



CHILTERN RANGERS CHILD PROTECTION POLICY : September 2020

Children and young people have the right to have fun and be safe in the services provided for them and the activities they choose to participate in.

All children and young people have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity and to be treated with dignity and respect.

A. CHILD PROTECTION STATEMENT

Chiltern Rangers is fully committed to safeguarding and protecting the welfare of all children and young people. We recognise our responsibilities to take all reasonable steps to promote safe practice and to protect children and young people from harm, abuse and neglect. Chiltern Rangers acknowledges its duty to act appropriately with regards to any allegations towards a member of staff or volunteer, or towards any disclosures or suspicion of abuse. Chiltern Rangers recognises its duty of care to safeguard children as detailed under the Children Acts' 1989 and 2004 and Working Together to Safeguard Children.

Chiltern Rangers believes that:

- The welfare of all children and young people is paramount
- All children, whatever their age, culture, ability, gender, language, ethnicity, religious or spiritual beliefs and/or sexual identity, have the right to protection from abuse
- All allegations, reports or suspicions of abuse should be taken seriously and responded to in a swift and appropriate manner

Chiltern Rangers will ensure that:

- All children and young people will be treated equally and with respect and dignity
- The welfare of each child will always be of highest priority
- Bullying (in any form) is neither accepted nor condoned
- Action will be taken to stop any inappropriate verbal or physical behaviour
- There is a clear line of accountability with regards to safeguarding concerns
- Staff and key volunteers will be kept updated with regards to changes in legislation and policies for the protection of children and young people
- Staff and key volunteers will undertake relevant and appropriate development and training in relation to safeguarding children

- All staff and key volunteers within the organisation are fully aware of their responsibilities to safeguarding and their duty to the children and young people in their care, and that they fully understand the correct process for reporting concerns

The policy affects every member of staff, board member, key volunteer and anyone working on behalf of and/or representing the Company.

B. INTRODUCTION

This Policy has been developed using the Bucks CC <https://www.bucksscp.org.uk/wp-content/uploads/Professionals/CP-Toolkit.pdf>. In accordance with the principles established by the Children Act 1989 and 2004: and in line with the following:

- Working Together to Safeguard Children
- What to do if you are worried a child is being abused 2015

Chiltern Rangers believes that it is **everyone's responsibility** (staff, key volunteers, contractors having contact with children and young people and board members) to safeguard children and young people in their care and to adhere to this Child Protection Policy.

All staff and key volunteers working within the Company must:

- Understand the different categories of abuse and neglect, and how to recognise the signs.
- Recognise that some parents/carers may require additional support in raising their children, for example as a result of mental health issues, substance misuse or domestic abuse.
- Understand their responsibility to report any concerns that a child is being, or is at risk of being, abused or neglected. This includes reporting any concern they may have regarding another staff member, contractor or volunteer's behaviour towards a child or children.
- Understand the line of accountability for reporting safeguarding concerns, and be fully aware of the organisation's safeguarding lead and their role within the organisation.
- If appropriate; liaise with other agencies, contribute to safeguarding assessments and attend child protection meetings / core groups / conferences.

Futhermore, the Company aims to do this by:

- Raising an awareness throughout the Company and beyond of the statutory "duty of care" relating to children and young people and actively encourage good practice amongst all staff, board members and volunteers.
- Embed safeguarding into job descriptions and the wider recruitment process for staff and recruiting key volunteers to work with children and young people.
- Creating a safe and healthy environment within all its services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes and feelings of children and young people. Listening to children and young people, minimising dangers and working closely with other agencies.
- Recruiting, training, supervising and supporting staff, board members and volunteers who work with children and young people to adopt best practice to safeguard and protect children and young people from abuse, and themselves against false allegations. Staff and key volunteers who work with children and young people will be subject to a DBS Check

(previously known as an Enhanced Criminal Records Bureau check) and references. See Section I: Safer Recruitment for further details.

- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Requiring staff, board members and key volunteers to adopt and abide by the Company's Child Protection Policy

Action to achieve these aims:

1. The general safety and well being of children and young people will be promoted within all Company services and developed so that good working practices are maintained.
2. Training will be given to staff, board members and key volunteers across the Company on Child Protection Procedures and Good Practice and further training to enable them to recognise the potential signs and indicators of abuse and to improve good practice.
3. Procedures contained in this Policy will be provided for staff, board members and key volunteers describing the actions they should take if they have concerns or encounter a case of alleged or suspected child abuse, so that they will be confident and able to record and respond to incidents following the Buckinghamshire Safeguarding Board procedures.
4. Review this policy on an annual basis and visit young people and children's activities and events to ensure that children and young people are being kept safe.

D: RECOGNISING THE SIGNS OF ABUSE

All staff and key volunteer working within the Company should be aware that the abuse of children and young people can take many forms.

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 institution or community setting by those known to them or, more rarely, by others. Children can be abused by an adult, or adults, or another child or children.

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 or, or deliberately induces, illness in a child.

Emotional Abuse: The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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 is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex), or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images,

watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation: This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

- (a) in exchange for something the victim needs or wants, and/or
- (b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

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. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers): or
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Criminal Exploitation: As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- (a) in exchange for something the victim needs or wants, and/or
- (b) for the financial or other advantage of the perpetrator or facilitator and/or
- (c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Extremism: Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as "the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for death of members of our armed forces as extremist."

County Lines: As set out in the Serious Violence Strategy, published by the Home Office, County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of 'deal line'.

They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

E: Safeguarding Lead Statement:

All organisations working with children and young people should have a Safeguarding Lead in place. The Safeguarding Lead will provide a direct point of contact for any staff member or volunteer who has a child protection concern, record any concerns in a clear (and secure) manner, and ensure that the appropriate action is taken. The Safeguarding Lead should also ensure that the Child Protection Policy is being fully adhered to.

The Safeguarding Lead for Chiltern Rangers is Paul Stack. He can be contacted on 01494 474486 or 07740 743489.

If the Safeguarding Lead is not available (due to annual leave, sickness etc), staff and volunteers should report to **the Deputy Safeguarding Lead who is John Shaw.** He can be contacted on 01494 474486 or 07931 575 374.

If neither the Safeguarding Lead nor Deputy Safeguarding Lead is available, advice should be immediately sought from:

The First Response Team on 01296 383962

(outside of office hours call: 0800 999 7677)

email: secure-cypfirstresponse@buckscc.gov.uk

NB. This email address is only secure if emailing from another secure account.

Further information and additional resources, which may be helpful to safeguarding leads, are available on the BSCP website <https://www.bucksscp.org.uk/>. This includes information on multi-agency policies and procedures.

F: WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD

It is the responsibility of **everyone**, all staff, board members and key volunteers and contractors have to raise any concerns regarding the welfare and safety of children.

Disclosure of abuse:

If a child or young person discloses to you that abuse or inappropriate behaviour has / is taking place, you should:

- Listen to the child. Allow them to tell you what has happened in their own way, and at their own pace. Do not interrupt a child who is freely recalling significant events.
- Remain calm. Be reassuring and supportive but try not to respond emotionally.
- Do not ask leading questions. Only ask questions if you are seeking clarification about something they have said. Use TED; Tell, Explain, Describe.
- When you are able to, make an accurate record of what you have been told, taking care to note any times, dates or locations mentioned. Use the child's own words where possible. Do not substitute anatomically correct names for body part names used by the child.
- Reassure the child that they did the right thing in telling someone and you are glad they told you. Reassure the child that they have not done anything wrong.
- Do not promise to keep their disclosure a secret, but reassure the child that you will only share the information with the right people who will be able to help them. Explain what you will do next.

- At your earliest opportunity, speak to your Safeguarding Lead regarding the disclosure. If your Safeguarding Lead and deputy Safeguarding Lead are not available, ring First Response for advice.

If there is immediate risk of harm to a child DO NOT DELAY, ring 999

- Write up your notes using the form and further guidance in Appendix 1 or ask to complete the document with the safeguarding lead.

Safeguarding Lead Action:

The Safeguarding Lead, should take action in line with the BSCP process for *What to do if you are concerned about a child in Buckinghamshire*. A flowchart explaining this process is available to be downloaded on the BSCP website.

The Safeguarding Lead should refer to the BSCP Thresholds Document <https://www.bucksscp.org.uk/professionals/thresholds-document/> to inform decision making.

If the Safeguarding Lead is unclear whether or not to make a referral to Children's Social Care, they can call First Response for advice.

Storing Confidential Information:

Confidential information relating to safeguarding concerns, as well as allegations (whether founded or malicious) against a member of staff or volunteer should be kept in the Child Protection file in the locked HR cabinet.

Supporting Staff and Volunteers:

It can be a difficult experience for a member of staff or volunteer to be disclosed to or to be the subject of an allegation. The Chiltern Rangers safeguarding leads will ask advice from the BSCP as to how to best support the individual as needed in order to meet it's duty of care to keep its employees and volunteers emotionally safe.

Information to support Staff, Key Volunteers and Contractors:

The Buckinghamshire Safeguarding Children Partnership has produced some wallet cards that can be used to remind staff, key volunteers and contractors how to respond to a concern about a child. These will be given at training and induction subject to availability from the Partnership:

- Basic wallet card which reminds staff that safeguarding is everyone's responsibility. Staff are directed to contact their safeguarding lead if they have a concern and there is space to write who this is.
- BSCP Professional Boundaries Leaflet.
- Safeguarding Code of Conduct in Appendix 2
- Detailed wallet card for safeguarding leads or those who have regular contact with vulnerable children and young people subject to availability. This provides information on the course of action to take at different levels of need.

The Company will display in public areas of the premises:

Laminated versions of the BSCB Thresholds document which you can display in areas where staff will see them. Note free copies of these are sometimes available from bscp@bucksc.gov.uk.

A poster encouraging members of the public to report any concerns they have about a child. You can download a poster and leaflets on the BSCB website: www.bucks-lscb.org.uk/concerned-about-child/professionals-report-a-concern/

G: POLICIES AND PROCEDURES

This Child Protection Policy has been written in line with the Buckinghamshire Safeguarding Children Partnership multi-agency procedures (<http://bscb.procedures.org.uk/>) using their Single Agency Child Protection Toolkit (as accessed 21st September 2020).

The Policy will be reviewed and shared with staff, board members and key volunteers as a way of familiarizing and updating them with this crucial policy on an annual basis. New staff, board members and key volunteers will be required to familiarize themselves with this policy on induction.

H: ALLEGATIONS OR CONCERNS REGARDING A MEMBER OF STAFF OR VOLUNTEER WITHIN YOUR ORGANISATION

Disclosures of abusive or inappropriate behaviour towards children may be made in relation to staff members or volunteers working within your organisation. Alternatively, staff members or volunteers may have concerns regarding behaviour they have witnessed from another member of staff or volunteer towards children. **Everyone** should follow this procedure and refer their concerns to the lead for Managing Allegations in order to keep the children and young people Chiltern Rangers work with safe.

The Safeguarding Lead (see Section E) will be the lead for managing allegations or in his/her absence **or if the allegation is against him/her the Deputy Safeguarding Lead will manage the allegation.**

In response to any allegation, the named person should respond in line with the BSCP Procedure for Managing Allegations and where appropriate must contact the Local Authority Designated Officer (LADO) on 01296 382070.

The flowchart provided at Appendix B sets out the key actions to take in response to an allegation. In order to support the managing allegations process, the lead for managing allegations will:

- Follow all advice given by the LADO throughout the investigation process, including how to manage the staff member or volunteer against whom the allegation is made, as well as supporting other staff and volunteers within the workplace
- Follow all advice given by the LADO relating to supporting the child or young person making the allegation, as well as other children and young people connected to the organization
- Ensure feedback is provided to the LADO about the outcome of any internal investigations within your agency

Transfer of Risk: Should an individual staff member or volunteer be involved in child protection, other safeguarding procedures or Police investigations in relation to abuse or neglect, they must inform their manager of employer.

In these circumstances, the organisation will need to assess whether there is any potential for risk to transfer to the workplace and the individual's own work with children or young people.

Further Information:

A number of leaflets relating to allegations are available on the BSCB website <https://www.bucksscp.org.uk/professionals/safer-employment/>:

- Leaflet: Information for parents & carers
- Leaflet: Employee Information

In some cases, allegations can be made against a member of staff or volunteer due to their own naivety regarding the appropriateness of their behaviour when working in a position of trust, or from a lack of training about safeguarding boundaries.

Staff and Key Volunteers will undertake annual basic Child Protection training (as a minimum) if they are working with children, young people and vulnerable adults or have access to sensitive data e.g. Salesforce.

New staff and key volunteers will be given the professional boundaries leaflet from the BSCP upon induction, it is also a useful discussion document that can be used in training. This document can be found through the following link: https://www.bucksscp.org.uk/wp-content/uploads/Professionals/2016_BSCB_Professional-Boundaries.pdf

I. SAFER RECRUITMENT

So as to deter potential abusers from applying to both staff and volunteer roles that include working with children, young people and vulnerable adults and to help Chiltern Rangers to identify and reject inappropriate candidates, Chiltern Rangers is committed to following safer recruitment practices and all job/volunteer roles advertisements will reference the Company's commitment to safeguarding and that relevant DBS checks and references will be taken prior to commencement of employment.

For recruitment of staff and directors, we follow our Safer Recruitment Toolkit which has been developed with reference to the BSAB and BSCB Safer Recruitment Toolkit and other advice.

In general, Chiltern Rangers Key Volunteers are invited to take on that role after a period of general volunteering with the team. Before commencing their role as a key volunteer they need to have undertaken a satisfactory DBS check, go through Induction which includes basic safeguarding, reviewing and signing our safeguarding code of conduct and the need to commit to annual training with the rest of the team. See Chiltern Rangers Volunteer Policy and Key Volunteer Guidebook.

Where a Key Volunteer is recruited to a Key Volunteer Role as a result of an advertising campaign references also may be taken as well as the safeguards above.

J. TRAINING

All staff members and key volunteers should undertake basic Child Protection training (as a minimum) if they are working with children or young people. In general Chiltern Rangers will provide this through its annual Policy review process and induction. (BSCP advises on a three yearly basis but it is felt that a more regular training alongside the policy review is helpful to building a team understanding of Child Protection as the Chiltern Rangers grows)

The Chiltern Rangers Safeguarding Lead will aim to keep his/her training updated on an annual basis through courses provided by BSCP, e-learning courses and partner schools for example.

New staff members and key volunteers will also be given the BSCP Professional Boundaries Leaflet on induction.

PREVENT training will be provided to staff and key volunteers on a three yearly basis.

K. RECORDING AND RECORD RETENTION

When a staff member is disclosed to, and shares information with the Safeguarding Lead, it is the Safeguarding Lead's responsibility to ensure that safeguarding records regarding disclosures of abuse or an allegation against a

member of staff or volunteer is recorded in a way that is confidential and secure. This Confidential information relating to safeguarding concerns should be kept in the Child Protection and vulnerable adults file in the locked HR cabinet.

When a staff member or volunteer is disclosed to and shares the information with the Safeguarding Lead, the record including the areas of concern and subsequent actions should be kept for a minimum of 6 years. This record should not be shared with any other staff members or volunteers apart from the Deputy Safeguarding Lead if felt necessary.

If an allegation is made against a member of staff or volunteer, a comprehensive, confidential summary of the allegation should be kept on their personnel file. This record should be kept until normal retirement age, or 10 years after the allegation if longer. This record should include a clear outcome. Including when cases have been investigated and found to be without substance.

Information:

Education Staff: For cases in which an allegation was proven to be false, unsubstantiated or malicious, the allegation should not be included in employer references, even if that person has been the subject of repeated allegations.

Non-Educational Staff: All allegations should be included in employer references, clearly stating the outcomes to any investigation

L: CONFIDENTIALITY & INFORMATION SHARING

Child Protection information is very sensitive and therefore kept confidential in line with the guidelines below:

Child protection concerns, disclosures from children or safeguarding allegations made against another staff member or volunteer **must not** be discussed across the workforce as a whole.

This information should be shared solely with the Safeguarding Lead / Deputy Safeguarding Lead (or with Children's Social Care / LADO as appropriate)

Personal information which is shared by the child or young person on a 1:1 level, such as sexual orientation or gender identification, **should not** be disclosed to the workforce as a whole.

If staff and volunteers wish to discuss situations in order to gain a wider perspective from colleagues, this should be done on an anonymous basis with names and other identifying information relating to the child and their family remaining strictly confidential.

Consent: When responding to a concern about a child, making a referral to First Response or contacting the LADO, the safeguarding lead should consult the thresholds document to clarify whether consent from the child/family is required.

In any situation where a child is at risk of harm, consent is not required.

Information Sharing: Information sharing is vital to safeguarding and promoting the welfare of children and young people.

It is also an intrinsic part of any frontline practitioner's job when working with children and young people. Decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet.

At the other end of the spectrum it could be the difference between life and death.

Poor or non-existent information sharing is a factor repeatedly flagged up as an issue in Serious Case Reviews carried out following the death of, or serious harm to, a child as a result of abuse or neglect.

Further Guidance is available from the following sources:

- BSCP Multi Agency Information Sharing Code of Practice
- HM Government Information Sharing Guidance (2015)
- Seven Golden Rules for Information Sharing

M: ESCALATION, CHALLENGE & WHISTLEBLOWING

Escalation and Challenge

The protection of children will always be an area in which there may be differences of opinion about the best cause of action. It is very important that all those working with children and families feel able to air their views and constructively challenge the action of others. This includes cases where the difference of opinion is with professionals who are more senior or experienced. Similarly, agencies or professionals should not be defensive if challenged.

At Chiltern Rangers, we aim to develop a culture where staff and volunteers feel confident that they can raise any concerns they have about actions or decisions relating to safeguarding that are made by other professionals or agencies. Please refer to the BSCP Escalation, Challenge and Conflict Resolution Procedure which provides a clear process for concerns to be raised.

In general, staff and volunteers should:

- a. Have a professional discussion with the Chiltern Rangers staff member in charge of managing the case that is causing them concern. (Usually the Safeguarding Lead)
- b. If not satisfied talk to the other member of staff responsible for Safeguarding (usually the Deputy Safeguarding Lead)
- c. Refer to the BSCP Escalation, Challenge and Conflict Resolution Procedure if there is still a concern

Whistleblowing

Whistleblowing occurs when an employee or worker raises a concern about a dangerous or illegal activity that they are aware of through their work that may affect others, e.g. customers, members of the public, or their employer.

Concerns could cover a variety of areas, including safeguarding concerns about children and young people. The whistleblowing policy is in a folder on the risk assessment shelf in the office should staff and volunteers need access to the Chiltern Rangers Whistleblowing Policy.

N: e-SAFETY

Technology is playing an ever increasing role in the lives of children and young people. As such, it is important that staff and volunteers understand the responsibility they have to use this technology appropriately when working with children and young people.

If media such as emails or mobile phones are to be used to contact children and young people, this should be done by staff only using **work mobiles and email addresses only**. In general, staff should **copy in another member of staff and parents (if a parent contact is available)** when texting and emailing children, young people and vulnerable adults. The copying in procedure may not be practical or appropriate for some of our regular

older young people and vulnerable adults volunteers listed in our team minutes regular volunteer list, where regular communication is required to confirm arrangements for volunteering. If staff have any concerns about the appropriateness of the communications from these volunteers they should share their concerns with the safeguarding lead.

If staff and volunteers need to be able to use technology as part of their role; for example a Facebook page, Instagram or twitter account, this should be approved at managerial level and a designated work account should be set up which is accessible to all relevant staff.

In social media, web articles and newspaper articles, children, young people and vulnerable volunteers should not be identified by name, surname and group unless in exceptional circumstances with permission from parents. Using one of the identifiers would be justifiable. Two identifiers increases the risk of a predator having sufficient information to approach a vulnerable individual.

Further Information:

Any staff member or volunteer working with children and young people should be aware of the potential risks connected to the use of technology, from cyber bullying, to sexting, distribution of images and even the potential for radicalisation. Information regarding these topics, and others, can be found on the BSCP e-safety & Prevent pages.

O: PHOTOGRAPHY AND USE OF IMAGES OF CHILDREN

As confirmed in the Data Protection Act, Chiltern Rangers will ensure written consent is sought from the parent or carer of any child under the age of 18 using our services before any photographs are taken and as to how and where the photographs will be used.

If consent is given Chiltern Rangers will make a clear agreement with the parent or carer as to how the image will be used. (This is usually defined in our standard forms for events etc).

As detailed in in Section M, due consideration will be given to the appropriate of clothing and posture, and details such as a child's name or age will not be shared unless integral to the use of the image (such as the acceptance of an award) in particular when additional identifiers (i.e. a school or uniform logo) are being shared.

Staff should be vigilant at all times regarding people using cameras or videos within at events or activities which involve children and young people. Only staff and key volunteers who have gone through full safeguarding checks should take photographs of children and young people. Images should be transferred from phones and cameras to Chiltern Rangers IT Folders/Databases as soon as possible and then deleted from phones and cameras.

Other guidelines are:

- Do not allow unsupervised access to children or young people or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services.
- The child or young person should be happy with having their picture taken
- The names of children or young people should not be used in photographs or video footage, unless with the express permission of the child andr young person's parent/carer.
- Professional photographers or invitations to the press to cover Company services, events and activities should be cc'd to the Managing Director.

P: VISITORS, CONTRACTORS AND VOLUNTEERS

Whatever their purpose on site (this could be the depot or a working site e.g. nature reserve), it is important that visitors are aware of your Child Protection Policy, that they are clear as to appropriate conduct with children and

young people and know how to raise a concern about a child. The lead ranger will brief the individual(s) summarizing our expectations:

- Safety of children and young people paramount
- Work in a group under close supervision, remain visible, of the DBS checked ranger team, key volunteer, or other group leaders/parents responsible for the children
- Avoiding one to one contact with young people
- Not using their mobile phone or camera to photograph or video children.
- They remain visible when working with groups of young people, remaining visible to the lead ranger keeping doors open, staying in line of sight for example.
- If you have any worries or concerns, share it with the lead ranger on site who will then contact the Safeguarding Lead as required.

If you have any worries or concerns, share it with the lead ranger on site who will then contact the Safeguarding Lead as required

If a visitor is likely to have unsupervised access to children and young people, Chiltern Rangers must ensure they are DBS checked and be briefed to abide by the safeguarding principle in this policy as above and also including:

- Avoiding one to one contact with young people.
- Not using their mobile phone or camera to photograph or video children.
- They remain visible when working with groups of young people, remaining visible to the lead ranger keeping doors open, staying in line of sight for example.
- Follow the advice contained in the Professional Boundaries leaflet.
- If you have any worries or concerns, share it with the lead ranger on site who will then contact the Safeguarding Lead as required.

REVIEW CYCLE:

Chiltern Rangers Adopted this Policy on September **2020**_____


.....
(Name)
Director
For and on behalf of CR

Signed: **John Shaw - Managing Director**

Date of next annual review: October 2021_____

APPENDIX 1: Reporting Incidents Further Guidance and Child Protection Incident Form

It is the duty of any member of staff to:

- Report any concerns about a child being subject to abuse,
- Receive a disclosure
- Report if they are aware of members or colleagues behaving in an inappropriate manner.

All reports are confidential and will be handled in the same way and with respect to the person raising the concern regardless of the outcome.

You should record in writing all the details that you are aware of and what was said using the child or young person's own words, immediately. In your record you should include the following using the form in Appendix 2:

- a) The date and time
- b) The child or young person's name, address and date of birth
- c) The nature of the allegation
- d) Your observations – e.g. a description of the child or young person's behaviour and physical and emotional state and a description of any visible injuries.
- e) Exactly what the child or young person said and what you said. Record the child or young person's account of what has happened as close as possible.
- f) Sign and date what you have recorded.

Do not ask questions, other than the child or young person's name, address and date of birth. Reassure the child or young person that they have done the right thing in telling you. Listen, do not ask leading questions, always tell the young person that you may have to share what they tell you with a responsible person.

Appendix 1

Child Protection Incident Report Form

<u>Family name of child:</u>	<u>Child's name (if known):</u>	<u>Child's date of birth:</u>
Date of Incident:	Child's gender – M F	
Where incident occurred (if known):		

Referral/Disclosure Details:
Name of Referrer:
Contact Number:
Date:

Brief factual description of alleged abuse:
Suspected/Alleged/Actual

Age Band of Child:
0-2 2-3 3-5 5-8 8-11 11-16 16-19

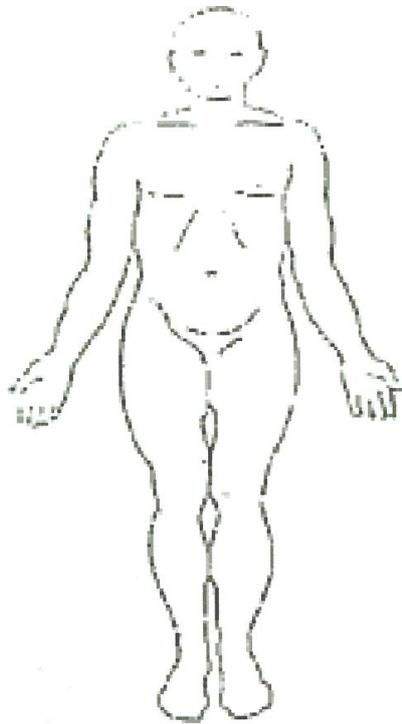
Information about the alleged abuser:
Gender: Female <input type="checkbox"/> Male: <input type="checkbox"/>
Relationship to child (e.g. partner, spouse relative, friend, neighbour, volunteer, paid carer, stranger, passer-by, other service provider etc):

Have discussions taken place with other key professionals?
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details:
If yes, please tick all those involved:
Social Care <input type="checkbox"/>
Police <input type="checkbox"/>
Health <input type="checkbox"/>
Designated person <input type="checkbox"/>
Please give name(s) of those involved

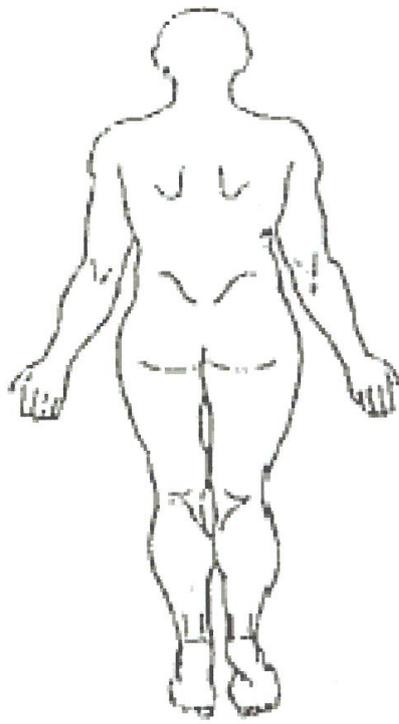
Type of Abuse Alleged: (please tick all that apply)
Physical: <input type="checkbox"/> Sexual: <input type="checkbox"/>
Psychological/Emotional: <input type="checkbox"/>
Neglect/Acts of omission: <input type="checkbox"/>
Verbal: <input type="checkbox"/>

Physical Injury Charts

Indicate position on body of marks or injuries, note colour of injury, whether is skin broken anything else of relevance.



Child right



Child right

Keep your answers factual, tell us what you heard / saw, and what you said and did. Use injury charts above if appropriate.

What explanation for injuries / marks was given, and by whom?

1. Did you observe the alleged abuse? Yes No
2. Or was it reported to you? Yes No (see below)
3. Or was it disclosed by the child? Yes No

If it was reported to you, by who was it reported?

Name:

Relationship to child (e.g. partner, spouse relative, friend, neighbour, volunteer, paid carer, stranger, passer-by, other service provider etc):

Please forward this form electronically to paul@chilternrangers.co.uk

If you do not have access to a computer, put the completed form in an envelope marked 'Confidential and Urgent' for the attention of:

Safeguarding Lead
Chiltern Rangers
Kingsmead Depot
60 Fennels Road
High Wycombe
HP11 1SL

Appendix 2: Chiltern Rangers Safeguarding Code of Conduct

Advice for employees, volunteers and visitors (including contracted staff)

This organisation is determined that everyone who visits, volunteers or works here is aware of their responsibility to make sure that all children are safe. Please remember: if you are worried about the safety of any children you must report this concern to the person responsible for safeguarding.

Getting to know children in a school or children's setting

Depending on the role you are carrying out, you may get to know children whilst visiting or temporarily working with us. Children often perceive adults, and especially familiar ones, as being trustworthy. To protect yourself and children you should remember the following:

- You should never be alone in a room with a child, but if, unexpectedly, that does happen, make sure that the door is open or if outside you get into the line of sight and join the rest of the group immediately
- If you find that a child deliberately seeks to talk to you on a regular basis and appears to be trying to form an inappropriate relationship or relationship outside of your role, you should let the safeguarding lead know.
- Never touch a child – unless there is immediate danger.
- Never exchange phone numbers or agree to contact a child whom you have met through your work here.
- Keep a record of the times and dates of any unplanned contact with children and let the person responsible for Child Protection have a copy. Unplanned does not include seeing a child at a public place such as a shop / street, but would include social events such as parties.

Knowing if a child is being harmed

If you are visiting or working here for business reasons you are very unlikely to be engaged in any conversations with children. If however the purpose of your visit is to work with children you may find that conversations with them result in concerns about their safety.

Children will sometimes tell an adult if they are being harmed. They might tell you, for example, that their Mum had hit them, or that they are very frightened of their Granddad when he is drunk. They could tell you that they are being bullied, or even that an adult here is treating them badly. It is also possible that you might notice something that made you think a child might be being harmed here.

If you think that a child may be being harmed, you must not keep it a secret, even if the child asks you to do so. You have a duty to pass the information on to protect the child in the future. You will not get into trouble if you do pass the information on.

Action if you are worried a child is being harmed

If you are worried a child may be being harmed you must:

- Listen to the child. Allow them to tell you what has happen in their own way, and at their own pace. Do not interrupt a child who is freely recalling significant events.
- Remain calm. Be reassuring and supportive but try not to respond emotionally.
- Do not ask leading questions; only ask questions if you are seeking clarification about something they have said. Use TED; Tell, Explain, Describe.
- When you are able to, make an accurate record of what you have been told, taking care to note any times, dates or locations mentioned. Use the child’s own words where possible. Do not substitute anatomically correct names for body part names used by the child.
- Reassure the child that they did the right thing in telling someone and you are glad they told you. Reassure the child that they have not done anything wrong.
- Do not promise to keep their disclosure a secret, but reassure the child that you will only share the information with the right people who will be able to help them. Explain what you will do next.
- At your earliest opportunity, speak to your Safeguarding Lead regarding the disclosure. If your Safeguarding Lead and any deputy is not available, ring First Response for advice on **0845 4600 001**.

If there is immediate risk of harm to a child DO NOT DELAY. Ring 999

Following a disclosure, the Safeguarding Lead should consider the situation (referring to the [BSCB thresholds document](#)) and where appropriate, make a referral to Children’s Social Care (via First Response on **0845 4600 001**)

PLEASE KEEP A COPY OF THIS CODE WITH YOU AT ALL TIMES WHEN VISITING. PLEASE READ THE CODE BEFORE VISITING.

Signed copy to be retained by contractor / volunteer where appropriate

Signature (employee, volunteer contractor)	
Date	

Employees and regular volunteers/contractors should fully familiarise themselves with Chiltern Rangers Child Protection Policy on annual basis and join team training if at all possible.

Appendix A

What to do if you are concerned about a child Referral Flowchart can be found:

Chiltern Rangers G Drive/Child Protection or

<https://www.bucks-lscb.org.uk/local/>

There is a link to the BSCB Threshold Document on the chart and a copy in:

Chiltern Rangers G Drive/Child Protection