></td>
<td><strong>Physical Signs:</strong></td>
</tr>
<tr>
<td>Any bruising on a baby</td>
<td>Failure to thrive</td>
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<tr>
<td>Multiple bruising other than on the shins</td>
<td>Erratic weight and growth patterns</td>
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<tr>
<td>Bruises and scratches to face and head</td>
<td>Frozen awareness</td>
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<tr>
<td>Bilateral black eyes</td>
<td>Psychosomatic illness</td>
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<tr>
<td>Torn upper lip fraenulum</td>
<td>Developmental delay</td>
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<tr>
<td>Fingertip bruising on front and back of chest</td>
<td><strong>Behavioural Signs:</strong></td>
</tr>
<tr>
<td>Corresponding finger marks on both cheeks</td>
<td>Self-mutilation</td>
</tr>
<tr>
<td>Finger marks or hand weals on any part of the body</td>
<td>Wetting and/or soiling day or night in school age children</td>
</tr>
<tr>
<td>Bite marks anywhere</td>
<td>Withdrawn behaviour</td>
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<tr>
<td>Ligature marks</td>
<td>Aggression</td>
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<tr>
<td>Weal marks and bruising as a result of a beating</td>
<td>Difficulty in forming relationships</td>
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<tr>
<td>Cigarette burns</td>
<td>Bizarre behaviour</td>
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<tr>
<td>Linear burns</td>
<td>Unexplained under achievement in school</td>
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<tr>
<td>A burn showing the mark of an object, such as an iron</td>
<td>Inappropriate seeking of attention</td>
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<tr>
<td>Scalds inconsistent with an accident</td>
<td>Escape attempts, e.g. running away, sleeping out</td>
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<tr>
<td>Fractures to a non-ambulant child</td>
<td>Suicide attempts or substance misuse</td>
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<tr>
<td>Spiral or multiple fractures of different ages</td>
<td>Elective mutism</td>
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<tr>
<td>Head injury, often with finger tip bruising</td>
<td>Neglect</td>
</tr>
<tr>
<td>Ear injuries/bruising</td>
<td>Voracious appetite</td>
</tr>
<tr>
<td>Poisoning</td>
<td>The child thrives away from home</td>
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<tr>
<td>Suffocation</td>
<td>The child is unresponsive</td>
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<tr>
<td>Induced Illness Syndrome/Munchausen’s Syndrome by Proxy</td>
<td>Chronic listlessness</td>
</tr>
<tr>
<td>Faltering or static weight gain and growth</td>
<td>Child left unsupervised, unattended or without adequate provision</td>
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<tr>
<td>Child left unsupervised, unattended or without adequate provision</td>
<td>Inadequate or inappropriate clothing</td>
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<tr>
<td>Inadequate or inappropriate clothing</td>
<td>Smelly and dirty appearance</td>
</tr>
<tr>
<td>Smelly and dirty appearance</td>
<td>Untreated conditions</td>
</tr>
</tbody>
</table>
Sexual Abuse

Any, even minor, injury or bruising in the anal or genital areas (protected normally by legs)
Anal or genital soreness, bleeding, discharge
Recurring genito-urinary infection
The finding of pregnancy or venereal disease is a strong indicator of child sexual abuse. Behavioural problems vary with age and may include:
Sudden onset of bed wetting or soiling, day or night
Sleep disturbances such as nightmares or refusing to sleep alone
Inappropriate sexual play
Explicit sexual knowledge especially in younger children
Excessive masturbation
Promiscuous attention seeking behaviour
Escape attempts, e.g. running away, sleeping out, suicide attempts or substance misuse
Self-Mutilation
Eating disorders such as Bulimia and Anorexia
Persistent abdominal pain and headaches without obvious cause
Child Protection Incident Report Form

Date: _____________  Place: ________________________________
Time: ______________

Reporter: name: ______________________  Position: ________________
Address: ______________________________________________________
Contact details: Tel. _______________  Email. _______________________

Young person: name: ______________________  d.o.b. ________________
Address: ______________________________________________________
Contact details: Tel. ____________________________________________

Signed: _______________________________  Date: ________________
Witness Name:______________________  Date: ________________  Signature: ____________
Witness Position: _________________________________
Contact Details: Tel. _______________  Email: _______________________

Notes:
Note 6
People banned from working with children and young people under the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000
  o People on the Dfes list 99
  o People on the Doh list
  o People aged 18 or over convicted of specified offences against those 18 and under and given a hospital or guardianship order or custodial sentence of 12 months or more (suspended sentences 12 months or more are treated as qualifying sentences)

Schedule Four Offences
  o Murder or Manslaughter
  o Rape or burglary with intent to commit rape
  o Grievous bodily harm
  o Cruelty to children
  o Kidnapping, false imprisonment and abduction
  o Indecent assault on a man or woman
  o Sexual intercourse with a girl aged 13 – 16
  o Buggery with a child under 16
  o Indecency between men
  o Abuse of trust
  o Incest and related offences
  o Assault with intent to commit buggery
  o Indecency with children under the age of 14
  o Offences relating to or encouraging child prostitution
  o Offences relating to child pornography