

Class 13 Safeguarding Policy Statement

Version: 2.0

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Policy owner: Curtis Worrell

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1. General

1.1 Application

- 1.1.1 This policy is applicable to all staff and volunteers at Class 13.
- 1.1.2 Class 13 is committed to creating an environment in which young people involved in our work are safe from abuse and any suspicion or allegation of abuse is taken seriously, treated in confidence and appropriately and promptly dealt with.
- 1.1.3 Class 13 requires all staff and volunteers to be aware of this policy, support it and act with the interests of young people as paramount. Class 13 staff and volunteers should always show respect and understanding for the rights, safety and welfare of the children and young people they are working with. Safeguarding awareness will be a required part of the induction process and Managers must ensure all new staff working directly with young people receive, read and understand this policy, which will be reviewed biennially. Appropriate training and support will be given to staff to enable them to deal with safeguarding issues effectively.

1.2 Review of this policy

- 1.2.1 This policy will be reviewed biennially, or upon material changes in practice, or changes in regulation or legislation.

1.3 Policy Breaches

- 1.3.1 Breaches of this policy will be reported to the Safeguarding Lead, Sean Rumsey.

1.4 Associated Policies and Related Documents

- 1.4.1 This policy should be read in conjunction with the following documents: Confidentiality Policy, Health and Safety Policy and Lone working Policy.

1.5 Definitions

- 1.5.1 Designated Safeguarding Lead - The person responsible for dealing with any safeguarding concerns within Class 13.
- 1.5.2 Children/Young People - Persons aged 18 or under.
- 1.5.3 DBS - Disclosure and Barring Service
- 1.5.4 CHSCB - City & Hackney Safeguarding Children Board
- 1.5.5 Staff - Permanent or sessional workers who are paid employees of Class 13.
- 1.5.6 Volunteers - Unpaid workers including but not limited to Trustees, mentors, intermittent office support workers and fundraisers.
- 1.5.7 Workers - People who work with young people, whether as a staff member or volunteer mentor.
- 1.5.8 LADO - Local Authority Designated Officer

2. Introduction

- 2.1.1 This policy adheres to the HM Government guide Working Together to Safeguard Children, March 2015.

- 2.1.2 The guide states that safeguarding children and protecting them from harm is everyone's responsibility. Everyone who encounters children and families has a role to play.
- 2.1.3 Safeguarding and promoting the welfare of children is defined in the guide as:
 - o Protecting children from maltreatment;
 - o Preventing impairment of children's health or development;
 - o Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
 - o Acting to enable all children to have the best outcomes.
- 2.1.4 Staff and volunteers working at Class 13 are responsible for ensuring that they fulfil their role and responsibilities in a manner consistent with the statutory duties of Class 13.

3. Commitments

- 3.1.1 Class 13 is committed to child protection and to safeguarding young people's welfare.
- 3.1.2 Class 13 believes that all children and young people regardless of their ethnicity, race, gender or sexuality have the same right to protection.
- 3.1.3 Class 13 defines child abuse as neglect; physical, sexual or emotional harm; bullying.
- 3.1.4 Class 13 staff and volunteers should, at all times, show respect and understanding for the rights, safety and welfare of the children and young people they are working with.

4. Objectives

- 3.1.1 To set out the principles and procedures that Class 13 should follow to meet their responsibilities to safeguard young people involved with their services, maximise protection from abuse and to ensure that anyone who has been abused receives support and protection from further abuse.
- 3.1.2 To ensure that all staff and volunteers are familiar with the government's definition of safeguarding children, understand their responsibilities and how to recognise and minimise the risk of abuse.
- 3.1.3 To ensure staff and volunteers are aware of the appropriate recording, reporting and information retention procedures for safeguarding issues.
- 3.1.4 To ensure a multi-agency approach is followed when dealing with safeguarding incidents or alleged incidents.

5. Minimising Risk

- 4.1.1 Class 13 will ensure it safeguards young people in the following way

4.2 Staff

- 4.2.1 Ensuring that all Class 13 staff and volunteers working with young people undergo an enhanced DBS check, which shall be repeated every 2 years, and are not barred from working with young people under the Safeguarding Vulnerable Groups Act (SVGA) 2006.
- 4.2.2 Ensuring that all Class 13 staff and volunteers receive appropriate safeguarding training.
- 4.2.3 Giving appropriate information to staff at all venues we visit, about what we do and what can be expected from us and them and where appropriate ensuring seamlessness between their safeguarding policies and procedures and our own or clarity of process where different procedures apply between or amongst different organisations.
- 4.2.4 Ensuring that all Class 13 staff and volunteers are aware of what constitutes appropriate and inappropriate behaviour with and towards young people.
- 4.2.5 All posts working with children and young people will be exempt from the Rehabilitation of Offenders Act 1974.

- 4.2.6 Other people (including interns, volunteers and Trustees,) wishing to assist directly or indirectly in work with young people must be prepared to undertake a DBS check (and where and when appropriate provisions are in place and compulsory according to law, must register with the DBS under the Vetting and Barring Scheme). This will be clearly explained to all those expressing a wish to volunteer.

4.3 Training

- 4.3.1 Class 13 will offer training to staff / volunteers whose work mainly brings them into contact with young people so that they are able to recognise the symptoms of possible physical, emotional, sexual and secondary abuse and neglect. All staff will also do annual refresher training.

5 Categories of Abuse

5.1 Definitions of Abuse

- 5.1.1 Abuse and the main categories of abuse, as defined in Working Together to Safeguard Children, March 2015, are included below.

5.1.2 Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

5.1.3 Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

5.1.4 Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development

5.1.5 Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, and non-contact activities, such as involving children in looking at, or in the production of, sexual images.

5.1.6 Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

5.2 Other forms of harm

- 5.2.1 Staff and volunteers should also be alert to and report concerns about the following forms of harm.
- 5.2.2 Bullying/ Cyber Bullying - Bullying that happens online, using social networks and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.
- 5.2.3 Child Sexual Exploitation (CSE) - Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited. This can begin as online grooming.
- 5.2.4 Child Trafficking - A child, considered to be merchandise, can be moved from one country to another or within a country's own borders for the purposes of exploitation.

- 5.2.5 Female Genital Mutilation (FGM) - Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.
- 5.2.6 Radicalisation – Radicalisation can take many forms; far right fascist groups, religious fundamentalism, or any kind of politically/culturally motivated acts of violence.

6 How to Respond to signs and suspicions

6.1 Responding appropriately to suspicions of abuse

- 6.1.1 If abuse is reported to, suspected, alleged or witnessed by any member of staff or volunteer, they must follow the reporting procedures below and record the incident using the form attached as Appendix C.
- 6.1.2 If a child or young person is at immediate risk, the emergency services may also need to be contacted.

6.2 Keeping appropriate records

- 6.2.1 Confidential records on young people relating to safeguarding incidents will be kept safely on a password protected electronic file with restricted access.

6.3 Support to families

- 6.3.1 Class 13 will provide appropriate information to parents and families, so they understand our role and responsibilities in relation to safeguarding and promoting the wellbeing of young people we work with.
- 6.3.2 Where abuse at home is suspected or under investigation, we will continue to work with the young person and parents while investigations continue, with the proviso that the safety of the young person must always be paramount.

6.4 Recognising abuse

- 6.4.1 All staff, volunteers and those working directly with young people at Class 13 have a responsibility to be aware of possible signs / symptoms of abuse and a duty to report immediately any concerns they may have for any reason with respect to any person.
- 6.4.2 All staff and volunteers should be alert to any concerns relating to the wellbeing of the young people they are working with, not only signs of abuse or neglect. They should also be vigilant to the channels through which young people could be exposed to risks, such as through social media or the internet.
- 6.4.3 You may become aware of potential abuse in a number of ways:
- The young person's behaviour and / or appearance give rise to concern.
 - They have physical or other injury which could possibly have been caused through abuse.
 - The young person or another person makes an allegation of abuse.
 - You may directly witness abuse.
 - Abuse may come up in conversation. In this situation, you must stop the conversation and involve the appropriate person (The Designated Safeguarding Lead) and let the young person know.
- 6.4.4 YOU MUST ACT ON ANY CONCERNS NO MATTER HOW SMALL.

6.5 Responding to a young person who makes an allegation of abuse

- 6.5.1 A young person may make an allegation of abuse against a parent, carer, another child or professional.
- 6.5.2 General Points for responding to a young person who makes an allegation of abuse are set out below.
- Keep calm – do not appear shocked or disgusted
 - Accept what the young person says without passing judgement

- Let the young person know you will need to tell someone else, don't promise confidentiality
- Don't push for information or question the young person
- If at any point a young person decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

6.5.3 Concluding the conversation

- Reassure the young person that they were right to tell you
- Let them know what you are going to do next and tell them that you will let them know what is happening at each stage.

6.6 What to do after the conversation

6.6.1 Make notes about the conversation as soon as possible after the discussion.

- Record **exactly** what the young person said, using their words
- Record when they said it and what was happening immediately beforehand.
- Note the time, date and location of the disclosure and name any other people present.
- If the initial note is handwritten, keep it and type it up as soon as possible.

6.6.2 If you are a parent/carer, you should inform the Designated Safeguarding Lead, (see section 11 for contact details) as soon as possible of any concerns.

6.6.3 If you are a member of Class 13 staff, you should inform the Safeguarding Lead immediately of any concerns. You should provide all relevant written records.

6.6.4 The Designated Safeguarding Lead should;

- ⇒ Inform the Child protection officer at the school the young person attends / or contact the LADO.
- ⇒ Consider whether it is appropriate to refer the matter to Social Services.
- ⇒ Contact the LADO if allegations are against staff or volunteers.

6.6.5 Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Designated Safeguarding Lead as to the appropriateness of a referral to the Social Services, that person retains a responsibility as a member of the public to report serious matters to the Social Services, and should do so without hesitation.

6.6.6 Do not try to investigate the claims further– this could lead to contamination of the evidence and could jeopardize any Police investigation and criminal prosecution activity.

6.7 Recording

6.7.1 Where abuse is suspected or witnessed, it is important to record information accurately and fully on the form attached as Appendix C. (If you do not have access to the form you should still record the information immediately either by hand or a password protected word document.)

6.7.2 You should take the following steps:

- Any discussion(s) with the young person should be noted accurately and as soon after the discussion as possible.
- Where the allegation involves a member of staff/volunteer, it is preferable that two members of staff or a senior member of staff is present when taking details of the allegation.
- Remember that an allegation of child abuse may lead to a criminal investigation so don't do anything that may jeopardise a police investigation such as asking leading questions or attempting to investigate the allegations of abuse.

6.7.3 Every incident should be recorded in the Safeguarding Incident Record Sheet as soon after the incident is reported as possible. The Designated Safeguarding Lead should review the sheet weekly to ensure that all incidents are being recorded and dealt with appropriately. The Safeguarding Incident Record Sheet is presented to the Board of Trustees at each Trustee meeting as part of the Safeguarding board paper.

7 Class 13 Designated Safeguarding Lead

7.1 The Designated Safeguarding lead

- 7.1.1 The Designated Safeguarding Lead for Class 13 is named and contact details provided in section 11.
- 7.1.2 In addition to responsibilities outlined in reporting procedures below, the named person will deal with any concerns raised by parents, police, Social Services or the Board of Trustees.

7.2 Liaison with other bodies

- 7.2.1 The Designated Safeguarding Lead or appropriately trained DSL deputies at Class 13 will liaise with schools, Social Services teams and other professionals as appropriate to ensure co-ordinated approaches and actions.

7.3 Additional Reporting procedures

- 7.3.1 The Project Manager or Line Manager (as the case may be, depending on whether the person reporting the concern or abuse is a volunteer or member of staff) is responsible for liaising with the Class 13 Designated Safeguarding Lead and should forward relevant records including the registration form of the young person at risk.
- 7.3.2 It is the duty of the Designated Safeguarding Lead receiving reports of safeguarding concerns to ensure that the steps and guidance outlined in this policy, local procedures and procedures on record keeping are followed. In the absence of the Designated Safeguarding Lead, then Curtis Worrell will take on the responsibility of this role.
- 7.3.3 The Designated Safeguarding Lead will gather all relevant information or observations in order to create a confidential log. The log should be factual, and each entry include times and dates.
- 7.3.4 Written notes should be taken at any meetings held including any action to be taken with responsibilities and timescales defined.
- 7.3.5 If parents / carers have been involved in the meeting, a copy of the notes should be agreed with and shared with them.
- 7.3.6 The exception to this is in cases where there is a concern that the young person may run away or be put in or be in fear of significant danger, in which case it is appropriate that no consultation with the parents or carers takes place.
- 7.3.7 The Project Manager or Line Manager (as appropriate) will inform the Designated Safeguarding Lead of all concerns and action taken. They will make a joint decision about any subsequent action including referral to Social Services with the young people's needs remaining paramount.
- 7.3.8 If concerns remain that there is a safeguarding issue, the local Social Services office will be informed via a phone conversation and the relevant Social Services referral form. Contact details can be found in section 11.
- 7.3.9 In general, concerns should be shared with the child / young person, as appropriate to their age and understanding and with parents / carers and agreement sought for referral to Social Services unless it is felt that this discussion would place the young person at risk of significant harm.
- 7.3.10 Social Services then have a legal duty to make further enquiries and conduct any investigations required.
- 7.3.11 If at any time it is felt that the young person is in immediate danger, staff or volunteers should seek assistance from police or other emergency assistance by dialling 999.
- 7.3.12 You should ensure that you follow Class 13 policy on confidentiality and record keeping and information is shared on a 'need to know basis' to ensure the safety of the young person.

7.4 Allegations involving members of staff (paid and voluntary)

- 7.4.1** If abuse by a member of staff or volunteer is reported to, suspected, alleged or witnessed by any member of staff or volunteer, they must report the matter immediately to the Designated Safeguarding Lead.
- 7.4.2** If the Designated Safeguarding Lead is absent or is the subject of the allegation, reports should be made to Curtis Worrell.
- 7.4.3** The Designated Safeguarding Lead or Curtis Worrell will inform the Social Services team, including the Local Authority Designated Officer, immediately of allegations made against staff. Where the allegation is made out of hours, the report should be made to the emergency duty team or the police. If neither the Designated Safeguarding Lead nor Curtis is available and the matter is urgent the member of staff or volunteer should contact Social Services or the Police direct (Section 11).
- 7.4.4** The person to whom the allegation is first made should make a written record of the information (where possible in the young person's /adult's own words) using the form at Appendix C.
- 7.4.5** Where a volunteer is the subject of the allegation, they may be suspended from any further contact with Class 13 until such time as the matter has been dealt with and a senior Manager has reached a final decision.
- 7.4.6** In the case of staff, consideration may be given to suspension under Class 13 Disciplinary Procedures. It should be considered in any case where:
- There is cause to suspect a young person is at risk of significant harm;
 - The allegation warrants investigation by the police;
 - The allegation is so serious that it might be grounds for dismissal.
 - If the allegations were confirmed, it would be deemed gross misconduct.
- 7.4.7** Class 13 will follow guidance agreed at any safeguarding strategy meetings that are called.

7.5 Substantiated allegations

- 7.5.1** If the allegation is substantiated and the person is dismissed, the employer ceases to use the person's services, or the person resigns or otherwise ceases to provide their services, Class 13 should agree with Social Services further action to be taken and by whom.

7.6 Staff and Volunteer behaviour in relation to children and young people

- 7.6.1** Staff and volunteers need to be aware of the potential risk of their actions and behaviour being misinterpreted by young people. To minimise this risk, the following guidelines should always be followed:
- Staff should avoid any unnecessary form of physical contact with young people.
 - First Aid should normally only be administered while an adult witness is present.

7.7 Whistleblowing

- 7.7.1** Whistleblowing is when an employee raises a concern about malpractice or a dangerous activity that they are aware of through their work. Class 13 encourages staff to raise concerns about safeguarding young people with us in the first instance.

8 Good Practice Guidelines

8.1 Planning and Organising the Work

- 8.1.1** More Than One Worker
- 8.1.1.1** There should always be more than one worker for any regular activity with young people aged 16 and under, including group work, no matter how small the group.
- 8.1.1.2** At least one worker must be 18 years old.
- 8.1.2** Worker / Young Person Ratios

- 8.1.2.1** The following guidelines are absolute minimums. When assessing how many workers are needed, workers', young people's and the general public's safety must be taken into consideration first and then the ability to look after property / buildings being used and workers increased appropriately to ensure this.
- 8.1.2.2** Recommended numbers of workers to young people according to their age:
- 8.1.2.3** In a building:
For young people aged 9 to 15 years old – 2 workers for the first 14 young people followed by 1:10
For young people aged 16 and over – 2 workers for the first 20 young people, followed by 1:12
- 8.1.2.4** On trips out:
For young people aged 10 to 15 years old – 2 workers for the first 14 young people followed by 1:8
For young people aged 16 and over – 2 workers for the first 16 young people, followed by 1:12 (Note: number of workers may depend on number of vehicles in use)
- 8.1.2.5** Residential trips:
For young people aged 10 to 15 years old – 2 workers for the first 10 young people followed by 1: 6
For young people aged 16 and over – 2 workers for the first 12 young people followed by 1: 8
- 8.1.2.6** On residential trips, there MUST be a worker of the same gender as the young people present.

8.2 Work Activities

- 8.2.1** 1-2-1 meetings should be conducted in a public place or a designated room within the school.
- 8.2.2** Occasionally, young people or young adults may invite staff into their home. Staff may accept the invitation if there are other adults in the house. If staff enter a young person's house at the invitation of a young person, they should be sensitive to how other family members might respond to this invitation. They should only enter 'communal' rooms and should under no circumstances enter a young person's bedroom.
- 8.2.3** If the young person is alone in the house, staff should decline an invitation into the house, unless, in an extreme circumstance, staff consider it is more dangerous to leave the young person in the house on their own. If the young person is 14 and over and wants to talk, then staff may suggest meeting in a more public venue, suggesting the young person informs their parents as to their whereabouts.
- 8.2.4** If a young adult/parent invite staff into the house, they should be alert to the possibility that there may also be children in the house and, if they are on their own, they should ensure they are not left alone in a room with a child.

8.3 Administration of Activities, Consent and Medical Information

- 8.3.1** Consent: For Trips and Residentials
- 8.3.1.1** Young people aged 17 and under MUST have a consent form and medical information form signed by a parent or guardian to participate in project activities involving trips out or residential trips. A young person is NOT permitted to go on a trip or residential with the project without written parental/guardian consent and medical information.
- 8.3.1.2** Young people aged 17 and under must have a consent and medical information form signed by parents or guardians for hazardous activities, trips outside of their local area and its environs and for residential trips. Good practice would suggest that even when consent is not required, workers make every effort to check that parents / guardians know that their child/young person is on a trip with Class 13.
- 8.3.2** Consent: For Activities in a Building
- 8.3.2.1** Ideally, young people attending building-based activities should have completed consent and medical information forms. However, for advertised activities in a local building, where requesting full consent forms is not appropriate, young people should register their attendance and should provide the following;
- Name
 - Date of birth
 - Address
 - Home phone number
 - Name of parent / carer and contact details
 - Their signature.

- 8.3.2.2** An attendance register should be completed for all young people in the building, as they enter, for Health and Safety purposes. Staff might also want to consider asking young people to agree to working co-operatively and within building guidelines, through adding an appropriate sentence which young people sign agreement with.

8.4 Medical Information and First Aid

- 8.4.1** All young people regularly participating in project activities must have completed and signed a medical information form before they can attend trips, hazardous activities and residential trips. If 18+, this can be signed by themselves, if under 18, it must be signed by a parent/guardian. The medical information should include:
- Young person's name
 - Date of birth
 - Parent's/carer's name
 - Home address
 - Phone number
 - Emergency contact name and phone number
 - Name and address of doctor
 - Specific medical information, including any illness, disability, allergies, information pertinent to operations (eg. Hiv status, medication being taken etc.).
- 8.4.2** It must include a section giving permission for workers to take appropriate action in the event of a medical emergency, including authorising emergency surgery / operations in the event of an accident.
- 8.4.3** Staff **MUST** take medical information forms when going off-site. Young people with infectious illnesses should not attend organised activities.
- 8.4.4** All medical information shall be kept confidential to project staff and appropriate medical staff. Volunteer mentors will be informed on a need to know basis (i.e. it may be necessary for a mentor to be aware of their own mentee's medical condition, but not another, while the Project Leader will be aware of information for the whole group.)
- 8.4.5** All staff must be aware of any allergies or serious medical conditions. Spare medication should be kept if appropriate or staff should be clearly aware of how to access spare epi-pens/ inhalers etc. e.g. where school keeps spare epi-pen etc. On residential/ trips away staff **MUST** carry a spare in date inhaler/ epi pen, or any other life-saving medication and the child must also carry their own i.e. there must be 2 sets.
- 8.4.6** Medical information forms must be renewed annually.
- 8.4.7** A first aid kit should always be available, and its location must be well-known. No medication should be administered without prior written parental consent, or if that is not available, verbal consent on the phone.
- 8.4.8** A first-aider should be available for each activity.
- 8.4.9** All Project staff should be first aid trained and this should be renewed annually.

8.5 Attendance Registers and Emergency Identification

- 8.5.1** For all trips out, residential trips, and building based work, workers should keep an attendance register, which must be easily accessible in an emergency. This should identify who is in charge, which workers and young people are on the trip / in the building and any extra personnel (e.g. drivers, visitors etc.). For trips out and residential trips, this list should be duplicated, along with trip details, and should be left with project staff or their representative in the local office, with a member of staff's mobile phone number, in case of emergency. Workers should always carry ID with them.

8.6 Critical Incidents and Accidents

- 8.6.1** All incidents where a young person or worker has sustained injury, trauma or harm during Class 13's work, whether accidental or deliberate, must be recorded in the Accident Report Book. This should always be kept in an accessible secure online folder. This should be done in addition to any session recording.

- 8.6.2** Records must include; who was involved, when and where the incident took place, what led up to the incident, what happened during and after the incident, whether the young person was supervised and by whom, whether the child had permission to be doing what they were doing, the worker responsible for the session, interventions made by any workers, any first aid given and by whom.
- 8.6.3** All entries must be dated and signed with the full signature of the worker/s who supervised/ dealt with the incident, by the staff member in charge and by the person who administered first aid. A copy should be provided to the parent or guardian if requested.
- 8.6.4** Any critical incidents which a worker considers of note, involving workers and / or children and / or members of the public, must be reported to the Manager and a critical incident report written in full as soon after the incident as possible.
- 8.6.5** Parents should be made aware of the incident before the young person leaves Class 13's supervision, and immediately if it is critical.

8.7 General Health and Safety of Activities

- 8.7.1** In any work setting, workers should read the risk assessment for the activity and familiarise themselves with the venue / area and consider emergency exit strategies / where their nearest emergency exit is in the case of fire or other critical incident.
- 8.7.2** Staff should always carry their mobile phone with them and have the appropriate phone numbers for emergencies stored on it.
- 8.7.3** Workers should also familiarise themselves with Class 13's Health and Safety Policy.

8.8 Transport

- 8.8.1** Workers should refer to the Class 13 Transport Policy (section 9) for guidance on organising transport with young people

8.9 Premises Requirements

- 8.9.1** When hiring or using premises / equipment (e.g. building / residential centre / minibus) for work, workers should check that
 - Premises / equipment is appropriate for work / use for which it is required
 - Everything is in working order and that there are no risks, hazards, dangers
 - Terms and conditions of use of building / equipment and any relevant information have been reviewed
 - There is appropriate insurance cover
 - They know fire drill procedures / exits / location of extinguishers
 - Additional needs can be catered for if required
 - Activities are registered with the appropriate body (eg. Local authority)
 - If required, a Risk Assessment for the venue should be obtained and a copy made.

8.10 Volunteers & Casual Visitors

- 8.10.1** Casual adult visitors to project sessions etc., including parents/guardians/older siblings, i.e. those who have not been authorised as staff or volunteers, should not have access to young people without the presence of a worker who is deemed to be responsible for the work.

8.11 Relationships with Young People & Colleagues

- 8.11.1** Workers should always treat all young people with respect and dignity, expecting, hoping for and looking for the best in young people; holding them in unconditional positive regard, even if the workers are not receiving the same treatment in return. Workers convey this through the way they use their bodies, their language and the way they listen to and work with young people.
- 8.11.2** Body Language & Touch

8.11.2.1 Workers communicate respect for young people firstly through body language. Workers should be aware of the way they use their bodies, the attitudes they convey through their body language and how they locate themselves physically in relation to young people. The worker's aim is to communicate their interest in, availability and willingness to listen to young people, without being intrusive or threatening. Whilst with young people, workers should seek to give their undivided attention and interest to young people, reflecting the positive regard in which we hold them.

8.12 Giving Young People Space & Overnight Accommodation

8.12.1 On residentials, workers will not share sleeping accommodation with young people, except in the unlikely event where not doing so puts young people in a dangerous or vulnerable position. In this instance, a decision should be taken with the staff as to whether to continue with the trip and how to manage this situation.

8.12.2 It may be appropriate for two or more workers to share sleeping accommodation with young people in a large hall / room (e.g. sleepover on an Outward Bound activity). Ideally this would be with a single sex group. If the group is mixed gender workers should discuss the appropriateness of this, in relation to the age and development of the young people and safeguarding concerns. In this event, young men and young women should each have separate sleeping areas / rooms with two workers of the same gender as the young people in each area / room.

8.12.3 Workers should sleep in a separate, clearly marked part of the room from the young people.

8.12.4 Under no circumstances should male workers sleep in the same area as young women or female workers sleep in the same area as young men. Under no circumstances should one worker be left alone in the sleeping accommodation with a young person / young people at any time.

8.12.5 Wash facilities which should be separate for male/ female or have allotted times for separate male/ female use. Where possible staff should have separate facilities.

8.12.6 Staff should monitor young person interaction on residentials to ensure appropriate behaviour.

8.13 Managing Conflict

8.13.1 Workers should learn to manage difficult situations through negotiation and discussion and without using physical contact, abusive violent language or raised voices.

8.13.2 Workers should not let young people involve them in excessive attention seeking that is overtly sexual or physical in nature.

8.13.3 If a disagreement between young people escalates to violent physical contact between the young people, workers must carefully consider the risks to the young people and themselves of any intervention they may make to stop the fight / violence. Workers may use no more than reasonable force in order to protect a young person or worker in a critical situation. This should be recorded in the incident book.

8.14 Good Practice with Colleagues

8.14.1 Class 13 workers should treat all colleagues with respect and dignity, reflecting the value and ethos of the charity. Under no circumstances should they ridicule, argue with or scapegoat colleagues, whether with young people or on their own.

8.14.2 Wherever possible, workers should not undermine or challenge a colleague in front of a young person. Workers should deal with any disagreement about working procedure discreetly, preferably after the session, if it can wait, or discreetly during the session if not.

8.14.3 If a worker sees another worker acting in ways which might be misconstrued, they should be prepared to speak to them or to the Project Manager about their concerns. Workers should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss and explore each other's practice, attitudes and behaviour.

8.14.4 If the Project Leader is the cause of concern, and the worker feels unable to speak to them directly about this, then the worker should speak to the Designated Safeguarding Lead or the chair of Trustees.

- 8.14.5** If workers need to make an 'on the spot' decision about the work, and they don't want to discuss this in front of the young people, they should briefly excuse themselves and move away from the young people to consult with each other, discuss options and decide.

9 Transport Policy

9.1 General Information

9.1.1 On any trip activity/residential with young people, staff should always carry the following:

- ID
- Mobile phone and list of relevant phone numbers
- A list of who is on the trip with emergency contact details
- Consent forms and medical information for every young person and staff member/volunteer mentor attending.
- A basic first aid kit and any emergency medication (if appropriate).
- Risk Assessment

9.1.2 A risk assessment, list of those attending and, with details of the trip, should be left with the Base contact or nominated staff member from the school.

9.1.3 When using transport for any activity involving staff/volunteers and/or young people, staff should check that:

- Vehicles have appropriate insurance cover and the tax is in date
- Vehicles are roadworthy and in good working order (see separate check list for drivers).

9.1.4 The driver of a vehicle for any activity shall be over the age of 21 and have held a licence for 2 or more years and had their licence checked by a Manager.

9.1.5 Staff must ensure that all young people are wearing seatbelts before travelling and throughout the journey and must always wear seatbelts themselves.

9.1.6 When travelling in convoy, each vehicle should have access to a mobile phone whilst travelling. The accompanying adult should oversee communications. Drivers should not use a mobile phone whilst driving.

9.2 Transport, Workers and Child Protection

9.2.1 There should always be two workers in a vehicle (including the driver) when transporting young people aged 17 and under. This may mean increasing the numbers of workers involved in an activity if more than one vehicle is needed to transport the young people to an activity.

9.2.2 If the required number of workers are not available to transport all young people to an activity within policy guidelines, then the activity should be postponed or fewer young people should be taken.

9.2.3 In exceptional circumstances, a staff member on their own may:

- transport two or more young people aged 16 and over, of same gender as the worker.
- transport one young person or a group of young people when **not** to transport them would endanger their health and safety. If there is one staff member and one young person in the vehicle, the young person must sit in the back.

9.2.4 In either case, the staff member should first seek permission from his/her line manager before transporting the young people on their own.

9.2.5 Staff should be aware of any emergency situations where to transport a young person could leave them vulnerable to allegations of inappropriate behaviour. In this case, the staff member should call for the help of another worker or call their line manager immediately.

9.3 Using Workers' Cars

9.3.1 Staff members' cars should only be used to transport young people for work purposes if this has been agreed by the Senior Management Team and suitable insurance for such use has been taken out.

- 9.3.2** A staff member/volunteer mentor may only transport young people in their car for work purposes without insurance cover when to not do so would endanger the health and safety of a young person. In this situation permission must be sought from his/her line manager.

9.4 Using a Minibus

- 9.4.1** When using a minibus, the driver must be authorised to drive the vehicle, and meet with the hiring agencies' requirements, including a driving test if necessary. Drivers should also be authorised by Class 13 and have held a licence for 2 or more years and have had their licence checked by a Manager.
- 9.4.2** It is recommended that one staff member/volunteer mentor worker sit in the main body of the bus to enable any incidents to be dealt with more effectively and take responsibility for the young people's behaviour, preventing the driver from being distracted.

9.5 Using Public Transport

- 9.5.1** When using public transport, there should always be an appropriate number of workers to young people to ensure the safety of the young people, staff/volunteer mentors and the general public during the trip. As a minimum, there should always be two workers travelling with any young person under the age of 17.
- 9.5.2** For appropriate ratios, see the Good Practice Guidelines in Section 8.

9.6 Early Return from an Activity

- 9.6.1** When it is necessary for a young person to return home early from a trip activity or residential, then the lead worker should make appropriate provision for the young person's transport home.
- 9.6.2** If the young person is under 16, one worker must accompany them home if they are using public transport or two workers, if using a car or minibus.
- 9.6.3** Staff/volunteer mentors on a trip or residential should never be diverted from the activity to accompany a young person home if to do so would leave the team short of workers on the trip activity / residential. This may require the lead worker to seek assistance from office staff, to travel over to accompany the young person home.
- 9.6.4** If the young person is 16 or over, then, with parental permission, the young person may travel home alone on public transport, if the lead worker considers it safe for the young person to do so. The young person must be accompanied to the train / bus station, and it must be agreed with the young person's parents whether the young person will be met at the home end of the journey by the parents or by a Class 13 worker. If a parent is to meet the young person, the worker shall make arrangements to know that the young person has reached home safely.

10 Useful Contacts

10.1 Class 13

10.1.1 Class 13 Designated Safeguarding Lead

First Name Surname

Primary contact number: 020 000 000

Secondary contact number: 0000 000 0000

Email: @Class13.org

10.1.2 Class 13 Founder

Curtis Worrell

Primary contact number: 020 000 000

Secondary contact number: 0000 000 0000

Email: curtis@Class13.org

10.1.3 Class 13 Local Office

10.2 Social Services

10.2.1 City & Hackney Safeguarding Children Board

General Email: chscb@hackney.gov.uk
 Local Authority Designated Officer (LADO) Email: lado@hackney.gov.uk
 Address: Children and Young People's Access
 and Assessment Social Work Service
 Hackney Service Centre
 1 Hillman Street, London, E8 1DY

Phone number: 0208 356 4183

Urgent safeguarding concerns:

Hackney First Access

Screening Team (FAST): 0208 356 5500

Emergency Duty Team out

of hours (5pm – 9am): 0208 356 2710

Hackney FAST Email: fast@hackney.gov.uk

Website: www.hackney.gov.uk/child-protection

10.2.2 Tower Hamlets Health and Social Care (Child protection)

Address: Child protection and reviewing Mulberry Place, 5 Clove Crescent, London, E14 1BY

Phone number: 020 7364 5006

Website: www.towerhamlets.gov.uk

10.2.3 Newham

Address: Children and Young People's Service
 London Borough of Newham
 Newham Dockside
 1000 Dockside Road
 London, E16 2QU

Phone number 020 3373 4600

Out of Hours: 020 8430 2000

Website: www.newham.gov.uk

10.2.4 Additional Contacts

Police: 999 (emergencies)
 NSPCC: 0808 800 5000
 Parentline Plus: 0808 800 2222

11 Appendices

11.1 Appendix A: Policy Version

11.1.1 Appendix A: Policy Version

11.2 Appendix B: Volunteer Requirements

11.2.1 All volunteers will need to:-

- Complete an induction and training dealing with (and complete a test to demonstrate familiarity with) child protection.
- Volunteers should be supervised by a member of staff (whenever possible) throughout their volunteering role.
- Volunteers must undertake an Enhanced Disclosure and Barring Service check. Until a DBS check has been received, no volunteer should be left unsupervised in any circumstances.

11.3 Appendix C: Incident Reporting Form

Full Name	
School	
Year Group	
Full Name	
Role	
Contact Number	
Email	

<p>Nature of concern:</p> <p>What have you seen? What have you heard? What are you worried about?</p> <p>Please give a full description of what was noticed, said or disclosed.</p> <p>Continue on an additional sheet if necessary.</p>	
<p>Who else witnessed the incident?</p> <p>Please include full names and roles.</p>	
<p>What action did you take?</p> <p>(Include anything you said to the child, other professionals or volunteers)</p>	
Date of record	
Signature:	
Name	
Date followed up	
<p>Action taken:</p> <p>(Including names, dates, times or if it was just passed straight on)</p>	
Reason for decision on action taken:	
Date of record	

Incident number	
Name	
Date followed up	
<p>Action taken</p> <p>(Including names, dates, times or if no action was taken)</p>	
Reason for decision on action taken	

Date of record	
Signature	



Date followed up	
Action taken (Including names, dates, times or if no action was taken)	
Reason for decision on action taken	
Date of record	
Signature	



Date case closed	
Reason closed	