



Safeguarding Children Policy & Procedures

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Version control

| Date | Version Number | Changes made |
|------------|----------------|--|
| 31/07/2012 | 1.0 | Policy created from Diocese of Chester, Liverpool and Manchester's Safeguarding Children Policy and Procedures 2011. Reviewed by Cheshire East Local Authority (Su Rugen 14-25 Team). |
| 19/09/2013 | 1.1 | Policy amended to incorporate DBS change. Reviewed by Trustee committee. |
| 10/09/2014 | 1.2 | Review with minor updates to personnel |
| 27/07/2015 | 1.3 | Review in light of new Diocese Safeguarding Policy |
| 08/02/2016 | 1.4 | Section on passing information between agencies updated in line with guidance from ChECS. (section 6.1.) Updated to include reference to Safeguarding Cause for Concern Report Form. (section 6.1.) |
| 13/12/2016 | 1.5 | Review update personnel and DBS processing procedure. |
| 24/01/2018 | 1.6 | Reviewed and updated contact information for safeguarding coordinator. Updated signature for sign off by new chair |
| 29/11/2018 | 1.7 | Reviewed section 8.2 in line with IT policy draft |
| 13/03/2019 | 1.8 | Purpose updated. Roles and job titles amended. Removed references to referring to Diocese and replaced with ThirtyOne:Eight (safeguarding and DBS agency) |
| 01/09/2020 | 2.0 | Reviewed Katy Wardle, Ameera Fletcher minor changes made. |
| 01/12/2021 | 2.1 | Reviewed Ameera Fletcher: query DBS with volunteers 16+ to check operationally. |
| 01/03/2022 | 2.2 | Section 8.2.4 added – online meetings section incorporate from remote working and working with young people procedure during coronavirus. |
| 08/03/2023 | 2.3 | DBS Enquiries points of contact amended (page 4). |
| 17/04/2023 | 3.0 | Reviewed by Katy Wardle. Included section on sexting and sharing of explicit images (section 8.2.7) based on NSPCC guidance. Updated based on feedback from staff following annual training. |

Review dates

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|---|------------|
| Date of most recent review of this Policy: | April 2023 |
| Date this policy is due for review: | April 2024 |

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1 Contact details

Cre8 Safeguarding Coordinators

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(for safeguarding concerns only)

DBS Enquiries

Name: Paula Kite
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Name: Ameera Fletcher
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Cheshire East Social Care (Children) CHECS

Tel: 0300 123 5012 (8:30 am – 5:00 pm)

Out of hours Tel: 0300 123 5022

2 Purpose

The purpose of this document is to:

- Help workers and volunteers to respond appropriately to concerns and/or allegations.
- Prepare workers and volunteers to encounter children who have been harmed.
- Promote good practice by reducing the risk of someone harming a child in the course of their work at Cre8.

This Policy is based on the Diocese of Chester Safeguarding and Vulnerability Policy, which in turn is based on the Church of England's policy "Promoting a Safer Church" (2017), and "Working Together to Safeguard Children" (2018). The Policy also considers recommendations from Cheshire East Local Safeguarding Board and NSPCC guidance.

3 Safeguarding Policy Statement

Cre8 is a charity built on Christian principles and our activities are focused on empowering people to break free from the barriers or difficulties that make life especially hard. Cre8 is committed in all areas of its work to providing a safe, welcoming environment, where all people are treated with dignity, honesty and respect. It is the responsibility of **everyone** to prevent physical, sexual, or emotional abuse or spiritual, domestic abuse or neglect and to report any actual or suspected abuse that comes to light.

We are committed to:

- Care, nurture and empowerment of all children, young people and adults.
- Safeguarding and protection of all children, young people and adults.
- Establishing of safe, caring communities which provide a loving environment where there is a culture of “informed vigilance” as to the dangers of grooming and abuse.

We will carefully select and train all those with any responsibility within Cre8 in line with safer recruitment principles, including the use of application forms, interviews, references and disclosure and barring checks. Every worker and volunteer will undertake training in Safeguarding and seek to update their knowledge annually.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate intervention based on informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

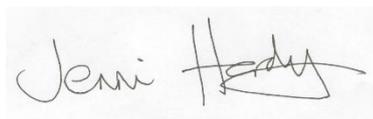
We will seek to refer to the proper authorities any member of our community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

Signed:



Ameera Fletcher – Director



Jennifer Hardy – Chair of Trustees

4 Recruitment and Selection

Appointment of volunteers and paid workers

4.1 Procedure - Recruitment

This procedure is based on the principles of Safer Recruitment.

1. Every post will have a job description and person specification for the role.
2. We will have an appropriate advertisement that contains all the necessary information about the role, timetable for recruitment and our commitment to safeguarding.
3. We will produce a suitable candidate information pack containing all the required information about Cre8, the role, recruitment timetable, safeguarding policy/statement and application form.
4. Each application received will be scrutinised in a systematic way by the short-listing panel in order to agree the shortlist before sending an invitation to interview.
5. We will undertake all appropriate checks on the short-listed candidates including references and right to work.
6. All short-listed candidates will receive the same invitation to interview, supplying them with all the necessary information.
7. Face-to-face interviews will be conducted for all short-listed candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.
8. All specific questions designed to gain required information about each candidate's suitability will be asked, including those needed to address any gaps in information supplied in the application form.
9. We will make a confident selection of a preferred candidate based on their demonstration of suitability for the role.
10. The preferred candidate will be informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks, including Disclosure and Barring checks.

It is important that we make every effort to recruit safe people into posts within Cre8 and discourage those who may not have the best interests of our children from applying; this can only be achieved by rigorous and safe recruitment adhering to the steps outlined above.

The Director, or delegated manager, will:

- Decide on the candidates' suitability. This is based on their personal qualities in relation to general experience, aptitudes, skills, motivation and willingness to be trained.
- Check with the Disclosure and Barring Service against the specific post. As an employer, Cre8 is legally required to establish the suitability of the applicant in terms of those barred from working with children prior to them entering the workforce.
- Be prepared to say "No" if the candidate is unsuitable.
- Give the volunteer an agreement to ensure mutual understanding of the role.
- Confirm the successful applicant in post after a probationary period.

- Ensure safe storage of information: that includes all registration forms, references and confidential declaration forms. They will be stored in a safe and secure place within Cre8 in line with our Privacy Policy.

4.2 Disclosure & Barring Service checks

4.2.1 What is the Disclosure and Barring Service?

The Disclosure and Barring Service (DBS) offers organisations the opportunity to check whether a proposed employee or volunteer has a criminal record which would compromise or preclude that person from working with or, in extreme cases, having contact with children and young people.

A child is defined as someone under the age of 18 years (Children Act 1989).

The DBS will issue an Enhanced Disclosure certificate to all applicants which have details of convictions. A notification is sent to Cre8 when a certificate is issued.

4.2.2 Procedure - DBS checks within Cre8

Cre8 will carry out DBS Checks through ThirtyOne:Eight (formerly CCPAS). Cre8 will keep a record of the DBS disclosure certificate number and date of issue of the DBS.

4.2.3 Portability

Portability is the means by which the details of a recently obtained certificate can be transferred for use by another organisation. Cre8 will use the update service offered by the DBS if an individual has registered for this. More information can be found at <https://www.gov.uk/dbs-update-service>.

4.2.4 Roles within Cre8 which require a DBS check

DBS checks will be redone every three years in line with best practice. The following list gives guidance only and is not prescriptive nor exhaustive:

- Trustees
- Director
- All youth work staff
- Administration staff who are working when Children & Young People are attending Cre8
- Student workers
- Session workers (those who work in a supervisory role with non-vulnerable adults will not be required to have a DBS check)
- Volunteers (adults and those over 16) with supervisory or responsibility for young people
- Subcontractors and paid workers with supervisory or responsibility for session leading or work with young people, e.g. music teacher

4.3 Young volunteers

Cre8 encourages young people to become volunteers within the projects we operate. Where the young person is below 16, the same volunteering vetting procedures must be applied before they become a volunteer. A DBS check will be carried out once the young person turns 16.

4.4 Not appointing workers

Cre8's responsibilities towards those it works with means that on occasion we will exclude people from working with children and young people. This will happen on the following occasions:

- Where it is known that the individual has a criminal record for offences relating to young people or sexual behaviour.
- Failure to disclose a criminal record. Even where real change has taken place in the life of the individual, it would be unwise to place an individual in a position of temptation and refusal would be for the benefit of the individual concerned as well as for the young people.
- Where an unsatisfactory reference is received.
- Where Cre8 has reservations about the overall suitability of someone to undertake work with children/young people in the specific context of the project.

4.5 Recruitment of ex-offenders

It is a requirement of the DBS Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given at the outset of the recruitment process.

4.5.1 Cre8 policy on the recruitment of ex-offenders

1. As an organisation using the DBS service to assess applicants' suitability for positions of trust, Cre8 complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of information revealed.
2. Cre8 is committed to the fair treatment of its workers, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background.
3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
4. For those positions where an Enhanced Disclosure is required, all application forms, job advertisements and recruitment information will contain a statement that an Enhanced Disclosure Certificate will be applied for if the individual is offered the position.
5. For those positions where an Enhanced Disclosure is required, we encourage applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent separately and confidentially, to a designated person, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
6. Unless the nature of the position allows Cre8 to ask questions about an applicant's entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in Cre8 who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. This policy will be made available to all applicants at the start of the recruitment process.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might relate to the position. Failure to

disclose information that is directly relevant to the position may lead to withdrawal of an offer of employment.

10. We make sure that everyone who is asked to undergo an Enhanced Disclosure check is aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We will discuss any matter revealed in a Disclosure Certificate with the applicant before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar anybody from working for us.

4.5.2 Procedure – dealing with a blemished disclosure

Cre8 runs DBS Checks through ThirtyOne:Eight. If a disclosure certificate contains information, also known as a blemished disclosure, or if there is an allegation/suspicion that raises concern, we will undertake a risk assessment to help explore risk factors and inform any safeguarding measures or decisions on appointment as follows:

1. An initial scoping discussion will be held to help understand the background and context and needs.
2. Complete the “DBS Check Risk Assessment” form. This should be done by the Safeguarding Coordinator in conjunction with the recruiting manager and the person.
3. Any recommendations will be put forward to Trustees.
4. Guidance may be sought from ThirtyOne:Eight on the specifics of the risk assessment.

4.5.3 Procedure – appeal by aggrieved applicants

When a person has applied to work (or continue to work) on behalf of Cre8 as a volunteer or employee working with children, and the person is aggrieved by the decision in light of the Disclosure issued by the Disclosure and Barring Service, the person may seek a review of the recommendation given to Cre8. Details of this process can be found in the Grievance Policy.

5 What is Child Abuse

Abuse and neglect are defined in “Working Together to Safeguard Children”. The definitions and guidance below have been taken from the NSPCC based on Working Together:

5.1 Physical abuse

Deliberately hurting a child. This 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 the parent or carer fabricates the symptoms of, or deliberately induces, illness in a child

5.2 Emotional abuse

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. Sometimes known as Psychological abuse

It may involve:

- conveying to children that they are worthless or unloved, inadequate
- not giving the child the opportunity to express their views
- deliberately silencing them
- “making fun” of what they say or how they communicate
- age or developmentally inappropriate expectations being imposed on children
- interactions that are beyond the child’s developmental capability
- overprotection and limitation of exploration and learning
- preventing the child from participating in normal social interaction
- seeing or hearing the ill-treatment of another
- serious bullying (including cyber bullying)
- causing children to feel frightened or in danger
- exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

5.3 Sexual abuse

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 or not the child’s aware of what is happening.

Sexual abuse may involve:

- physical sexual contact, including assault by penetration (for example, rape or oral sex);
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing;
- involving children in looking at, or in the production of, sexual images;
- watching sexual activities;
- encouraging children to behave in sexually inappropriate ways;
- grooming a child in preparation for abuse (including via the internet);

- Child Sexual Exploitation (CSE). This where children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs;
- harmful sexual behaviour including: using sexually explicit words and phrases; inappropriate touching; using sexual violence or threats; full penetrative sex with other children or adults;
- female genital mutilation;
- child trafficking;
- forced marriage.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Sexual behaviour between children is also considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't.

However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled.

5.4 Neglect

Neglect is 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.

Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home and abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of adequate care givers);
- ensure access to appropriate medical treatment;
- neglect may occur during pregnancy as a result of maternal substance abuse;
- it may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

5.5 Spiritual harm

Harm can be caused by the inappropriate use of religious belief or practice. This can include:

- the misuse of the authority of leadership or penitential discipline;
- oppressive teaching or intrusive healing or demonstrative ministries;
- religious beliefs can also be deliberately twisted by a perpetrator to legitimise sexual abuse or groom potential victims;
- ritual abuse is the physical, emotional, sexual and spiritual abuse of children and adults in an organised and systematic way involving usually more than one adult abuser. Ritual abuse may be used to imply some sort of religious or spiritual nature to events whether by a religious group or paedophile ring.

It is important to be aware that the belief system of Satanism and some other ritual abuse settings are an inversion of Christianity. This means that many signs and symbols and rituals of the Church and Christian faith can be a trigger for survivors.

5.6 Domestic abuse

It must be recognised that children and young people may be harmed in homes where there is domestic abuse. Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship, but it isn't just physical violence – domestic abuse includes any emotional, physical, sexual, financial or psychological abuse.

It can happen in any relationship, and even after the relationship has ended. Both men and women can be abused or abusers.

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships. Domestic abuse can seriously harm children and young people.

6 Action for Dealing with Reports of Abuse

The following procedures are designed to support you when someone tells you they are being abused or when you think someone may be suffering from abuse. A child is a person under the age of 18 years.

Any child who is or has been exposed to danger of abuse **must be** protected without delay.

6.1 Procedure for dealing with a disclosure

1. Make it clear that you cannot keep a secret.
2. Listen to the child or young person; let them express their views and feelings without interruption and accept what they are saying.
3. Reassure the child or young person that they have done the right thing by telling someone.
4. Explain that you must pass this information on.
5. Complete a "Cre8 Safeguarding Cause for Concern Report Form", which includes notes of what was said, using the child or young person's words whenever possible.
6. Explain to the young person making the disclosure that they can have access to the records you have made in relation to their own disclosure.
7. Speak to the Safeguarding Coordinator or a Deputy and give them the completed Form. However, if the child is in immediate danger you should contact the police straight away.
8. In the case of a clear allegation or a strong suspicion, the Safeguarding Coordinator will refer the incident to the Police or Social Care.

(Further detail regarding the making of referrals can be found on the Local Authority's Safeguarding website)
9. The decision as to how the parents, and any other agencies who may be involved, should be informed will be made in conjunction with the Social Care or Police Representative.
10. If the subject of the allegation is the Safeguarding Coordinator or a Deputy, contact the Local Area Designated Officer (LADO).
11. The Safeguarding Coordinator should report any serious incident to the insurers. This enables them to be prepared should any claim arise.
12. All external communications (press and media) must be handled in a sensitive manner and should be steered by the Trustees.

The possible consequences of making a referral can be difficult,

However

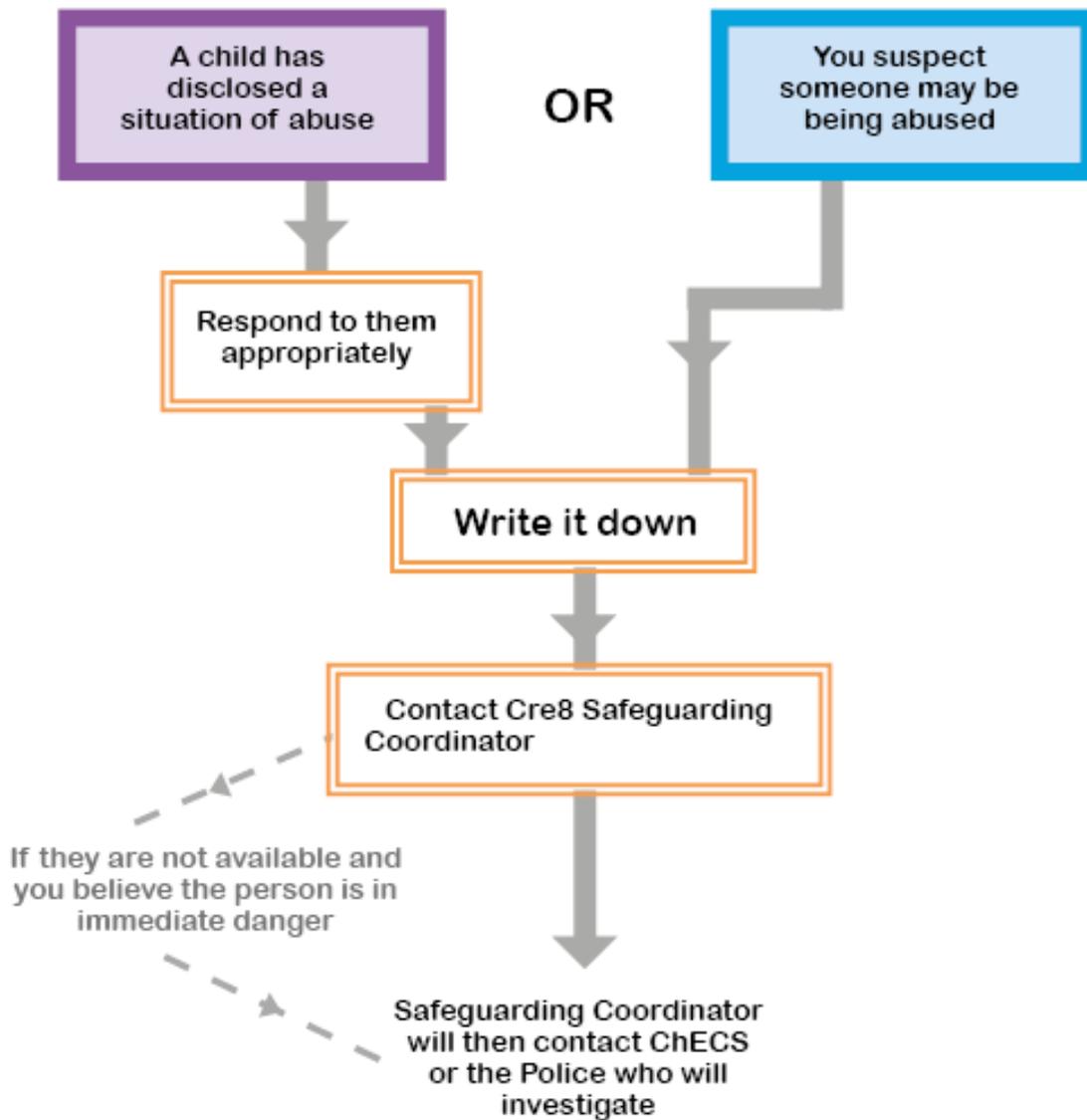
The consequences of not making a referral can be far more dangerous!

DO NOT

- Show shock or disbelief
- Agree to keep the disclosure a secret
- Make a promise or suggestion that you can stop the abuse
- Ask questions seeking further detail – you only need to obtain enough info to confirm the need for referral – the fewer times a child has to repeat the story the better
- Investigate any allegation - specially trained professionals undertake this role
- Contact the alleged perpetrator
- Make any statement or comment to the press

REMEMBER, YOU DO NOT INVESTIGATE

6.2 How to respond to a safeguarding disclosure or suspicion of abuse - flow chart



7 Roles

7.1 Trustees

- The Trustees share responsibility for the duty of care to the children and young people involved with Cre8.
- The Trustees should be fully aware of the contents of this policy and account must also be taken of the Local Authority Policy on Safeguarding. The policy should be reviewed annually to ensure that it is still appropriate.
- The Trustees must appoint a Safeguarding Coordinator and support them in the implementation of this role. The Trustees will support the Safeguarding Coordinator in the implementation and monitoring of the Policy.
- The Trustees must ensure that people who are authorised to work with the children and young people within Cre8 or who hold a position of responsibility are properly appointed, trained and supported.
- The Trustees must be aware that there is a responsibility to ensure that people who pose a threat to children and young people are effectively managed and monitored in the Cre8 context.

7.2 Role of the Safeguarding Coordinator

The Safeguarding Coordinator is appointed by the Trustees. This person will have up to date knowledge and have completed appropriate training prior to taking on the role. They will be responsible for the following tasks:

- ensure this policy is reviewed, updated and adopted by the Trustees annually;
- ensure this policy is widely available and given to all existing and new workers;
- ensure this policy is shared with all organisations using the facilities of Cre8;
- ensure that all volunteers and workers go through the appropriate recruitment process;
- ensure that each volunteer and worker has agreed to a role description in respect of their work with children and young people;
- ensure that each volunteer and worker has an opportunity for an annual review of their work and that this review is recorded and details kept on file;
- monitor the implementation of this policy and report to the Trustees on the current status and any difficulties;
- ensure there is a poster identifying sources of help for children and young people displayed wherever they meet i.e. Childline, NSPCC, Social Care;
- on leaving the post, the Safeguarding Coordinator must pass on all records, documents and resources in good order to their successor.

8 Good Practice for Cre8 Activities

8.1 Policy on photographs and images

We want to promote and encourage Cre8's work with people of all ages, through the appropriate use of images and video reflecting the diversity of Cre8 activities in our publications.

However, we should be aware that the use of photos on websites and in other publications poses direct and indirect risks to children and young people.

When taking or using photographic images of people in Cre8 publications and websites, the following guidance must be used and includes advice provided by the NSPCC.

8.1.1 Consent

- When we take someone's photograph or film of them for publication/distribution, they should always be aware that we are doing it. Awareness can be assumed if:
 - people are attending a photo call and/or
 - the intention to take photographs or video was included in the invitation to the event.
- In all other circumstances, permission from the child or young person should be sought at the time the photograph is taken and a chance to opt out must be given.
- Even given "assumed awareness", specific permission should be sought for images of individuals (a person may be happy for a large group photo, but not an individual one).
- Written consent of a person with parental responsibility for the child should be obtained, which must specify what the photo or film will be used for.
- You should also ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the activity.
- If the picture or film is going to be used on the internet, this must be clearly stated at the time the permission is sought.
- Photographs selected for publication where young people are recognisable and there is insufficient evidence that their consent has been obtained should not be published. Permission should not be assumed.
- Further written consent will be required from young people and their parents/carers if photographs or film are to be used in other ways.

8.1.2 How to reduce the risks

- Establish the type of images that appropriately represent Cre8 and the activity and think carefully about any images showing children and young people on the website or in your publication.
- Never supply the full name(s) of the child or young person along with the image(s).
- Only use images of children in suitable dress. There are many activities organisations can be involved in but clearly, activities such as swimming, gymnastics and athletics present a higher risk for potential misuse than others. Photos of these activities should:
 - focus on the activity rather than a particular child; and
 - avoid showing the full face and body of a child (show children either in the water or from the waist or shoulders up).
- When using external photographers, ensure they are clear about what is expected by establishing a clear brief about what is appropriate in terms of content and behaviour; who will hold the recorded images, what they will be used for and where they will be displayed.

8.2 Policy on information and communication technology (ICT)

(this section is duplicated in the IT Policy)

8.2.1 General Principles

- Consent from a person with parental responsibility should be obtained if leaders wish to communicate with young people through ICT (e.g. communicating with a young person's own mobile phone or personal email address or through social media/networking sites).
- Clear and unambiguous language should be used. Many abbreviations are currently used which are open to misinterpretation, for example "lol" could mean "laugh out loud" or "lots of love". Nuance and tone in communication can sometimes be hard to read, so ensure that language is clear and not open to misunderstanding.
- All communications should be about specific aspects of a Cre8 related activity such as change of date, time or venue.
- As a general principle, all communications with young people where possible should be via a medium that keeps a record of the communication, and can be reviewed by Cre8 admin staff if necessary (e.g. email, work mobile phone).

8.2.2 Email

- Another leader should be copied into emails sent to children and young people to ensure accountability.
- When communicating with a group of children or young people, use a group email and not individual ones. This ensures there is no favouritism as everyone will receive the same message (and also saves time!).
- Any emails that are received which cause concern should be saved and passed to the Safeguarding Coordinator.

8.2.3 Mobile phones

- Avoid any PRIVATE communications with young people by mobile – e.g. Facebook Messenger, WhatsApp, Twitter etc. Emails are preferable as they are traceable and accountable and stored on work systems.
- If it is necessary to text (SMS), wherever possible use group rather than individual texting, so that other people have a record of what is sent.
- When using the camera on a mobile phone to take photos or videos, you must adhere to the specific guidelines in the Privacy Policy.
- Any messages that are received which cause concern should be saved and passed to the Safeguarding Coordinator.

8.2.4 Online Meetings

- Online meeting hosting facilities, such as Zoom or Microsoft Teams, can be a beneficial way of delivering youth work activities to a group of young people such as a music lesson.
- Online meetings should only be hosted using a Cre8 organisation account (currently with Zoom) Cre8 admin will set up the meeting, contact them for details. Accessing meetings can be done using a workers own account set up with a Cre8 email address.
- Cre8 will engage with multi-agency meetings via Zoom or Teams etc, and will use secure email when dealing with outside agencies for child support meetings. The Safeguarding Coordinators will ensure those meetings are covered by the appropriate staff.

- Online meetings with young people should have at least two workers present. Parental consent should be sought beforehand. Meetings should be conducted with the young person in a public room in the house with another adult around.
- Further resources on working online safely can be found here: <https://learning.nspcc.org.uk/news/2020/may/online-safety-during-coronavirus>
- Cre8 does not run any online communities or host any online communities.
- Cre8 does not host or run any live stream events

8.2.5 Social networking

Social networking sites such as Facebook, Instagram, Twitter and others are great ways for young people to socialise and for Cre8 to share information about its activities. However, there are also risks such as cyberbullying, grooming or inappropriate content. The following guidance should be applied when using social networking to communicate with young people:

- Cre8 as an organisation has profiles on social networking sites, which are administered by the Admin team, and these may be used to communicate with young people about Cre8 related activities.
- Communication should be in the public domain wherever possible by using group mailing and public posts
- Workers and volunteers should not use private social media of any kind including instant messenger or chat facility to communicate with young people.
- Any content in conversations, wall posts or messages that causes concern should be saved, printed and passed onto the Safeguarding Coordinator.
- Ensure that the privacy settings are set so that pages are only used for their intended purpose and not for meeting, sharing personal details or having private conversations.
- The Cre8 Admin team will monitor the networking page regularly and report any content that causes concern and remove access for anyone behaving inappropriately, to the Safeguarding Coordinator. All concerns about posts on social networking sites should be passed to the Safeguarding Coordinator.
- **Practices to be avoided on social media:**
 - Don't accept friend requests on social networking sites from any child or young person.
 - Don't share your own personal contact details on social networking sites with any child or young person.
 - Don't make contact with any child or young person known through a Cre8 networking site outside the context of Cre8.
 - Don't engage in any personal communications e.g. banter or comments.

8.2.6 Access to computers at Cre8

- Where children and young people have access to computers as part of Cre8 activities a leader must always be present.
- The user profile "Cre8" should always be used when accessing computers with young people. This has the appropriate filters and security controls in place to reduce the risk of accessing inappropriate material, and maintaining Cre8's confidentiality and data security. See the IT Policy for further information.
- Children and young people should be made aware that their personal details (e.g. last name, address, school, passwords, email addresses and telephone numbers) are private and should not be disclosed.

8.2.7 Sexting and sharing of explicit images

Cre8 is committed to providing ongoing support to young people who have experienced sexting or sharing of explicit images. This may involve counselling or therapeutic support and will involve parents and carers (unless doing so poses risk to the child). This will be organised and directed by the Safeguarding Coordinator.

Cre8 will work to promote awareness of sexting, harmful sexual behaviour and sharing of explicit images to support young people to access the online world safely.

- Children and young people who are involved in a sexting incident might have:
 - shared an image of themselves;
 - received an image from someone else;
 - shared an image of someone else more widely.

This may have happened with or without consent of all the people involved, and children may have been coerced or pressured into giving consent. Sometimes a child might tell you directly that they have been involved in sexting, or they might mention something which gives you cause for concern. Other times you might notice that a child is behaving differently or being bullied, and the sexting might come to light when you try to find out what's going on. Sometimes you might overhear a conversation between children or see something that makes you worried.

- Never wait for a child to tell you directly that they have been involved in sexting. You should follow Cre8's procedures on reporting concerns and contact the Safeguarding Coordinator as soon as possible.
- If a young person tells you they've been involved in sexting it's important to be understanding and non-judgmental. Try to find out a bit more about what's happened, including who sent the image and who has seen it. **Never view, share or save explicit images, videos or messages.** This is for specialist professionals from Police and Child Services – our role is to pass on concerns.
- Cre8 will support people to take steps to get an explicit image or video removed if it's been posted online. This may involve: reporting the image to the site or network hosting it; Contact the Internet Watch Foundation (IWF).

Children and young people under 18 who are worried that a sexual image or video of them may have been shared online can use Childline and IWF's Report Remove tool to see if it can be taken down. The tool can be used with the support from a trusted adult and support is available from Childline.

8.3 Recommended good practice for supervising activities

The physical safety and well-being of young people must be the highest priority. Workers have a legal 'duty of care' to act as a careful parent would. The duty of care involves exercising adequate supervision, which will depend on age, maturity, ability and vulnerability of a young person. Supervision means looking after including giving adequate advice and instructions.

8.3.1 Leader / child ratios

It is important that whatever activity or event is taking place has an appropriate level of adult supervision. There may be additional factors to take into consideration that may affect or determine staffing ratios, for example:

- Age of group members
- Gender of those participating
- Any additional needs
- First aid cover
- Nature of the activity
- Accommodation arrangements

There MUST always be a minimum of two adults linked to every group activity or event. The NSPCC guidelines for minimum supervision are given below:

- One adult leader for every 3 children aged 0 – 2 years
- One adult leader for every 4 children aged 2 – 3 years
- One adult leader for every 6 children aged 4 – 8 years
- One adult leader for every 8 children aged 9 - 12 years
- One adult leader for every 10 children aged 13 – 18 years

When children, young people or adults at risk are identified as having additional needs that are likely to require additional supervision, specialist care or support, this must be discussed with the person's parent or carer. Where possible try to also obtain the views of the child or adult concerned. Consideration can then be given to increasing the levels of supervision so as to meet the assessed needs.

During any activities, if you are splitting into sub groups it is good practice to ensure you have close proximity between groups, so as to permit adult leaders being able to support each other while safeguarding the interests of all.

8.3.2 One to one work

Time alone with any child or young person should always be within clear boundaries.

- Ensure that another member of staff is informed of where you will be and why.
- If possible remain in the view of another worker.
- Try never to be behind a closed door and make sure someone else is in the building and they know where you are and how long you will be there.
- Refer to the booklet 'Can we have a chat – working safely one to one' by Jon Langford (Grove booklet – copies in the House).

8.3.3 Physical contact

Appropriate affection between adults and between adults and children is important for development, as well as being a part of ministry. Appropriate touch is an essential part of life and necessary for basic care, for example when administering first aid. Physical contact should be safe and recognised in a team context to be appropriate. It should be remembered that touch can be perceived as warmth and friendliness or as a sign of dominance.

8.3.4 Transport

If at all possible, do not give lifts to children and young people on their own other than for short journeys. If they are alone, it is best to ask them to sit in the back seat. Check that insurance covers the vehicle and passengers. Seat belts must be worn.

8.3.5 Casual visitors

Casual visitors are those who have not been authorised as workers or helpers, and should not have access to children without the presence of a staff member responsible for the group.

All visitors should adhere to the safeguarding policies in respect of contact with children, and young people

8.3.6 Challenging behaviour

An important part of the way we care for others is shown in the way we cope with disruptive or difficult behaviour. Children, young people and adults at risk need to feel safe and be prevented from harming themselves or others, or getting into situations where this may happen. The first step to creating a safe environment where people feel safe and therefore cared for is to establish clear expectations and

boundaries for all concerned. Leaders and young people will together agree what expectations they can reasonably have of each other and what will happen if these expectations are not kept.

Leaders should:

- Set and maintain safe, consistent and understandable boundaries
- Explain expectations of behaviour. Develop an ethos of care and control with activities
- Positive behaviour will be rewarded

8.3.7 Residential and Trips

This section provides guidance and advice in the planning of day trips and residential events. Examples might include trips to the cinema or theatre, seaside or residential.

Preparing for a residential or trip

Organisation of events can be shared amongst a group of people. However, one person should have overall responsibility for the planning, supervision and conduct of the event. The group leader is responsible for ensuring that all reasonable preparation has been made for the event.

Ratio and mix of leaders

Having a suitable ratio of adult leaders is essential in ensuring that appropriate and safe levels of supervision are maintained. Factors to take into consideration when organising the team of leaders include:

- Gender, age and ability of group
- Additional support or medical needs
- Nature of activities
- Duration and nature of the experience
- Type of accommodation
- Competence of staff
- Requirements of the organisation to be visited
- Competence and behaviour of young people

Accommodation and overnight arrangements

- Accommodation must be gender specific and careful consideration should be given when allocating
- The adults supervising must reflect the gender of the group
- Principles of good practice apply to evening and night time supervision. For this reason, any monitoring arrangement must always involve two adults
- No leader should smoke in the presence of a child or adult at risk.

8.3.8 Helping young people to protect themselves

Young people should have access to an independent adult outside Cre8. We promote the NSPCC (0808 800 5000) and Child line (0800 1111). We take opportunities to teach young people about safety generally and help young people to develop common sense rules.

8.3.9 Detached work

Detached work should never be undertaken alone and workers should carry mobile phones at all times. Line Managers should be informed of times and routes/locations. Refer to Detached Work and Outreach Policy.

8.3.10 Partnership working

When working with other agencies or at residential centres there should be clear agreement on whose policy and procedures are applicable and where responsibility and coordination lies.

Cre8 staff are under no obligation to provide personal details to partner organisations, other than full name, DBS disclosure number and date.